



Role Profile

PLANNING CO-ORDINATOR

Reference No.	A4065	Type	Individual
Service	Social Work		
Job Family	Team Manager 3	Grade	FC10

Purpose

To carry out and attain the mission and the goals of the Health and Social Care Partnership around the management of voluntary organisations commissioned by the H&SCP. Working effectively with Health and Social Care staff, clinicians and the wider community and third sector organisations.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
<p>Leading the design, facilitation and planning of major and complex change initiatives at a local level, to facilitate integration of transformational work across Services.</p>	<p>Educated to SCQF level 9, which includes a Degree or equivalent</p> <p>Significant experience of Strategic and Operational Planning at a senior level (Deliver results – See ‘How We Work Matters’ Framework)</p> <p>Ability to provide a regular and effective service</p> <p>Previous experience within a Local Authority or large organisation.</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>
<p>Identifying priority improvements from both quantitative and qualitative diagnostic information (and take steps to fill gaps in available</p>	<p>Project Management skills</p>	<p>✓</p>	

E = Essential Criteria D = Desirable Criteria

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diagnostics where these become apparent), using that information about the impact of improvement activity to inform future interventions and approaches.	IT skills (Embrace technology and information)	✓	
Undertaking a critical role in partnership working with locally based organisations (including Council Services and Voluntary Sector partners).	Experience of operational service delivery at senior management level (Take ownership) Initiative taking skills	✓	✓
Negotiating with and influencing clinical and non-clinical staff at all levels, professional advisors, representatives of statutory bodies and others and where necessary, challenge assumptions and “norms” to ensure that the eventual redesign meets clinical and non-clinical service requirements.	Communication skills Experience of multi-agency working	✓	✓
Finding creative solutions to complex problems and communicating these effectively using written, verbal and presentational skills.	Analytical skills Problem solving skills	✓	✓
Undertake responsibility for the ongoing development, implementation and monitoring of the Locality Communications Strategy and procedures including the provision and presentation of complex, sensitive and occasionally at times contentious information.	Presentation skills Conflict handling skills	✓	✓
Identifying priority improvements from both quantitative and qualitative diagnostic information (and taking steps to fill gaps in available diagnostics where these become apparent), using that information about the impact of improvement activity, to influence future interventions and approaches.	Experience of major project design, planning and implementation.	✓	
Making day to day decisions on the allocation of project resources to meet project deadlines and requirements, including forward planning to identify and meet future resource requirements.	Leadership skills Delegation skills	✓	✓
Using professional judgement to anticipate project specific issues and take appropriate steps to address, resolve or mitigate them.	Prioritisation skills	✓	

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Developing and implementing project specific procedures and methodologies, to control and measure costs, time and quality and establishing a robust change mechanism to record, track, cost and evaluate all project changes no matter their source.	Experience of leading, designing, facilitating and planning major and complex change initiatives (Focus on customers)	✓	
Directing, managing, motivating and monitoring the work of the multi-agency team to meet key project deadlines.	Motivational skills	✓	
Evaluating outputs and advice from professional team members and others, assessing the impact on project progress and taking appropriate decisions and actions to progress the project.	Time management skills	✓	
Ensuring that project support staff and internal teams deliver the necessary outputs to time and with appropriate levels of detail.	Experience of providing support in a professional environment.		✓
Undertaking development and ongoing maintenance of the Project Risk Log, including chairing the Locality groups set up to record, track and evaluate project progress and risks as they are identified, reporting on a monthly basis to the Project Board, including the implementation and progress of identified mitigating actions and risk status.	Experience of participation in corporate/external working groups		✓
Ensuring that all stakeholders are appropriately informed and involved as the project progresses, including general public and interest groups.	Team working skills (Work together)	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input checked="" type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results