

# JOB DESCRIPTION

Position Details	
Position Title: Head of Regional Partnership Team	
Grade: Grade 12 - SCP 50 - 53	
Section: Children and Families Directorate (Social Care)	Service Area: Gwent Regional Partnership Team
Responsible To: Strategic Director or Lead Director, on behalf of greater Gwent Regional Partnership Board members	Responsible For: Regional Partnership Board support and programme delivery through managing regional partnership team
Job Evaluation ID 2932	Date Issued: June 2024

## Job Purpose

To lead the complex programme of regional partnership working under the Gwent Regional Partnership Board (RPB), under the guidance of Directors and Heads of Service across partners. This will include working closely in partnership with a broad range of regional partners including Health, third sector, RSLs and independent sector partners, as well as contributing at an All Wales level with Welsh Government and other stakeholders. This is a high profile role which is directly answerable to the 5 Statutory Directors of Social Services through a regional governance framework.

The post holder will lead on regional support arrangements to drive the transformation and continued development of health and social care in the Gwent region. This role will take the lead in supporting effective governance of the RPB and supporting structures, including executive Leadership Group, ensuring a focus on delivering improved outcomes for people, communities and organisations.

## Principal Accountabilities and Responsibilities

To support the Directors and all Heads of Service across statutory partners, RPB Chair, Cabinet Members and Chairs of Partnerships in the effective running of the RPB and those partnerships established under the RPB so as to develop and improve services to citizens and communities.



To manage the joint governance framework, for regional partnership working which ensures that RPB priorities are delivered through programmes of work within integrated partnerships, including reporting on grants delivered through the RPB.

To be the region's point of contact with Welsh Government leads along with the RPB chair to facilitate and ensure policy engagement, national reporting and strategic planning at a national level.

To implement effective decision making under the governance framework for RPB and regional partnerships which ensures the partnership delivers on its statutory responsibilities in a way that improves outcomes for the people of Gwent.

To deliver an effective communications and engagement strategy with key stakeholders, making use if newsletters, internet, social media and website to promote the work of the RPB.

To ensure that the RPB work fulfils statutory requirements of Social Services Directors and Health Board Executives and the needs of their respective Councils and Boards.

To support the RPB and regional work programme by facilitating collaborative working to deliver agreed regional objectives through the effective use of existing resources, so that expertise and responsibilities are effectively shared across the region. This will require skilled leadership and negotiation – in most cases working with a virtual team spanning a number of organisations.

To liaise with the Welsh Government on:

- Developing the key regulations and guidance/ideas of practice that underpin the Social Services and Wellbeing Act (SSWBA)
- Developing the overall implementation plan to ensure each LA complies with requirements set out in SSWBA;
- Ensuring relevant greater Gwent input into technical and advisory groups and feedback to SS Directors

To work with Lead Commissioning Teams and Programme/Project Leads, to maximise resources and ensure programme synergy.

To maintain links with other Regional Partnership Boards, ensuring learning is shared and transformational work is co-ordinated.

To effectively represent the Gwent RPB at local, regional and national fora as designated regional lead officer, working with the Grant Programme Manager nominated by ABUHB.

To be responsible for the regional partnership team budget.

## Resources/Equipment/Material



To ensure compliance with all statutory requirements and guidance in respect of the collection, maintenance and storage of client based and service information.

The post holder will take responsibility for managing the effective use of the regional partnership team budget and other delegated funding that is provided for regional programmes and projects.

The post holder will ensure that service/financial monitoring and reporting requirements of WG and regional partners are met, in liaison with Lead Commissioning Teams

The post holder will provide evidence to support service/financial monitoring and reporting requirements of WG and regional partners.

### **Supervision/Management of People**

The post holder will ensure that any line-managed staff have clear individual objectives and will support the induction, performance and development of staff.

Management of regional partnership team staff.

This is a key post, which requires strong leadership, negotiation and organisational skills and the post holder is likely to have had several years experience in a senior management role within social care or health.

The post holder will need extensive knowledge of the statutory responsibilities of Directors of Social Services and the expectations set out in the Social Services and Well-being (Wales) Act.

The post holder will need effective communication skills, to work to achieve consensus across the region and adapt to changing priorities and WG requirements.

Mobile working, using technology to best effect, will be a key requirement to ensure all key stakeholders are regularly appraised of progress.

### **Special Working Conditions**

The post holder will be required to work across the region and attend national events to ensure that the region is able to contribute to and deliver new policies and practices as the work of regional partnerships matures over time.

### **General**

- To observe confidentiality in all aspects of work.
- To participate in the service area's supervision process and/or Corporate Appraisal process.



- To demonstrate a willingness to undertake training development and learning opportunities to improve skills.
- Comply with and support others to observe Health and Safety Act 2009 procedures and processes.
- To adhere to the terms of the Alternative Working Strategy should the post be eligible.
- To work within the Councils' policy and procedures in respect of equal opportunity, anti-discriminatory and anti-oppressive practices.
- To adhere to Data Protection principles whilst undertaking your duties and report data breaches to the data protection team at [dpa@torfaen.gov.uk](mailto:dpa@torfaen.gov.uk)
- You are responsible for undertaking your duties in a manner which safeguards and promotes the welfare of children, young people and adults at risk. You must bring issues of concern regarding the safety and welfare of children, young people and adults at risk to the attention of the Designated Officer in your Service. You must raise any concern or allegation of abuse and neglect without delay.
- To accept that this job description may be periodically subject to review.
- To undertake any other duties and/or times of work as may be reasonably required of you, commensurate with your grade or general level of responsibility within the organisation, at your place of work or based in any other establishment.



# PERSON SPECIFICATION

TORFAEN  
COUNTY  
BOROUGH



BWRDEISTREF  
SIROL  
TORFAEN

Position Title: Head of Regional Partnership Team	Date: May 2024
For office use only	
Shortlisted By:	
Name of Candidate:	Date:

**Please note you will need to meet the essential criterion to be invited for interview.**

Requirements	Selection Method		
	Essential or Desirable	Score	Tested at Interview and/or Application Form
<b>Education/Qualifications/Knowledge</b>			
1.1 A management qualification at DMS level or equivalent or minimum 5 years relevant management experience	<b>E</b>		<b>A</b>
1.2 A professional qualification at Degree level in the field of health, social care or related field	<b>E</b>		<b>A</b>
1.3 Significant knowledge of policy development, analysis and review	<b>E</b>		<b>A/I</b>
1.4 Extensive knowledge of and understanding of relevant legislation and partnership frameworks.	<b>E</b>		<b>A/I</b>
1.5 Significant demonstrable experience of Programme / Project Management	<b>D</b>		<b>A</b>
<b>Experience</b>			
2.1 Proven Experience of successfully managing services at a senior level within local government/public sector	<b>E</b>		<b>A/I</b>
2.2 Experience of influencing and supporting partnership working with a broad range of agencies and stakeholders.	<b>E</b>		<b>A/I</b>
2.3 Experience of working in a political environment	<b>E</b>		<b>A/I</b>



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2.4 Experience of high-level information analysis to develop business cases and inform decision making.	E		A/I
2.5 Experience of managing, planning, delivering and monitoring change at a strategic level.	E		A/I
<b>Skills and Abilities</b>			
3.1 Excellent written and oral skills	E		A/I
3.2 Effective people and performance management skills.	E		A/I
3.3 Capacity to work strategically, and positively/constructively influence decision making processes	E		A/I
<b>Personal Attributes</b>			
4.1 Demonstrates a strong commitment to continuous improvement and has a track record of meeting and exceeding targets.	E		I
4.2 Thinks quickly and flexibly and shows adaptive leadership in responding to a changing environment	E		I
4.3 Believes in the ethos of public service and sets an example of high standards of conduct in this respect	E		I
4.4 Deals with situations of conflict in a calm and rational manner, and does not shy away from difficult situations	E		I
4.5 Sees working in partnership as an opportunity rather than a constraint	E		I
4.6 Self-aware and self-resilient	E		I
4.7 Is highly self-motivated and acts on own initiative	E		A/I
<b>Circumstances</b>			
5.1 Role may require travel across Wales	E		I
5.2 Role requires working outside core hours on occasion	E		I
5.3 Up to date DBS registration as the role requires undertaking regulated activity	E		I
<b>Total Short Listing Score</b>			



Score key: 0 = Not Met Criteria 1 = Fully Met Criteria



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