

Head of Health and Social Care

Job Description and Person Specification



Post Title:	Head of Health and Social Care
Salary:	£36,000
Working Hours:	35hrs per week
Duration:	Permanent Post
Location:	Glenrothes
Reporting to:	Chief Executive

Main Purpose of Post:

To be the strategic lead for health and social care policy and activity for FVA. To manage a team that contributes to health and social care objectives. Work collaboratively with statutory and third sector partners to maximise the impact of the third sector on health and social care outcomes in Fife.

Main duties of Post:

1. To take a strategic lead on third sector health and social care issues in Fife, working with – and supporting – providers to achieve high quality outcomes, representing third sector interests with statutory partners and helping statutory partners to engage with third sector providers;
2. To chair Fife’s Third Sector Health and Social Care Forum, and the Third Sector Mental Health Forum, and develop and support appropriate activity to enable voices to be heard for the purpose of shaping service design and delivery in Fife;
3. To undertake work with stakeholders to identify and represent the interests of health and social care providers and the wider third sector at strategic partnership meetings e.g. Fife Health and Social Care Partnership’s Strategic Planning Group, Carers Strategy Group and a variety of local and national partnerships;
4. Proactively build and maintain relationships with external stakeholders at all levels to understand local challenges and emerging issues;
5. To actively identify actions to build capacity and address gaps in health and social care provision. Where appropriate, to explore funding opportunities to fill these gaps and support third sector providers to improve and expand delivery;
6. To ensure FVA’s workplan meets funder requirements, stakeholder needs and local need in relation to health and social care representation, support and activity;
7. To line manage a team and activity within FVA that contributes to health and social care outcomes; providing support and supervision, strategic direction and assistance in delivering against the workplan;
8. To take lead responsibility for the line management, monitoring, reporting and evaluation of FVA’s funded health and social care projects e.g. Footcare Fife, Carer Representation, Carer Funding and support for integrated health and social care, and attend relevant partnership and management meetings related to those projects;
9. To form part of the Management Team at FVA, attend relevant meetings, contribute to, and uphold, the standards and values of the organisation, and take a corporate management approach to ensuring this across the whole staff team where appropriate;
10. To provide reports on health and social care related themes, including contributing to FVA Board reports as required;

11. Undertake training related to the post as appropriate and with agreement from the Chief Executive.

This job description does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required from employees in the role. The organisation reserves the right to require employees to perform other duties from time to time. The organisation also reserves the right to vary or amend the duties and responsibilities of the post-holder at any time according to the needs of the organisation's business. There is a requirement to work evenings and weekends as necessary in order to ensure appropriate fulfilment of duties.

Person Specification

Essential requirements:

- Experience of project development and management
- Experience of working with the third sector
- Experience of appropriate policy development and strategic/operational planning
- Good understanding of issues affecting the health and social care sector, including local and national policy on health and social care
- Demonstrable relationship building skills, networking abilities and an ability to influence and motivate others
- People management skills and experience working as part of a team and to help others
- A proven capacity to manage a diverse workload and prioritise effectively to meet deadlines
- Good standard of computer competence (Word, Excel, Powerpoint, Teams, video conferencing, internet and e-mail).

Desirable requirements:

- Knowledge of project funding sources and application processes
- Practical experience of the realities of diverse community life
- Understanding of co-production