

## **Co-Production Leader**

### **Identifying Facts**

Current Job Title:	Co-Production Leader
Service Sector:	Adult Services
Salary:	£28,918
Hours:	37 hours

### **Job Purpose**

The role of the Co-production Leader will deliver three elements:

### **Preparation**

- Developing a co-production delivery plan related to project objective and timescales
- This will include assistance with development of a customer engagement plan and communication strategy

### **Delivery**

- Co-ordinating implementation of the delivery plan/programme in line with project objectives and timescales
- Provision of co-production support services and activities, in liaison with Capability staff, to ensure customers have access to the independent information, advice and advocacy they require about the proposed project and are able to make informed contributions about the future of their homes and services
- Support for development of communication materials and approach
- Liaison with and briefings to staff as required
- Reporting to the Co-production steering group (relevant title) and to the Project Board

### **Monitoring and oversight**

- Development of quality assurance and measures and reporting and monitoring framework related to desired outcomes & project objectives
- Assessment of communication materials
- Scrutiny of reporting in relation to quality assurance
- Support for the co-production group, workstream leads and Project Board in taking corrective action where required
- Support and advise the Project Lead and Project Board, including attendance at and reporting to the Project Board as required, to ensure co-production remains a key focus in all aspects of the Berth Park development.

The Co-production Leader will ensure that at each stage of the process will Capability fully considers the views of customers, and results in proposals and decisions which clearly meet the project objectives and are in their best interests.

The postholder will take the lead role in engaging with our customers and their families to ensure their wishes are identified, listened to, and taken account of by the Project Board.

### **Major Tasks**

1. Develop an annual Co-production delivery plan to engage with our customers and their families to help them express their views and wishes for the Project.
2. Develop a Customer Engagement plan and as associated Communication strategy that ensures all customers and families are fully involved and able to contribute to the Project.
3. Identify appropriate external parties (e.g. advocates) and engage with them to support our customers and their families to meaningfully contribute to the Project.
4. Produce independent information in a range of accessible forms for Customers and families to ensure they understand the work that is being undertaken and the implications for them.
5. Conduct events and 1-2-1 meetings with Customers and their families to engage them with the project work, to understand their priorities, their requirements and the reasons for these.
6. Will similarly engage with staff groups and individuals to ensure that they have a meaningful opportunity to contribute to the Project with both their views as to what they need and what they think will help the customers.
7. Capture and summarise the views and wishes expressed in a narrative report and will present their findings to the Project Board and other parties as required.
8. Throughout the implementation stages, will monitor progress against the agreed plan and ensure that the substantive requirements of the customers and their families and being reflected in practice.

### **Applicable for all roles:**

To undertake any other duties related to the responsibilities of the post and which may be delegated by Capability Scotland management.

### **Agreement**

Job holder:

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Name: \_\_\_\_\_  
Date: \_\_\_\_\_

Management Representative: \_\_\_\_\_  
Name (Line Manager): \_\_\_\_\_  
Date: \_\_\_\_\_

Trade Union Representative: \_\_\_\_\_  
Name: \_\_\_\_\_  
Date: \_\_\_\_\_