

MALDON DISTRICT
COUNCIL

Princes Road
Maldon
Essex CM9 5DL

www.maldon.gov.uk



Health Integration and Community Manager

(FM18 SD30)

Maldon District Council
Job Description: FM18 SD30

Job Title	Health Integration and Community Manager
Service Area	Strategy & Resources
Grade	K SCP 41-44
Job Reference	FM18 SD30

Reporting to	Responsible for
Assistant Director - Strategy, Partnerships & Communications.	Responsible for Line Management of staff, based on business need and externally funded partnership and project resource.

Team Purpose
To provide evidence based and deliverable strategies that are communicated effectively to key stakeholders. To establish and embed effective partnerships working collaboratively to achieve more for our customers and the district. To secure funding from funding organisations and government resources. To establish and deliver positive community engagement.

Role Purpose
<p>To drive integrated health and wellbeing engagement that delivers appropriate and evidence-led solutions to meet the needs of our residents. Reducing health inequalities and improving wellbeing outcomes by building on the strengths of strategic partnerships and local communities to collaboratively deliver services.</p> <p>Will work to the priorities of the Maldon District Council Corporate Plan and all associated Health and Wellbeing Partnerships, whilst ensuring the Council’s role within the community and the wider Integrated Care System is appropriately represented.</p> <p>Will lead on Health Integration and Community partnerships and funding, fully integrating with health and community partners and agencies.</p> <p>Leadership on developing, progressing, and reporting against strategic outcomes</p> <p>To provide effective, strategic leadership with high standards of evidence base, policy, and partner knowledge.</p> <p>Lead on the delivery of a ‘whole system’ approach to the prevention of vulnerability across the District, engaging internal and external partners to contribute to planning and engagement of new strategies.</p> <p>To enable Community capacity building to ensure needs are met and resilience is maintained.</p>



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To provide expert guidance and support on the development and delivery of the Corporate Strategy through programmes, projects, services, and partnerships by commissioning and working collaboratively with other parts of the council and key partners.

Key Accountabilities

- Commission and support specialists across the council to develop council wide strategies and policies
- Effectively manage budgets, resources, and performance to deliver priorities, providing regular reporting as required.
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- Represent the district's needs at external senior meetings, conferences, and working groups with local, county, and national stakeholders.
- Develop and maintain effective working relationships between elected members, key stakeholders, and officers in relation to strategy development and engagement.
- Analyse and interpret data to inform strategy development and monitoring
- Be accountable for team performance, risk management, FOI requests, and complaint resolution. Ensuring compliance with policies and legislation.
- Carry out audits of policies and strategies.
- Undertake work that requires greater understanding and knowledge of political, regulatory, and legislative complexities
- Manage and assign work to externally funded project resource in line with MOU and partnership protocols.
- Act as lead secretariat for external strategic projects.
- Initiate and manage projects through Project Management office.
- Highlight where strategic plans and initiatives require intervention and suggest effective remedial action.
- Support the Assistant Director and deputise in their absence.
- Promote collaboration, knowledge sharing and ensure effective communication and feedback is promoted across the wider authority, providing regular management updates and promote the good work the council does.
- Be a role model of Our Values.
- Lead on recruitment and retention of staff.
- Regularly monitor project and funding allocation budget, adhering to procurement and contract management guidelines.



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Ways of Working	
Customer Service	Working closely with colleagues and stakeholders to support, commission and develop strategic initiatives and policies. Working with colleagues to improve customer service and highlight opportunities for empowering customers further.
Supporting Corporate Projects	Lead and support projects within own focus areas that deliver corporate priorities. Provide Specialist Advice and input to corporate projects. Lead and implement strategies, policies, and financial plans. Monitoring and reporting progress on the delivery of the objectives of the Corporate Plan.
Performance	Ensure a focus on partnership and team performance. Promote an organisational culture that empowers and motivates staff and achieves good communication, positive employee relations and effective employee development. Provide staff with positive leadership, guidance, coaching, direction, and motivation that harnesses the strengths and talents of individuals, achieves their maximum contribution to the organisation and promotes their personal development.
Budget Management	Ensure the service budget is managed in accordance with legislation, Council policy and good practice, adhering to all reporting requirements and enabling best value for money for the Council.

Qualifications
Degree/relevant qualification and/or extensive work experience in specialist field. Management or professional qualification or qualified by strong relevant experience. Evidence of Continuous and Professional Development (CPD).

Knowledge, Skills, Ability and Experience
Highly developed working knowledge of practices / methodologies of several specialist areas: Planning, Strategic Planning, Corporate Planning, Business Planning or Policy Development. Working knowledge of legislation and developments in several specialist areas. Skills, knowledge and experience in information analysis and presentation and communication of complex information.



Knowledge, Experience, Skills and ability

Knowledge

In-depth understanding of Strategic Planning, Policy Development and Project Management.

Working knowledge of legislation and developments in specialist area.

An excellent understanding of partnership working.

Knowledge of Asset Based Community Development.

Experience

Demonstrable experience across the broad remit of the role, having the ability to work at the level required for the lead role, supporting the Council's workforce agenda and day to day operations.

Significant experience of management, leadership of internal and external parties.

Experience of staff management and/or project resource in line with MoU agreements and HR Policy.

Experience of bid applications and the allocating, monitoring, and reporting of the management of funding.

Experience of working in the public sector or demonstrable knowledge of Local Authority strategic planning and governance.

Effective communications with external stakeholders, senior officers, elected Members demonstrating productive and trusted relationships.

Financial and commercial acumen with experience of managing budgets, either operational or external funding using effective and transparent methods of delivery.

Evidence of supporting Equality, Diversity, and Inclusion.

Experience of attending and presenting data at formal Council and Partnership meetings.

Review and sign-off of evidence base data, reports, and requests from staff.

Skills and ability

Ability to work with a great deal of autonomy and in a hybrid working environment.

Able to demonstrate setting targets and objectives.

Able to manage and plan own workload and priority setting in a complex environment.

Demonstrate excellent timekeeping and information handling.

Confident user of Microsoft applications and tools to present data and reports and to be able to work in an Agile way.

Excellent presentation and relationship building skills.

Ability to identify opportunities using a whole system approach.



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Demonstrate ability to manage teams in a hybrid environment to deliver projects, and priorities, and provide coaching and development.

Special Requirements	
Emergency Planning	A requirement of this role will be to attend emergency planning training. The role holder will be required to support the Council's emergency planning response.
Election Duties	<p>This post will, on occasion and with reasonable notice, be expected to assist with election duties as required and this will include working unsociable hours.</p> <p>A separate payment for election duties will be made as determined by the regional Elections Committee.</p>
Political Restrictions	This role is not politically restricted. <i>See Politically Restricted Procedure note for more detail.</i>

Standard Terms	<ol style="list-style-type: none">1. To comply with appropriate legislation, service, and council policies.2. All employees have responsibility under the Health and Safety at Work, etc. Act 1974. These responsibilities are laid out in the council's health and safety policy and procedures.3. To support and be committed to the council's policy on safeguarding and promoting the welfare of vulnerable groups including, young children and adults and expects all staff and volunteers to share this commitment.4. To support the council's equalities and diversity policies.5. To operate within the council's IT policies and data protection rules and regulations.6. To operate within the council's financial regulations.7. Manage budgets and resources ensuring that they are deployed effectively with robust internal controls and compliance with relevant regulations, policies, and guidelines.8. To participate in internal committees and departmental working parties to ensure continuous improvement as required.9. Any other reasonable duties as may be required from time to time.
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Competency Framework

Central to the delivery of the role are the council's values and behaviours and all employees are expected to work within the council's Competency Framework. These are shared by all employees and applied to everything we do. The points for each competency are shown below:

Maldon behaviours [competencies]: see the framework in the Performance Review Toolkit for a full list behavioural indicator

Core Competencies - All Workforce



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Communicating	Expressing information in the best way and timescales that ensure clarity and understanding and responding in the most appropriate manner.
Managing and Leading People	Providing direction and support to those we work with to ensure service excellence.
Customer Focus	Considering customer needs, striving to meet them and providing the best service to our customers and colleagues.
Planning and Managing Work	Planning and managing work to meet individual, team and service objectives whilst achieving quality and value for money.
Analysis and Problem Solving	Assessing and interpreting information in order to support work activities, identify issues and aid problem solving.
Initiative and Decision Making	Taking the right action, based on what we know and being responsible for what happens.
Developing Self	Committed to developing own skills, knowledge and abilities to enhance capability.

All employees are expected to be flexible in undertaking the duties and responsibilities attached to their role and may be asked to perform other duties, which reasonably correspond to the general character of their role and their level of responsibility. All employees are required to be flexible to undertake out of hours work as required, meetings outside office hours will be routine and officers will be expected to attend. This job description will be supplemented and further defined by annual objectives which will be developed in conjunction with the postholder.

This job description will be subject to regular review and the council reserves the right to amend or add to the details.

Key Policies

We are an equal opportunities employer and therefore all staff are expected to comply with our equality policies and help create a work environment in which everyone is treated with dignity, respect, courtesy and fairness. You are also expected to fully comply with health and safety policies and procedures in force to help maintain and develop a safe working environment. In pursuing a practice of continuous improvement and seeking to obtain best value in all aspects of the service, staff will be expected to assist in other such duties as may be allocated for the benefit of the organisation and their own personal development. Staff will be expected to assist if the council has to deal with the results of a civil emergency.

Signed (Job Holder):		Date:
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