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|  | | | | JOB DESCRIPTION | | | Form JD1 |
| **JOB TITLE:** Community Mental Health Project Officer | | | | | **POST NUMBER:** | | |
| **REPORTS TO:** | | | | | Community Mental Health Project Manager | | |
| **DEPARTMENT:** Adult Social Care | | | | | GRADE: 9 | | |
| **JE REF:** | | | 0182 | | PANEL DATE: | 25/01/2022 | |
| **1.** | | | **MAIN PURPOSE OF JOB**  To take a lead on the development and implementation of key transformation projects and workstreams as part of the Connecting our City community mental health transformation project, with a focus on commissioning, evaluation and data, and workforce development. | | | | | |
| **2.** | | | **KEY TASKS:** | | | | | |
|  | | To develop, update and communicate relevant work plans and monitor progress against agreed actions. To produce regular progress reports for appropriate Boards. | | | | | | |
|  | | To coordinate innovative solutions to support a community approach to mental health and wellbeing. | | | | | | |
|  | | To lead on the development of a culture change programme to secure and sustain the changes to culture, systems and practice that will ultimately lead to an integrated and more confident workforce and improved outcomes for customers, clients and communities | | | | | | |
|  | | To work jointly with the project manager to coproduce plans for years 2 and 3 of the community mental health transformation programme | | | | | | |
|  | | To establish and facilitate key workstreams to enable the implementation of the transformation plans for York | | | | | | |
|  | | Work in partnership with colleagues within the communications team to ensure the development and implementation of a relevant communications strategies for key areas of work across all stakeholders and communities, maintaining maximum positive engagement | | | | | | |
|  | | To support the evaluation of the transformation programme in York, ensuring that key priorities for NHS England are met and that relevant data is available and utilised. | | | | | | |
|  | | To provide a high quality and responsive service, leading, developing, managing and implementing agreed strategies, projects and initiatives in the context of identified priorities. | | | | | | |
| 1. ii | | Support the Project Manager in; Liaising with the commissioning team on the procurement of relevant services; Ensuring appropriate procurement guidance is followed and relevant contracts are drawn up and facilitating appropriate mechanisms for monitoring and evaluation. | | | | | | |
|  | | Monitor relevant contracts, liaising with providers, addressing issues as they arise and ensuring appropriate data and information is gathered and shared | | | | | | |
|  | | Provide strategic support to the design and delivery of a mental health hub model for York. | | | | | | |
| 1. 3 | | Embed the principles of coproduction across all programme activities | | | | | | |
| 1. 5 | | To coordinate and chair relevant steering groups to ensure active engagement from a range of partners as well as members of the community, customers and carers. | | | | | | |
|  | | To contribute to the overall council strategy for community based, place based working, ensuring appropriate links between adult social care and other place based models of working across CYC | | | | | | |
| 1. 9 | | To establish and maintain effective relationships across CYC and the wider adult health and social care sector. | | | | | | |
| 1. 15 | | To represent the local authority and relevant partnerships at local, regional and national forums. | | | | | | |
| 1. 18 | | Undertake other duties commensurate with the level of this post. | | | | | | |
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| **3.** | | | **SUPERVISION / MANAGEMENT OF PEOPLE**  Number reporting: None  Indirect management of stakeholders  May be occasionally required to supervise staff undertaking short term, contractual project work. | | | | | |
| **4.** | | | CREATIVITY & INNOVATION The postholder will be working within the improvement team tasked with transforming adult social care across both CYC and the wider adult care sector.  This role operates in a complex, challenging and fast-developing area of work and will involve working across a wide range of organisations and individuals. Stakeholder engagement and involvement within this project is fundamental to its success. Therefore the postholder will be required to develop effective relationships within a challenging environment. They will undertake developmental work, thinking and acting outside usual and established boundaries, and horizon-scanning to ensure the known and emerging needs of work programme can be met.  There are a number of particular challenges facing the post holder, including:   * Working across a wide range of different organisations and individuals with differing agendas and interests; * Ensuring that the principles of coproduction remain at the heart of the project and its delivery; * Ensuring that elected members and other senior partnership boards are appropriately briefed and engaged * Challenging and changing established approaches to service provision, seeking to influence change across agencies, organisations and partnerships; * Actively and enthusiastically supporting initiatives aimed at identifying and creating opportunities for the service to be developed and delivered in new, innovative and cost effective ways, building capacity and sustainability; * Working at the interface between strategy, planning and delivery, ensuring that strategic aspirations become realities that make a difference; | | | | | |
| **5.** | | | **CONTACTS & RELATIONSHIPS**  The post holder operates within a complex, challenging and changing divisional, corporate and multi-agency, partnership context, routinely and regularly working with a wide range of partners across adult services and customers. The role involves routinely working with senior managers and practitioners across all agencies, health, independent providers and the voluntary sector, Councillors, customers and members of the public.  This involves managing resistance to change, both at individual and organisational levels. Strong communication, networking and influencing skills are essential to the role.  . | | | | | |
| **6.** | | | DECISIONS – discretion & consequences Decisions will have a direct impact on the ability of the Council, both in financial and reputational terms.  People:  Managing relationships with a wide range of internal and external partners.  Occasionally management and supervision of staff undertaking short term, contractual project work, ensuring impact, effectiveness and value for money.  Services:  Decisions taken in the context of service provision are essential in terms of providing value for money and minimising financial risks.  To contribute to the programme delivery plan and to monitor, evaluate and report on aspects of this plan with decisions and recommendations for future developments. There is a risk to the reputation of the Council and partnerships if the required standards, timescales and performance objectives are not met.  Budget:  To monitor expenditure against budgets held and managed within the relevant area of the programme.  Commissioning:  Commissioned provision must be of a consistently high quality and represent value for money and sourced through the Council’s established procurement and contracting framework. | | | | | |
| **7.** | | | **RESOURCES – financial & equipment**  Description  The post holder may be responsible for expenditure against agreed funds, the availability of and amounts of which will vary. | | | | | |
| **8.** | | | **WORK ENVIRONMENT**  Work demands   * Pressure due to competing deadlines and unplanned demands; Ability to be self-directing, to have the confidence to work autonomously, and to work under pressure, effectively prioritising competing demands and delivering within tight timescales * Required to drive, influence and manage change; * A willingness to undertake occasional commitments in the evenings and at weekends as necessary.  Physical demands  * Normal office working conditions with few physical demands; * Flexible working including ‘hot-desking’; * Daily use of a computer and VDU, can be for extended periods   Work conditions   * Office location within the City with improvement team members; * Attend meetings off site at various locations across the City and beyond;   Work context   * Operates within a complex and challenging context; * Routinely required to work across organisational and professional boundaries, negotiating collaborative working arrangements, both informally and formally; * Responsible for initiating and chairing meetings. | | | | | |
| **9.** | | | KNOWLEDGE & SKILLSQualifications and experience  * Educated to degree level or equivalent, * Relevant professional qualification and/or experience ; * Experience of:   + Leading on strategy and policy development;   + Coordinating effective multi-agency partnerships;   + Stakeholder engagement and co-production including the involvement of customers;   + Presenting information to a range of audiences;   + Contributing to change management strategies;   + Setting targets, managing, monitoring and evaluating performance and sustaining performance.   + Managing and delivering projects.   + Contributing to service design   + Commissioning and procurement  Knowledge base  * Broad range of knowledge of key / relevant policy agendas * Good understanding of effective partnership working. * Understanding of commissioning and procurement processes. * Understanding of the principles of sound budgetary control. * Understanding of change management, and in particular good practice around coproduction and supporting and engaging people through change  Skills  * Effective leadership skills and the ability to engage with, and be responsive to, the views of staff, customers and other stakeholders. * Can build effective relationships and work co-operatively within and across professional disciplines, organisational and agency boundaries. * Strong networking and influencing skills. * Self-motivated and self-directing, requiring minimal supervision. * Able to work under pressure, manage competing priorities and meet deadlines . * Ability to design, implement and contribute to projects following the CYC All About Projects methodology. * Can respond quickly and flexibly within a changing and challenging environment. * Effective time management and prioritisation. * Excellent interpersonal and communication skills, both oral and written. * Able to communicate and present complex information in a clear, articulate way to a range of stakeholders, using different communication methods. * Proficient IT skills. | | | | | |
| **10.** | | | **Position of Job in Organisation Structure**  THIS JOB  Job reports to: **Community Mental Health Project Manager**  OTHER JOBS AT THIS LEVEL | | | | | |