

# Development Officer – Grade 10/11

## Job purpose

Kirklees has a population of more than 300,000 adults and older people. Adult Services provides care services/support to more than 20,000 adults and older people during the year.

This job is based within the Commissioning & Health Partnerships Team and will report directly to the Commissioning Manager for Learning Disabilities.

The focus of the Development Officer role is to support the development of commissioning and health partnerships that will enable the Council:

- to achieve the outcomes and ambitions in the Vision for Adult Social Care in Kirklees and the Joint Health and Wellbeing Strategy.
- to support the council, fulfil its statutory obligations, including those set out in the Care Act 2014.

Your role will involve undertaking policy development and strategic planning relating to service delivery, and the commissioning of Adult Social Care services, including the provision of advice to Senior Management on both national and local developments and their implications on service policy.

You will contribute to; all aspects of the commissioning process, the development of standards, criteria and quality systems across Adult Services and its health partners. Your role will involve contributing to the shaping and development of the local care services. You will be working closely with other Council Services, Local Health Partners, Care Providers and other bodies across Public, Private and Voluntary Sectors.

Your main portfolio of work will involve:

- Carrying out adult social care commissioning related projects based on national best practice and innovation, develop new care service based on local needs and explore the potential of alternative service models.
- Analysing emerging national best practice and innovation and developing detailed reports on the potential benefits and implementation in Kirklees Council.
- Work on the strategic implementation of the Care Act and other statutory duties in relation to adult social care.
- Working in close partnership with key officers developing the implementation of early intervention and prevention model.
- Carrying out research to support the further development of the personalisation agenda across Adult Services and health partners.
- Work on specific new developments and service redesign regarding the strategic development of new care service delivery and new ways of working.

- Supporting the development and implementation of adult social care commissioning strategies.
- Work on specific projects developed from the commissioning strategies and implementation plans.
- Any other requirements as defined in the team and service plan.

When required, you will also provide support and supervision to any Modern Apprentices or trainees in the team. You will also be required to deputise for the Unit Manager where relevant, ensuring you represent the unit in a professional manner.

You will be expected to carry out your duties in line with the Council's policies, procedures, and relevant legislation. You will be made aware of these in your appointment letter, statement of, induction, ongoing performance management and development and through Council communications.

As part of your wider duties and responsibilities you are required to promote and actively support the Council's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting them from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. Safeguarding relates to everyone who may be vulnerable, not just the very old and the very young. Please click here to read our safeguarding policy.

This role is based within Commissioning and Health Partnerships. Find out more about [working for Kirklees](#).

## Key areas of responsibility

- The full range of commissioning activity within the department takes place within the agreed timescales that ensures statutory duties and key targets are met.
- The re-shaping and innovation of the local care and support market to meet local needs, ensuring statutory duties can be met.
- Develop and lead on a range of research and development projects identified within the service (such as those listed above) which contribute to ongoing development of the local care market, service improvement and redesign and achievement of better service user outcomes.
- Senior Managers and key officers are kept informed regarding progress made relating to project delivery across Commissioning & Health Partnerships and Social Care and Wellbeing for Adults.

## Position of job in organisational structure



## Employee Specification

Knowledge, qualifications, skills and experience	Shortlisting criteria
Experience of carrying out research and presenting an analysis of the findings and interpreting the potential benefits.	Essential
Experience of reviewing and contributing to the development of service/business plans, continuous improvement plans and business processes in a large organisation.	Essential
Experience of and ability to demonstrate detailed understanding of project management techniques.	Essential
Experience of planning and facilitating workshops/presentations to management and operational staff.	Essential
Experience of using a range of software applications for statistical analysis and recording, including spreadsheets, databases, and word processing.	Essential
Able to interrogate information systems, manipulate and analyse data and present findings in an effective, meaningful format.	Essential
Knowledge of research, analytical and statistical techniques.	Essential
Able to interpret report and communicate the findings of research activities using a variety of formats suitable for different audiences.	Essential
Knowledge of project management techniques and how these can be applied to ensure successful projects.	Essential
Accepts a basic DBS and barred list check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.	Essential

## Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

## General information

See your responsibilities related to [Safeguarding](#).  
DBS check at the appropriate level

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

## For Office Use Only:

Job Category	Adult Services	Grading ID	
Job ID		Last Updated	20 <sup>th</sup> August
Job Focus	No	Career Progression	No

## Contractual Variants

DBS Category	Adult	DBS Type	Enhanced & Adult Barred
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR			