


Profile Title:	Voice and Participation Lead	 BARNSLEY Metropolitan Borough Council			
Reports to:	Head of Service				
Employee Management:	None	Grade:	10	Profile Ref:	132803
Purpose of the Post					
<p>Ensure the voices of a range of people with a range of abilities including family carers are represented into key strategic bodies.</p> <p>To work alongside user led organisations, Voluntary Community and Social Enterprise sector (VCSE) and partner organisations to develop and strengthen the voice of those that draw on Adult Social Care ensuring that this influences our improvement journey.</p>					
Responsibilities					
<ul style="list-style-type: none"> • To design and implement a voice and participation plan and approach for Adult Social Care. • To develop a clear evidence framework in accordance with the emerging assurance framework for Adult Social Care. • To engage with adults with a range of abilities through a variety of media using a range of tools, being responsive to changes in youth behaviour, in support of legislative requirements. • To safeguard and promote the welfare of vulnerable adults involved within the service, and ensure all aspects of the service are responsive to the changing needs of the most vulnerable groups of adults within the borough. • Develop voice and influence framework including any relevant policy, procedure and standards and promote the delivery of outstanding, high quality services. • Provide Executive Director with assurance with regards to efficacy of voice and influence. • Ensure delivery of performance objectives and measures. • Represent the service in a range of strategic and operational forums. • Negotiate service level agreements and partnership arrangements and develop and monitor the agreements with partner agencies to ensure that performance is managed effectively and escalated appropriately. • Prepare and deliver reports and presentations. • Contribute to the development of service strategies, policies and plans. 					

- Negotiate, collaborate and maintain effective relationships with internal and external stakeholders, agencies and other services including managers, employees, councillors, members of the public, partnership agencies.

Education and Training	Measure	Rank
• Relevant level 6 qualification.	A	E
• Willingness to undertake the Councils Internal Leadership Programme	A/I	E
• Evidence of Continued Professional development	A	E
Relevant Experience	Measure	Rank
• Extensive and recent experience of engagement management	A/I	E
• Experience or evidence of working with multi agency partners such as Social Care, Voluntary and Community sector organisations, Police and Health providers	A	E
• Experience of working with complexity which include health issues, substance misuse, domestic violence, learning disability, homelessness, anti-social or criminal behaviour and inter-generational family disharmony	A/I	E
• Experience of planning, delivering and evaluating participation work in a variety of settings for adults.	A/I	E
• Experience of providing professional advice and guidance to managers at all levels of seniority, external agencies and other forums	A/I	E
• Experience of policy and procedure formulation and implementation	A/I	E
• Experience of planning techniques and implementation strategies to deliver needs led and / or outcome driven contact focused youth work	A/I	E
• Experience of working within an inspection framework	A/I	D
General and Special Knowledge	Measure	Rank
• Demonstrate an advanced knowledge, understanding and application of engagement work and relevant legislation, including current and relevant policies and procedures	A/I/P	E
• Demonstrate advanced knowledge of participation barriers, techniques to develop robust engagement.	A/I/P	E
• Demonstrate an advanced understanding of vulnerable adults current challenges and barriers to living a good life	A/I/P	E

<ul style="list-style-type: none"> • Knowledge of the pressures facing local government / in depth knowledge and understanding of national and local government policies and agendas, including emerging and changing issues 	A/I/P	E
<ul style="list-style-type: none"> • A working/ operational knowledge of Adult Social Care 	A/I/P	E
<ul style="list-style-type: none"> • Demonstrate an awareness and working knowledge of the national strategies for Adult Social Care and health as they apply to engagement an participation 	A/I/P	E
Skills and Abilities	Measure	Rank
<ul style="list-style-type: none"> • Ability to work at senior levels within an organisation sometimes in areas of tension and conflict 	A/I	E
<ul style="list-style-type: none"> • Strong organisation and time management skills with the ability to work under pressure, being self-motivated and able to use own initiative under minimal supervision producing positive outcomes 	A/I	E
<ul style="list-style-type: none"> • Demonstrate advanced skills in objective setting, staff management, work prioritisation, time management and working to deadlines 	A/I	E
<ul style="list-style-type: none"> • Ability to carry out research and develop policies and procedures 	A/I	E
<ul style="list-style-type: none"> • Demonstrate advanced interpersonal and communication skills with the ability to maintain effective relationships with adults with various abilities, young people in transition, parents and carers and partnership agencies 	A/I	E
<ul style="list-style-type: none"> • Demonstrate skills in budget management and the planning of work and distribution of resources within a pressurised financial environment 	A/I	E
<ul style="list-style-type: none"> • Demonstrate the evidence impact in both quantative and qualitative ways. 	A/I	E
<ul style="list-style-type: none"> • Ability to adopt an effective and proactive approach to problem solving, adapting to changes in circumstances or information 	A/I	E
Additional Requirements	Measure	Rank
<ul style="list-style-type: none"> • A positive commitment to maintaining and developing a service which is committed to the highest professional standards and outcomes for adults, their carers, families and communities 	A/I	E
<ul style="list-style-type: none"> • Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the council 	A/I	E
<ul style="list-style-type: none"> • Willing to undertake training and continuous professional development in connection with the post 	A/I	E
<ul style="list-style-type: none"> • Work in accordance with the council's vision, priorities, values and behaviours. 	I	E

• Able to undertake any travel in connection with the post	A/I	E
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