



## Role Profile

<b>Job Title:</b> Adult Policy Lead	<b>Role Profile Number:</b> ENH180
<b>Grade:</b> Q	<b>Date Prepared:</b> March 2022
<b>Directorate/Group:</b> Adult Services	<b>Reporting to:</b> Head of Service – Safety and Assurance
<b>Structure Chart attached:</b>	

### Job Purpose

The Policy Lead will be central to researching, developing and implementing policy and research activities across adult services to drive best practice and improve outcomes. Policy work will be built around strong evidence, informed by social care and health reforms, and influenced by key stakeholders including people with lived experience of adult services, their carers and professionals from across the partnership.

### Key Accountabilities

- Develop and lead a programme of policy work covering a range of areas across adult services
- Write engaging and accessible policy documents based on robust research and analysis and informed by people with lived experience of adult services, practitioners and other key stakeholders
- Carry out consultations with internal and external stakeholders as part of the policy development process to ensure that the quality of our policy work is high, and benefits from expert input
- Maintain a database of policies and ensure they are kept up to date to reflect latest national policy and best practice
- Write briefings, reports, and deliver oral briefings with presentations to ensure communications on new and emerging policy areas are accurate and timely
- Provide regular updates, summaries and analysis of policy developments and how they impact on practice and outcomes
- Horizon scan and proactively stay abreast of changes and developments in Government Policy, guidance and research and brief others to ensure professionals practice across the service is well informed and up to date
- Provide advice to senior managers, stakeholders and decision makers including elected members on national and local policies relating to health and social care
- Conduct qualitative and quantitative research tasks to help build up our evidence base on people's experiences to inform policy development, including sourcing and analysing relevant data and speaking to service users and the public directly to ensure their experience informs activity.
- Work with colleagues across the council, the partnership and the region to support a coordinated and evidence-driven approach to policy work

- Represent adult services at partnership, regional and national meetings to contribute on relevant policy agendas
- Contribute to the delivery of the Quality Assurance framework process and undertake other duties as requested

### **Knowledge & Experience**

- Knowledge and understanding of legislation and guidance relating to adult care services
- Experience in policy and data analysis
- Proficient in the use of technology
- Excellent communication skills, verbal and written including proven ability to absorb complex information and present it to different audiences in a clear and accessible way
- Interpersonal skills, to work and build relationships with a range of people holding different views
- Effective research and analysis skills (including quantitative and qualitative), needed to build an evidence base from which you will work
- Excellent organisation skills, to prioritise and plan workload efficiently to meet deadlines
- A thorough approach and strong attention to detail
- Able to work effectively as an individual and collaboratively with teams across the service, organisation and the partnership
- A flexible and adaptable approach, in order to respond to shifting priorities and a rapidly evolving external environment
- Knowledge of health and social care the ability and desire to acquire and maintain knowledge of a policy area or areas good political judgement and initiative, for making decisions autonomously or advising others on the most effective course of action
- Commitment and passion for developing and delivering policy to improve the lives and experiences of people with care and support needs and their carers

### **Qualifications**

- Good general education to degree or equivalent complimentary experience
- Evidence of continuous professional development / training

### **Decision Making**

- Demonstrable evidence of successful problem solving.
- Able to manage conflict and identify solutions

### **Safeguarding**

Swindon Council is committed to safeguarding and promoting the welfare of Adults who meet the Care Act (2014) Sec 42 Care criteria 'Adult with Needs' all staff working for the council are expected to share a commitment to this. You will be expected to report any concerns relating to the possible abuse of a adults with needs in accordance with the agreed interagency safeguarding adults' procedures. If your own conduct in relation to the safeguarding of adults with needs gives cause for concern, the council's agreed interagency safeguarding adults' procedures will be followed, alongside implementation of the council's disciplinary procedure. The job holder is accountable for their safeguarding of adults with needs responsibilities to their

line manager.

All children have the right to grow up safe from harm and the Children Act 1989, and 2004 place duties on all agencies to promote and safeguard the welfare of children in need and at risk in their local area. A child is defined within the Children Act 1989, as anyone who has not yet reached their 18th birthday. The Swindon Safeguarding Partnership policies and guidance are aimed at every agency, statutory, voluntary, private and independent which works directly or indirectly with children, young people and families. The purpose of this guidance is to help agencies identify a child's degree of need and respond appropriately.

### **Creativity and Innovation**

Working closely together, improving communication and connectivity in order to make better use of the resources, facilities, relationships and partnerships. Working in a collaborative manner with external and internal customers, community members and other bodies that interact with this role

### **Contacts and Relationships**

- Provide expert advice to elected members, colleagues, other services areas and other agencies on legislation and policy relating to adult care services
- Maintain a strong relationship with both senior strategic and operational officers within the service, the council and the partnership
- Represent Swindon on regional and national forums

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	