



Role Profile

Job Title: People and Partnership Lead	Role Profile Number: PCDH102
Grade: Q	Date Prepared: October 2021
Directorate/Group: Adult Social Care	Reporting to: Strategic Commissioner, Voluntary Sector
Structure Chart attached:	No

Job Purpose

This post is focused on hearing the voice of people in Swindon and using it to affect change, it has a specific emphasis on Learning Disability and Autism, but will be expected to work with a wide group of individuals as required.

To support the Planning and Development of services for people with Learning Disabilities and for people with Autism across Adults services including working with Children's Services on transition planning.

To assist in influencing, under the direction of the strategic commissioner, the strategic approach of both Swindon Borough Council (SBC) and Swindon Integrated Care Alliance (ICA) and the BaNES Swindon and Wiltshire Integrated Care System to ensure that people with Learning Disabilities and/or Autism have full access to universal and targeted services as well as those specialist services related to their disability/condition.

To inform the commissioning of services including, but not limited to, Learning Disability and Autism services working in partnership with the Commissioner for Learning Disabilities and ICA lead for Autism, ensuring engagement with all system partners.

To act as supporting officer with the Swindon Learning Disability Partnership Board and Swindon Autism Partnership Board: directing, advising and supporting strategic decision making of both Boards and co-ordinating subsequent forums and work streams, in alignment with BSW/ICS arrangements, under the direction of the strategic commissioner.

To oversee and coordinate the delivery of recommendations coming out of any Joint Strategic Needs Assessments, Regional and National legislation and guidance and informing commissioners of any key points to inform change

To engage with people with Learning Disability and/or Autism and represent their views at local partnership meetings – such as Swindon Locality Commissioning Group (previously known as the Joint Commissioning Group), NDTI, Swindon Safeguarding Partnership Board, and Health & Wellbeing Board.

To work with people who engage with commissioned services, and in particular with people with a Learning Disability and/or Autism to enable them to have their own voice in decision making that effects their quality of life.

To produce high quality strategic written and verbal reports for Council Members, Boards and partners as required.

To provide expertise, advice and knowledge of research and policy developments regarding people with Learning Disabilities and/or Autism at a local, regional and national level and ensure the strategic direction of Swindon Borough Council and Swindon ICA adheres to relevant policy and legislation, and aligns with BSW ICS.

Key Accountabilities

- Support the review, planning and development of services for people, and in particular those with a Learning Disability and/or Autism to inform the commissioning process.
- Provide high level strategic reports on Learning Disability and/or Autism services for internal and external governing bodies e.g. Cabinet, Health & Well-being Board
- Provide written reports and information for internal and external communication e.g. leaflets and newsletters in formats accessible to people with Learning Disabilities and/or Autism (e.g. easy read or pictures and symbols)
- Support the organisation and delivery of the Learning Disability Partnership Board and Autism Partnership Board.
- Chair meetings with internal and external partners as well as people with Learning Disability and/or Autism and carers and manage partnerships for the benefit of people with Learning Disabilities and/or Autism.
- Attend regional and national meetings around policy and practice development as well as maintaining contact and communication with professional colleagues in other local authority areas for sharing of best practice
- Provide expertise, advice, information and support, as appropriate, to Council Members, Directors and Senior Management Teams, voluntary and community sector organisations, people who access the services and Carers and any other stakeholders
- Support the development and maintenance of appropriate strategies for people with Learning Disabilities and/or Autism taking note of legislation and policy changes at national and local levels.
- Advise and influence senior management teams across all organisations, including BSW/ICS on priority setting for Learning Disability and/or Autism services locally.
- Develop and maintain needs analysis frameworks to ensure that needs of people with

- Learning Disabilities and/or Autism are clearly identified and prioritised in strategic planning.
- Support and manage the development of local programmes including implementation of national policy and associated Department of Health guidance for both organisations. Taking into account locally identified need, the strategic direction of all organisations and feedback from those accessing the services and Carer groups
 - Maintain an awareness of changes in legislation, corporate and directorate policies and local and agency practices relating to Learning Disabilities and/or Autism in order to disseminate knowledge and expertise throughout the Council and ICA and other partners
 - Support a range of service development projects relating to people with a Learning Disability and/or Autism and the modernisation of services agendas working in partnership with both internal and external stakeholders/partners.
 - Support the consultation and engagement with people in Swindon, including those with a Learning Disability and/or Autism who access services and opportunities, carers, voluntary sector organisations and other stakeholders to ensure their voice is heard and taken into account when planning and developing services.
 - To ensure that people with a Learning Disability and/or Autism are involved in the development of the training offer in Swindon and to promote the offer to staff across Swindon Borough Council, Swindon ICA and other partners.
 - Able to negotiate with and motivate on project delivery, focusing on outcomes and linking in with other initiatives and particularly approaches around population health management, personalisation and prevention.
 - Expected to take a proactive role in sharing cross-organisational best practice across the system, reducing unwarranted variation.
 - Must have exemplary communications skills and be required to deal appropriately with very sensitive information about performance and change.

Supplementary Accountabilities

- Attend SBC mandatory training and CPD.
- Attend meetings to support work carried out by Head of Commissioning Adults and Head of Commissioning, Health and Care as appropriate.
- Support the Lead Commissioning Manager, SBC, to build and maintain partnerships across the Voluntary and Community Sector.

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Expert knowledge and thorough understanding of the legislation and policy agenda for people with Learning Disabilities and Autism, and the ability to communicate these to a wide variety of audiences.

- Wide experience of working with people with Learning Disabilities and/or Autism to develop and implement strategy and experience of working in partnership with individuals and third sector organisations using a variety of communication methods
- Experience of working across organisations to ensure service delivery
- Experience of managing engagement with those who are accessing service and consultation
- Understanding of safeguarding frameworks
- Recognised professional qualification e.g. social work/education, health or equivalent
- Full drivers licence or equivalent mobility
- Must be fluent in the English language (as a requirement of Part 7 of the Immigration Act – for the effective performance of a customer-facing role)

Qualifications

- Degree level or equivalent

Decision Making

- Responsible for the inclusion of the needs of people with Learning Disabilities and/or Autism within all relevant strategic and policy development across both Swindon Borough Council, Swindon ICA and BSW ICS
- Influence strategic decisions and local priority setting and policy development for the benefit of people with Learning Disabilities and/or Autism in Swindon.
- Able to prioritise workloads and work autonomously to deadlines
- Participate in and influence the shaping of contracts, including the drawing up of specifications, consultation with stakeholders and contract monitoring alongside SBC and ICA Commissioners for Learning Disabilities and/or Autism and wider commissioning agenda.

Creativity and Innovation

- Proactively seek out new and innovative approaches to further develop opportunities that widen the offer to those Learning Disability and/or Autism.
- Involve people, including those with a Learning Disability and/or Autism through inclusive approaches which ensure their full involvement in reviewing and planning service provision.
- Research tools and materials to better engage with people Learning Disability and/or Autism
- Research and develop approaches to ensure unpaid carers are involved in shaping services for themselves as well as supporting the development of services for the person they care for.

