

## **APPLICATION FOR EMPLOYMENT**

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk) or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

## **Project Manager (Dynamic Support Register)**

**Vacancy ID: 011282**

Salary: £37,890 - £39,880 Annually

Closing Date: 27/09/2020

### **Benefits & Grade**

Grade M

### **Contract Details**

Fixed Term for 2 years

A secondment may be considered for employees of Stockton-on-Tees, Darlington, Redcar & Cleveland, Middlesbrough and Hartlepool Borough Councils and Tees Valley Clinical Commissioning Group, subject to approval from your current manager.

### **Contract Hours**

37 hours per week

### **Interview Date**

06/07/2020 / 07/10/2020

### **Job Description**

The post holder will be responsible for driving forward the implementation of the Dynamic Support Register for Children and Young People with a Learning Disability and or Autism, where there is a risk of admission to a specialist learning disability unit or mental health hospital, across the Tees Valley Local authorities and Tees Valley Clinical Commissioning Group.

The successful candidate will be required to take the lead across the Tees Valley local authorities (Darlington, Hartlepool, Middlesbrough, Redcar & Cleveland and Stockton-on-Tees) and the CCG (within the Durham, Darlington and Teesside NHS Mental Health and Learning Disability Partnership) in implementing the Dynamic Support Register for Children and Young People with a learning disability and or autism, where there is risk of admission to a specialist learning disability unit or mental health hospital.

We are looking for a highly motivated individual with strong project management skills and experience of leading change across health and social care sectors.

You will be expected to have excellent interpersonal skills as the post is required to work in partnership with internal teams and external partners across the five Tees Valley Local Authorities and Tees Valley CCG to ensure that the project is delivered effectively and successfully.

An online application form and further information is available from [www.stockton.gov.uk/jobs](http://www.stockton.gov.uk/jobs).

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

If you would like an informal discussion about the post, please contact Jane Smith, Strategic Development Manager for Children's services, on 01642 527237

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk)

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL	<b>JOB DESCRIPTION</b>	
Directorate: Children's services	Service Area: Information and Improvement	
<b>JOB TITLE: Project Manager (Dynamic Support Register)</b>		
<b>GRADE: M</b>		
<b>REPORTING TO: Strategic Development Manager, Children's Services - Stockton Borough Council and Tees Valley CCG.</b>		
1.	<p><b>JOB SUMMARY:</b></p> <p>The postholder will be required to take the lead across the Tees Valley local authorities (Darlington, Hartlepool, Middlesbrough, Redcar &amp; Cleveland and Stockton-on-Tees) and the CCG (within the Durham, Darlington and Teesside NHS Mental Health and Learning Disability Partnership) in implementing the Dynamic Support Register for Children and Young People with a learning disability and or autism, where there is risk of admission to a specialist learning disability unit or mental health hospital.</p> <p>The post holder will be responsible for managing the development and implementation of the Dynamic Support Register for children and young people with a learning disability and/or autism across the five Local Authority Areas and the Tees Valley CCG.</p> <p>The main elements of the postholder's role will be:</p> <ul style="list-style-type: none"> <li>• Implementation of the Dynamic Support Register (DSR) across each Local Authority area working collaboratively with Tees Esk and Wear Valley (TEWV)</li> <li>• Production of procedures and policies to ensure each Local Authority area have clear processes for aligning their child and young person population to the DSR process within their organisation</li> <li>• Support the CCG to establish a procedure to gather the required information and dataset from each Local Authority area, to enable the CCG to meet the reporting requirements of NHS England in relation to the DSR</li> <li>• Ensure a consistent and standardised approach in terms of the information and data to be collected across the Tees Valley.</li> <li>• Ensure that the DSR process aligns to existing systems for Care Education and Treatment Reviews (CETR) for children and young people. This will require multi-organisational working relationships to understand the processes for CETR in each area.</li> <li>• Identification of training needs and development of a training plan to ensure the children's workforce are informed of the DSR, CETR and MDT protocols and are able to support children and young people appropriately across the Tees Valley</li> </ul>	
2.	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>	
	1	A robust understanding of Transforming Care and the background of DSR and CETR's and the importance within children's services.

2	To manage the development, set up and implementation of a Dynamic Support Register across the Tees Valley Local Authorities and CCG areas, supporting each area to implement the register within their own existing governance structures. Additionally, ensuring that data collected as part of the process is accurate and appropriate in order that this can feed into the wider CCG's Tees Valley register.
3	Development of key milestones, stakeholders and reporting mechanisms which will be monitored by the governance arrangements agreed with the post holder
4	Ensure the DSR identifies those people in each area who have a learning disability and/or autism, including children and young people who are 'at Risk of Admission' and who are likely to require a Care, Education and Treatment Review (CETR), to prevent unnecessary admission
5	Ensure systems are developed and in place to guarantee that the DSR is integrated with CETR's, including timely flagging for community CETR's.
6	Establish strong professional relationships with all key stakeholders across the Tees Valley, confirming that each area receives adequate support.
7	Ensure the DSR standards implemented across the Tees Valley area is consistent and standardised where possible to ensure reporting mechanisms are accurate and comparable and meet the needs of NHS England's reporting requirements.
8	Ensure that the DSR supports an increased focus on prevention, early identification and early intervention.
9	Ensure that strong MDT working is embedded within each area with a planned approach towards community CETR's and information that monitors whether an individual is effectively supported and reviewed
10	Identify and address challenges, issues and blockages that arise and ensure these are reported through the appropriate governance where appropriate to receive support where necessary to ensure that these are addressed as early as possible
11	Provide regular updates/ progress reports to the DSR implementation group
12	Act as a point of contact for appropriate issues around the DSR
13	Identify areas for development in relation to training in each local authority area and develop a plan within the identified budget to ensure a consistent standard of knowledge and support mechanisms are in place across each area. This may involve the delivery of workshops to bring together key agencies to understand the relevance of the risk register, information sharing, developing the vision and shared outcomes.
14	Work collaboratively with key representatives to ensure the CETR processes and procedures are embedded into the DSR process in each local authority area. As part of this, the post holder will need to establish key working relationships with CETR teams in each area to clarify the process for accessing CETR.
14	The ability to receive highly complex, sensitive or contentious information and ensure that this is recorded, stored and managed appropriately
16	The ability to receive complex information and demonstrable ability to analyse the information effectively and communicate it effectively to key stakeholders
17	Plan and organise a range of complex activities across the Tees Valley Local Authorities and CCG ensuring that deadlines are met, and processes are in place to ensure that appropriate governance procedures are followed in each area

18	Develop and support staff in each Local Authority and the CCG to develop a sustainable process for identifying and monitoring trends at a local and Tees Valley level and identify processes and procedures to enable these to be discussed strategically to improve outcomes for children and young people across the Tees Valley.
19	A strong understanding of commissioning and a good knowledge of the care and support needs of children and young people.
20	Develop and support the production of a baseline data set to monitor outcomes and changes over time this may include number of residential placements, 52-week placements and inpatient numbers and costs.
21	Ensure that information sharing agreements are in place across the Tees Valley and that these are maintained and followed at all times.
22	Develop Service Level Agreements (SLA's) as required with stakeholders across the health and social care system to enable the DSR process to have the right level of support and intervention from different organisations, which will enhance chances of successfully avoiding inappropriate admission for CYP.

### 3. GENERAL

**Job Evaluation** - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Workforce Culture and supporting behaviours and Code of Conduct** – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

**Shaping a Brighter Future** – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

**Personal Development** – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

**Customer Services** – The post holder is required to ensure that all customers both internal and external, receive a consistently high-quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

**Policies and Procedures** – The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

**Job Description dated: August 2020**



## PERSON SPECIFICATION

Job Title/Grade	<b>Project Manager (Dynamic Support Register)</b>	<b>M</b>
Directorate / Service Area	<b>Children's services</b>	
Post Ref:	<b>POS011018</b>	

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
Qualifications	Educated to degree level or equivalent level of experience in a relevant subject area.	Demonstration of continuous professional development in relation to Children and Young People with learning disabilities and or/autism and children and young people who require support with their mental health	Application form
Experience	<p>A minimum of 1-year Council/NHS/ Public sector experience</p> <p>Experience of working across other organisations and with other agencies including health and social partners</p> <p>Experience in developing, delivering and managing projects across the health and social care sector</p>	<p>Experience of managing change and modernisation across services in the portfolio area</p> <p>Experience of implementing improvements to services demonstrating outcomes</p> <p>Highly developed analytical skills with the ability to manage and interpret data</p> <p>Experience of promoting positive cultural change</p>	Application / Interview

	<p>Experience of successfully working with a range of stakeholders with differing agendas to meet common goals</p> <p>Experience in making presentations / presenting reports to senior managers</p> <p>Experience of handling sensitive and confidential data and knowledge of data protection and data security where relevant</p> <p>Project management experience</p>	<p>Experience of delivering small development sessions to staff members across Council/NHS/ Public Sector organisation's</p>	
<p>Knowledge &amp; Skills</p>	<p>Understanding of the health and social policy and legislative frameworks, procedures and practices</p> <p>Excellent planning, co-ordinating, analytical and organisational skills</p> <p>Experience of managing a range of complex programmes, plans and strategies</p> <p>Experience of coordinating and chairing meeting across a wide range of stakeholders</p> <p>Demonstrable track record in supporting/delivering the delivery of complex targets and objectives to tight deadlines</p> <p>Evidence of effective leadership skills, and performance development</p> <p>Ability to build up positive relationships with a range of stakeholders including senior staff</p>	<p>Ability to support a range of stakeholders in relation to this particular area across a number of Local authority areas and / CCG areas</p> <p>Knowledge of health and social care IT systems</p>	<p>Application / Interview</p>

	<p>members across a number of different organisations</p> <p>Ability to communicate clearly with a range of stakeholders across a wide footprint with the ability to adapt approaches to meet the needs of the local area and the needs of the stakeholder</p> <p>Ability to work collaboratively with both statutory and third sector organisations, users and carers</p> <p>Able to write and present reports</p> <p>Track records of delivering outcomes related to specific projects</p> <p>Ability to work to broad policy guidelines and use discretion and act on own initiative as required</p> <p>A good knowledge and practical application of technology application in Word, Excel, PowerPoint, Internet social media, Teams/Zoom</p> <p>Ability to work flexibly and adapt to changing priorities</p>		
<p>Specific behaviours relevant to the post</p>	<p>Demonstrate the Council's Behaviours which underpin the Culture Statement.</p> <p>Ability to be innovative and respond to changing demands and situations</p>		<p>Application / Interview</p>

	<p>Ability to adapt communication style to build positive relationships and inspire others</p> <p>The ability to communicate both orally and in writing with a wide range of people and organisations</p> <p>High personal standards of self-discipline in working unsupervised and to deadlines</p> <p>Ability to work as part of a team involving people from a wide range of backgrounds</p> <p>The ability and confidence to lead a new project across a wide geographical area.</p> <p>The ability to provide concise and regular updates to senior management teams across a range of organisations, to outline the project successes and challenges.</p> <p>The ability to address issues with identified processes and make changes to systems as required.</p>		
<p>Other requirements</p>	<p>Enhanced DBS check</p> <p>Capable of independent travel to carry out the requirements of the post across the Tees Valley</p> <p>Ability to work outside of normal office hours as required</p>		

## **Conditions of Service**

### **General**

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

### **Office Hours**

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

### **Annual Leave**

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

### **Sick Pay**

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

### **Pension**

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

### **Medical Examination**

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

### **Probation**

New entrants to Local Government will be required to complete a six month probationary period.

### **Equal Opportunities**

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

### **Job Sharing**

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

### **Payment of Salaries**

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

### **Smoking Policy**

The Council operates a No Smoking Policy.

### **Politically Restricted Posts**

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is

the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

**Rehabilitation of Offenders Act 1974**

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.