


Policy and Resources (Vacancy Monitoring) Sub-Committee

Request to Fill a Vacancy Graded NLC12 and Above

Service: Housing & Social Work Services / NHS	Division: North Lanarkshire Health & Social Care Partnership
Section: Airdrie Locality	Post: Integrated Health & Social Work Manager
Grade: NLC 18	<p>Essential Qualification: Educated to professional diploma/degree level or equivalent in a Health or Social Work discipline.</p> <p>Registered or eligible for registration with the Scottish Social Services Council or Health and Care Professions Council.</p>
Date vacancy occurred: New Post	Current Salary Scale: £58,794 - £63,093
<p>Reason for vacancy: New Post due to the integration of Health and Social Work.</p>	
<p>What are the consequences of not filling this post? This post is critical to meeting the statutory duties brought about by the integration of health and social work services under the auspices of the North Lanarkshire Joint Integration Board. The post holder will require to manage and implement the integration arrangements in Airdrie locality.</p>	
<p>What alternatives to filling the post have been considered and why is it considered that these alternatives are not appropriate? There is not available alternative to filling this post.</p>	
<p>The following documents are enclosed with this form: (✓)</p>	
1. Job Description	<input checked="" type="checkbox"/>
2. Organisational Chart (detailing location of post in structure and including number of posts at same level)	<input checked="" type="checkbox"/>
<p>I confirm that, for the reasons set out above, that the filling of this vacancy is considered essential.</p>	

Signature Executive Director:		Date: 12/10/15
Human Resources use: Date of Vacancy Monitoring Sub-Committee _____ APPROVE / NOT APPROVE / CONTINUE		



1. JOB DESCRIPTION

Job Title: Integrated Health & Social Work Manager (IHSWM)

Department(s): North Lanarkshire Health & Social Care Partnership

Job Holder Reference:

No of Job Holders: 6

Reports to: Head of Health or Head of Community Care

2. JOB PURPOSE

To have responsibility for the delivery of social work, primary and secondary health, community care, children and families and justice services within a designated geographical locality, in line with the integrated joint structures of the Integration Board and that of NHSL and NLC's Housing and Social Work Services.

3. SCOPE AND RANGE

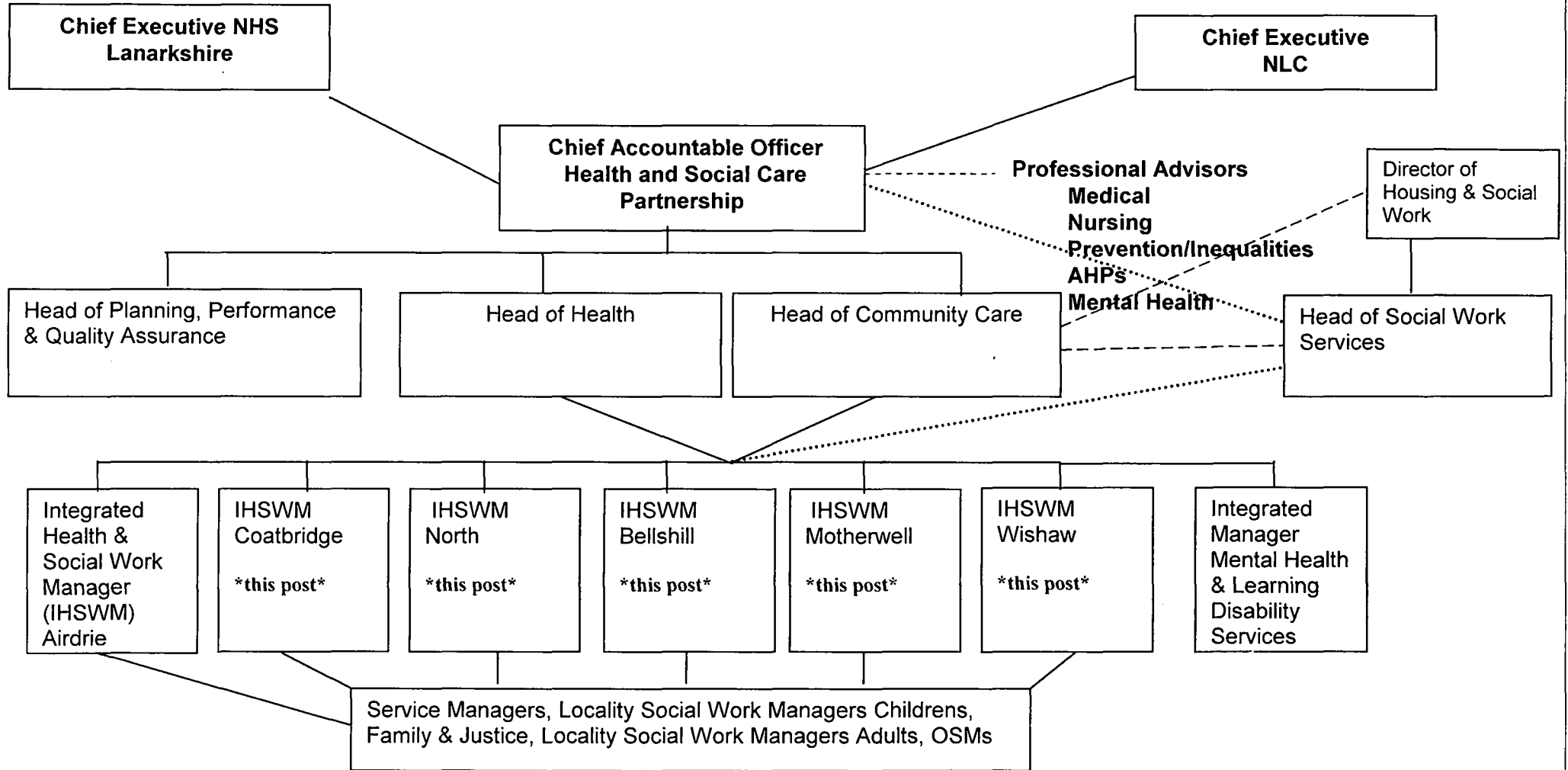
The post holder will have direct accountability for management, delivery and performance of Health & Social Work Services in scope of North Lanarkshire Health and Social Care Partnership's Integration Scheme, and for locality Children, Families and Justice Social Work Services.

Whilst the post holder's primary responsibility will be for services within a designated locality, the post holder may also be required to undertake specified functional or operational responsibilities to support wider service delivery.

The post holder and their team will additionally support the management of those Acute Services which are delegated to the Joint Integration Board but operationally led and managed by NHSL Acute Division, through ensuring effective interface with community health and social work services, for example with respect to unscheduled care.

The post holder will have direct responsibility for identified budgets and contribute to the effective management of relevant centrally held budgets,

4. ORGANISATIONAL POSITION (EXAMPLE BELOW)



5. MAIN DUTIES/RESPONSIBILITIES

- Provide operational leadership and management in respect of Adult Health and Community Care, Children and Families and Justice Services.
- To lead on the implementation of Health & Social Care Partnership (H&SCP) and relevant Community Planning Partnership (CPP) planning processes at locality level through the development of a Locality Delivery Plan and to support the development and delivery of strategic plans.
- To manage locality health and social work staff, ensuring that all relevant HR procedures are adhered to e.g. grievances, disciplinary actions, recruitment, managing sickness absence.
- Establish an effective locality management team and ensure links with other relevant management and planning groups.
- Ensure that codes of conduct, statutory registration, accountability and principles of clinical, care, corporate and staff governance, are promoted, managed and enforced to ensure required standards are consistently met.
- Ensure the delivery of high quality services which meet those standards of practice and governance.
- Ensure that locality health and social work services work effectively with other Council Services, the wider NHS and other Community Planning Partners to deliver agreed objectives and priorities.
- Report on the management of services within required legislative, policy and performance frameworks, with particular reference to the NHS and Local Authority Standing Orders and Financial Regulations, taking appropriate corrective action as appropriate.
- Lead as required for policy, planning and service delivery for specific target groups and functions, ensuring compliance with corporate and national policies.
- Ensure that the development of service operational plans are in accordance with the corporate objectives of the H&SCP, NHSL and NLC and take account of governance and prioritisation processes and frameworks.
- Ensure that performance is tracked, reported analysed and monitored in accordance with the agreed Performance Assessment Framework, determining and implementing improvement action as necessary.
- Ensure that resources are allocated in accordance with agreed plans and that expenditure is managed within the financial standards of both the NHS and Local Authority.
- Implement an agreed risk enablement and management model that will ensure a proactive and co-ordinated approach to both clinical and non-clinical risks.
- Promote continuous professional and personal development amongst staff to support organisational objectives by ensuring that systems are in place which provide development opportunities, enhance performance, motivation, and facilitate skill utilisation and flexibility.
- Promote and where necessary lead the identification, development and implementation of service redesign, creating new ways of working or organisation or service change to meet the needs of the population.

6. EQUIPMENT & MACHINERY

- The post holder is required to utilise PC, laptop, projector and other routine office equipment.

7. SYSTEMS

- Use identified recording and reporting systems in line with management and reporting requirements.

8. DECISIONS & JUDGEMENTS

- Analysing range of information and evidence to inform decisions on service delivery, HR issues and management of risk at an individual and service level,
- Ensuring appropriate prioritisation of demand and deployment of resources
- Establishing and managing an integrated health & social work service which can fulfil the individual agencies' accountability for statutory functions, resources and employment issues at locality level.
- Working across organisational boundaries to manage the delivery of fully integrated services to the local community, improving the quality and choice of support as experienced by service users and carers, including the coordination of support provision with other service providers. Ensuring significant transformation of services to deliver the aims of the H&SCP in line with wider Housing and Social Work, NHSL and Council priorities.

9. COMMUNICATIONS & RELATIONSHIPS

The post holder will be expected to :-

Work closely with other senior managers within the H&SCP, Housing and Social Work Service, other NHS Sectors and CPP and to relate to the Joint Integration Board, NHS board and Elected Members. This requires negotiation skills, diplomacy and the ability to communicate contentious information regarding service changes etc.

Act as a designated representative of the H&SCP in other fora e.g. working groups including national groups, to deliver presentations to the members of the public and other key groups/other individuals as required.

Form constructive relationships with all staff within their sphere of responsibility.

Develop constructive relationships with a diverse range of stakeholders across Health, Council, Third Sector, Independent Sector and other partner agencies, promoting public awareness and engagement in Health and Social Care policies and models of service delivery.

Other key working relationships, with examples of the purposes of these contacts, include:

- MPs/MSPs/Elected Members, Scottish Health Council, Public Partnership Forum, Third Sector, User/Patient and Carer Representatives, etc – e.g. to impart information about/respond to questions or concerns about the locality.
- With local representatives of Trade Unions and Professional Organisations – e.g. for communication, consultation or engagement on issues relating to the locality.

10. DEMANDS OF THE JOB (physical, mental, emotional)

Physical

- Light to moderate: includes moving light equipment, e.g., briefcases/lap-tops, projectors for presentations; using keyboards regularly/frequently for data analysis, spreadsheets, word processing etc and email.

Mental

- Concentration/in-depth mental attention frequently required, e.g. undertaking complex analyses and performing complex calculations; analysing problems and proposing solutions, leading meetings, influencing partnership and partner agency staff and managers at all levels of seniority, public speaking, often working under pressure and balancing multiple demands in complex/changing environments. Work pattern largely predictable but competing demands for attention each day.
- Negotiating skills are necessary, as is the need for accuracy in relation to all aspects of the post.

Emotional

- Occasional exposure to distressing circumstances.
- Involves, at times, dealing with conflict situations e.g., in emotionally charged meetings.
- Regularly required to assert emotional effort dealing with a variety of staff issues.
- Frequent requirement to be emotionally assertive when considering service change with professionals, the public and their representatives

Working Conditions

- Standard office conditions with ongoing use of computers, laptops, tablets etc.
- Occasional travelling, which may be for extended periods of time, for local and national meetings.

11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

The development and management of a fully integrated health and social care service which retains an ability to fulfil the individual agency accountability for statutory functions, resources and employment issues.

Challenging health and social inequalities within the local population whilst engaging in a complex community planning process and engagement with a variety of agencies and organisations.

The establishment of meaningful communication and engagement with local communities, people who use services, primary care contractors including GP practices in order to ensure they can influence decision making and service redesign and improvement.

Managing a high volume and high turnover, high profile service subject to external drivers e.g. HEAT targets and demographic pressures within financial resource.

Managing risks associated with service provision and public protection.

12. KNOWLEDGE, TRAINING AND/OR EXPERIENCE REQUIRED TO DO THE JOB

- Educated to Masters/Professional Degree/Diploma level or equivalent with extensive experience at senior management level within Health or Social Work.
- Formal management qualification desirable.
- Ability to demonstrate integrity and effective leadership and management skills, together with a proven track record of achievement in strategy and policy development and implementation.
- Ability to develop and maintain effective, positive relationships with key partners and partner organisations, providing a positive role model for partnership working within the North Lanarkshire Health & Social Care Partnership.
- A proven track record in the provision of strategic, creative and innovative solutions in meeting organisational requirements, motivating staff and providing seamless patient/client care.
- Ability to provide effective credible communication and an ability to operate effectively under pressure.

Job Description Agreement

Job Holder's Signature

Print Name

Date

Head of Department Signature

Print Name

Date