

POST TITLE	SERVICE MANAGER PLANNING
DIRECTORATE	EDINBURGH HEALTH AND SOCIAL CARE PARTNERSHIP
SERVICE	STRATEGIC PLANNING
RESPONSIBLE TO	HEAD OF STRATEGIC CHANGE
NUMBER OF POST HOLDERS	1
ACTING UP/ SECONDMENT	NO

PURPOSE OF JOB

To provide strategic leadership, expertise and direction to the Planning team and wider organisation to support the Edinburgh Health and Social Care Partnership (EHSCP) to deliver on its priorities and transformational change ambitions.

Responsibility for strategic planning for EHSCP including development, consultation and presentation of the Edinburgh Integrated Joint Board (IJB) Strategic Plan and development of strategic plans for service areas in order to meet the health and social care needs of the Edinburgh population. This will include a wide range of planning activities, processes and cycles aimed at the long-term development and transformation of services to deliver sustainable, person centred and cost-effective services, fit for the future.

This is a senior level post which will provide direct support to the Partnership's senior leadership team and will have lead responsibility for driving and managing the development of strategic plans and engaging and managing relationships with key stakeholders and partners.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- Play a key leadership role in the Strategy Directorate senior leadership team, providing expertise in planning, managing a team of planning and project professionals, providing clear direction, guidance and support.
- Provide support and assurance directly to the Chief Officer and Service Director Strategy on all aspects of the development and delivery strategic plans.
- Overall responsibility for the development of the Edinburgh IJB strategic plan in accordance with the planning cycle set by the IJB.
- Overall responsibility for the development and delivery of the EHSCP's strategic plans, working with Senior Managers across the EHSCP to ensure that plans are ambitious and realistic and in line with our strategic vision and objectives.
- Work closely with operational managers to ensure that strategic, operational and financial plans are implemented and that the planning function supports transformational change.
- Overall responsibility for the development of plans that are required by external partners e.g. Scottish Government Workforce Plan, Edinburgh Alcohol and Drugs Partnership Plan.
- Overall responsibility for the future vision for, managing the development and implementation of the planning process and cycle, ensuring successful development of high profile and often politically sensitive strategic plans.
- Responsible for managing and mitigating risk in the planning process and ensuring that key dependencies and interfaces are effectively managed.
- Manage a range of complex and often competing stakeholder groups, ensuring successful relationships are built and maintained and that co-production approaches are at the heart of strategic planning.

- Responsible for horizon scanning in order to ensure that the planning process is responsive to external and internal developments and the changing priorities of partners and other agencies.
- Identify opportunities for change and development and ensure these are integrated into strategic planning within a complex internal and external political environment.
- Responsible for the preparation and content of reports, plans, briefings and presentations for EIJB board meetings, partner and external agencies, senior officers, third sector colleagues, trade unions and other key stakeholders.
- Responsible for working with the Communications and Engagement Team to develop communications and engagement plans to support the strategic planning processes.
- Work closely with other Service Managers and operational managers to ensure that data on population needs, public views, performance, quality and safety are built into planning processes, that service plans are able to be implemented and commissioned and that capacity exists to deliver services in line with plans.
- Engage and support the Edinburgh Integration Joint Board and other key stakeholders in relation to key strategies across the organisation to help deliver strategic priorities.
- Deputise for the Head of Strategic Change and represent the department as required.

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)

- Educated to degree or postgraduate level or equivalent experience.
- Significant experience in planning and knowledge of the health and social care legislative and policy environment.
- Skilled and experienced leader, who can set clear direction, manage complex programmes and motivate and engage colleagues.
- Experienced in delivering programmes and projects in a complex environment. Has a firm understanding of governance principles and a proven track record of delivery.
- A creative and innovative thinker with the ability to develop change proposals in a strategic context.
- Confidence and experience with managing complex data and information and analysing and utilising this to make sound knowledge-based decisions.
- Excellent communication and team building skills, which inspire people to be at their best.
- Genuine collaborator, who can build, develop and manage excellent stakeholder relationships at all levels, internally and externally, with a natural ability to influence and negotiate in order to deliver agreed strategic outcomes.
- The postholder will be highly literate and numerate.
- The postholder will provide advice, recommendations and proposals to Chief Officials, EIJB board members and partner agencies relating to transformational change.

ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

- The postholder will mostly work autonomously on their own initiative.
- Expected to manage their own time and that of the team, to meet tight and shifting deadlines and deliver outcomes to agreed quality standards.
- Although the post may be exposed to some physical demands these will be predominantly within the range of normal office-based activities
- Although the post may be exposed to some adverse working conditions these will be predominantly within the range of normal office-based activities.
- Although the post will have some requirement to take care in relation to the working environment, work activities and dealing with people this will not be more than the normal required of a council employee

SUPERVISION AND MANAGEMENT OF PEOPLE

- The postholder will be responsible for direct line management of 1 team leader, 1 EADP Lead and 4 corporate strategic lead managers and overall responsibility for a team of circa 14 NHS and Council colleagues.
- This will include work allocation, performance management, appraisal, managing absence and conduct to ensure the efficient running and implementation of the performance and evaluation team. Colleagues managed by the post holder will be employed through two different organisations, each with different terms and conditions, and the post holder will be required to manage the operational complexity of this.
- The post holder will also manage a rotation of colleagues with the Programmes and Quality functions.

RESOURCES

- The postholder will have a pivotal role in influencing the EHSCP budget of c£630m through development of plans that affect how resources are used.
- The postholder will be responsible for developing business cases for additional investment.
- The postholder will be responsible for a range of office equipment and will update and maintain data.

HEALTH AND SAFETY

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).