

POST TITLE	TEAM LEADER PLANNING
DIRECTORATE	HEALTH AND SOCIAL CARE PARTNERSHIP
SERVICE	PLANNING
RESPONSIBLE TO	SERVICE MANAGER PLANNING
NUMBER OF POST HOLDERS	1
ACTING UP/ SECONDMENT	NO

PURPOSE OF JOB

Responsible for leading and managing the Partnership planning team including working with other Team Leaders to manage a rotation of planning, commissioning and contracts officers.

Responsible for ensuring the planning team provides effective planning leadership and delivery of service and strategic plans across all Partnership services and IJB responsibilities.

Work closely with other team leaders and managers in Strategic Planning, managers and clinicians in Partnership services and in the Council and NHS as well as with external stakeholders such the Scottish Government and independent sector in order to provide the most effective planning function.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- Provide leadership, support and supervision to team members. Lead the team in order to meet demand, manage risk and operate in ways that are consistent with statutory duties and NHS and council policy and procedure. This includes appropriate allocation of workload to team members and management of a rotation of team members with commissioning and contracts.
- The postholder will be a key member of the management team for the planning function taking responsibility for day to day activities, ensuring operational and strategic plans are developed and delivered and that ad hoc requirements are responded to quickly and fully.
- The postholder is responsible for ensuring that performance is achieved and will escalate issues of serious concern to the Service Manager and take effective action in cases where performance is not achieved.
- To develop and implement an overall planning programme that includes service planning and IJB strategic planning so that there is a clear timetable for planning activity and outputs that supports the overall requirements of the Partnership and IJB.
- To ensure implementation of appropriate systems in the team, including internal systems for recording and tracking planning activity and systems to interface with other teams in Strategic Planning
- Work closely with colleagues in Council and NHS planning teams to ensure co-ordination of planning activities and minimise duplication of effort.
- To lead for the team on planning input to the Community Planning structure and work closely with the Communications and Engagement function on colleague and public engagement and participation in planning.

- To be an expert resource for the planning function and more widely, advising the Service Manager, Head of Service and other senior managers on planning systems and techniques, leading development of new planning approaches.
- Ensure the quality of planning outputs by the team by working closely with team members on use of data to support planning, standard formats and presentations of plans, consistency of approaches to engaging colleagues and public in planning.
- Review draft plans before finalisation either for consultation or for decision-making by senior manager or committee. Escalate the most significant draft plans to the Service Manager for review and approval.
- Lead for the planning function on development of team plans for continuously improving the planning function while ensuring consistency with wider council and NHS policies and procedures.
- Represent the planning function in discussions with stakeholders e.g. NHS and Council about planning approaches and priorities.
- To provide advice and guidance to the Service Manager and Head of Service in relation to any issues raised by planning which might have wider implications e.g. the emergence of sensitive proposals for service change.
- To identify and develop information systems which effectively and efficiently gather data on
- planning activities internally and externally for the purposes of performance monitoring and reporting and identifying priorities.
- To prepare reports and audits for the Service Manager and Head of Service including recommendations for actions, using complex data sources on planning issues e.g. needs assessments, planning programme, activities and themes and attend committees and management groups to present these e.g. Strategic Planning Group, Executive Management Team and IJB
- To undertake additional tasks as directed by the Service Manager, taking into account the wider needs of the planning function and the skills and strengths of the post holder.
- To manage colleagues within the policies and procedures of the Council and NHS, promptly advising the service manager regarding any issues which may require to be considered in relation to disciplinary procedure, absence management, fair treatment and grievance.
- To design and deliver training for colleagues in the Planning Team and in operational services on planning to ensure full understanding of processes and programme.

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

- Educated to degree level or equivalent relevant experience.
- Post graduate qualification or courses in planning or equivalent experience.
- Previous experience of working in health and social care services is required to enable an in-depth understanding of service issues.
- In depth understanding of legislation and national policy for health and social care and community planning.
- Specialist knowledge and experience of project management and methodologies.
- Previous experience in service planning in complex multi-function services covering both service planning and strategic planning.
- Previous experience of analysing and presenting complex data.
- Previous experience of managing staff and budgets
- They will provide supervision to their team members and will help them think through and identify solutions and responses e.g. recommendations on priority choices in plans.

- Will have daily contact with members of their team. They will have regular contact with their line manager and managers in Council and NHS responsible for planning.
- They will have significant contact with managers and professional staff within services and will be expected to use these relationships to support development of policy and procedure in ways that help to improve services.

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

- Manages the delivery of a high performing team that meets performance indicators and takes management action when performance falls below what is required. This requires the management of competing priorities for allocation of planning resources.
- Operates with a level of autonomy and will take a high level of personal responsibility for standards of work and quality of outputs.
- The team leader will be based in an office environment within a team context.
- The post holder will be required to manage a service which develops thorough and challenging plans, but will also be required to meet demanding performance targets.
- The post holder will require excellent communication skills and political awareness.

SUPERVISION AND MANAGEMENT OF PEOPLE

Responsibility for the direct management of 5 FTE Planning/Commissioning Officers at Council Grade 8 and NHS Band 6

Total colleagues in the Team Leader's service area is 5.

Responsible for working with other Team Leaders in commissioning and contracts to manage a rotation of these staff with other functions.

RESOURCES

The post will be responsible for a range of office equipment and will update and maintain data.

HEALTH AND SAFETY (DO NOT ALTER THE WORDING OF THIS SECTION)

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.

