

Information for Applicants

Independent Sector Lead – **West Lothian**

**£45,829 per annum**

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To apply for this appointment, the information below should be read and an application form completed and returned by **12.00pm Friday 8th July 2022**. Applicants will be advised if they have been invited to interview shortly thereafter . Interviews will be held on **week beginning 11th July 2022 (dates to be confirmed).**

**Context**

Scottish Care wishes to appoint an Independent Sector Lead to engage with and represent providers of health and social care in West Lothian.

The post is 35 hours FT, fixed term contract until end of March 2023. Subject to review it is anticipated the post will continue after this date.

Scottish Care is based in Ayr and is the representative body for the largest group of health and social care sector independent providers across Scotland delivering residential care, day care, care at home and housing support. Working on behalf of a range of providers, Scottish Care speaks with a single unified voice for members and the wider independent care sector, at both a local and strategic level.

In addition to the core work of Scottish Care, the organisation’s activities include leading on Scottish Government funded projects and in this context contracts a number of ‘leads’ and ‘associates’ to support a range of national initiatives including the integration of health and social care, workforce developmentand self-directed support.

**Scottish Care Organisational Objectives**

1. To be recognised as the voice of independent care providers in Scotland.
2. To maintain and enhance provider influence in relation to national strategy, policy and regulation.
3. To campaign for realistic cost-based funding models for the full range of quality and sustainable care services.
4. To shape the development of a positive contracting and commissioning environment that delivers good outcomes for all parties – providers, users and commissioners.
5. To develop and maintain an effective communication and public relations strategy which internally provides members with reliable information and externally raises the profile of the sector ensuring positive public image.
6. To establish sound governance structures and operational procedures which ensure organisational efficiency, effectiveness and direction whilst maximising support to members and at all times demonstrate a commitment to the Scottish Care key values of; Professionalism; Partnership Working; Responsiveness; Innovation & development; Passion & commitment; Respect & challenge; Openness & transparency.

**Background - Partners for integration**

Integration of health and social care is the Scottish Government's ambitious programme of reform to improve services for people who use health and social care services. Integration will ensure that health and social care provision across Scotland is joined-up and seamless, especially for people with long term conditions and disabilities, many of whom are older people. The Independent Care sector is a key player in health and social care integration agenda and is instrumental in improving the care of the people served. Being the biggest provider of social care in Scotland, the sector has a significant role to play in the Integration of Health and Social Care. In order to support this, **Partners for Integration**, set up and hosted by Scottish Care, aims to ensure sector involvement in the delivery of the agreed outcomes for integration and so play a lead role in service improvement.

**Job description**

1. **Job details**

Job Title: Independent Sector Lead West Lothian

Department: Scottish Care,

Immediate Line Manager: National Lead

Salary £45,829 per annum plus reasonable expenses

Location: Home based with travel where necessary

1. **Job purpose**

* The post holder will have a key role in supporting Health and Social Care Integration in West Lothian.
* They will develop close working relationships with their Scottish Care colleagues as well as key stakeholders from the relevant Health and Social Care Partnership, Third and Independent sectors.
* The overall aim of this role is “to inform, engage with and support care providers from the Independent Sector so that we can fulfil our obligations and be an equal partner in Health and Social Care Integration”.

1. **Main duties and responsibilities**
2. **To be the first point of contact for care providers** 
   1. To meet and build relationships with care providers
   2. To handle enquiries and liaise with other team members to ensure they are responded to in a timely fashion
   3. To coordinate Locality work with partnership organisations to ensure effective contributions from care providers and team members
   4. To facilitate effective partnership working and support for care providers by appropriate and professional use of communication channels and media.
3. **To support independent sector care providers** 
   1. To facilitate access to information, advice and guidance for care providers e.g. on specialist areas of care, by making referrals to other members of the team or sharing good practice amongst care providers
   2. To promote opportunities for learning and development to care providers
   3. To liaise with partner organisations and named contacts in relation to relevant integration initiatives
   4. To implement agreed research methods to capture intelligence information from providers and to help build a substantive knowledge base of information about care providers in the local area.
   5. To work with the Scottish Care team to collate and summarise information pertinent to the Independent Sector about HSCI plans and activities.
   6. Where relevant be a productive member of the HSCPs Integrated joint board or deputised for appropriate.
   7. To help communicate and promote options about care provision to potential customers and providers across
4. **To support the further development of partnership working** 
   1. To ensure active participation and leadership from the Independent Sector in developing and delivering change
   2. To enable independent providers to contribute to the reshaping of market provision
   3. To ensure broad input from the Independent Sector in developing and testing new models of integrated care and support
   4. To make better use of assets within the Independent Sector.
5. **Other**
   1. To carry out all other relevant tasks as directed by the National Lead.
   2. To maintain confidentiality on all matters at all times.
6. **Most challenging/difficult parts of the job**
   1. Engaging care provider organisations to take an active role in HSCI activities
   2. Building trust and productive partnership working relationships with all partners.

**Person specification**

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| --- | --- | --- |
| **Qualifications** | Qualifications and experience at management level in Health and Social Care or willingness to work towards these | E |
|  | Qualifications and experience at a management level in a current health or social care provider organisation | D |
|  |  |  |
| **Knowledge and experience** | Experience of working in partnership with policy makers, providers, regulators, people supported by services and carers | E |
|  | Knowledge of relevant policy and practice | E |
|  | Knowledge of the needs and aspirations of the Independent sector | E |
|  | An understanding of the needs and responsibilities of both independent and voluntary sector providers | E |
|  | Ability to maintain professional and personal credibility across all stakeholder groups | E |
|  | Ability to support the National Lead and the Scottish Care team, to support and stimulate continuous professional development, and to work effectively as part of a multi-professional team | E |
|  | Enthusiasm for the development of support services across the Independent Sector, and the enhancement of people’s experience of care | E |
| **Skills** | Excellent communication and networking skills including chairing and contributing to meetings, making presentations and building relationships with key stakeholders | E |
|  | Ability to organise, prioritise and effectively manage a large workload | E |
|  | Able to respond with a degree of flexibility to meet the demands of the service | E |
|  | Well-motivated and able to use own initiative | E |
|  | Project Management skills including budget management | D |
|  | Good ICT and social media skills including a detailed working knowledge of Microsoft Office. | E |

**Terms and Conditions of Appointment**

**Length of Appointment**

This is a fixed term contract with funding initially secured until 31st March 2023. Subject to review it is anticipated the post will be funded after this date.

The successful candidate will be expected to take up appointment as soon as possible, following the completion of any necessary notice period.

**Remuneration**

£45,829 per annum

Expenses incurred in connection with official duties will be paid additionally.

The post-holder will report directly to the National Lead.

**Application and Selection Process**

**Application**

Applicants must complete an Application Form. Answers may be continued on separate sheets if necessary but the restriction on word count should be kept in mind.

Each application is assessed in the same way, against the same agreed criteria for the appointment in question. “Criteria” means the *key skills, knowledge, experience and qualities* that we think are required to be able to do the job.

The Skills, Knowledge & Experience section should be used to address all of the criteria. Specific evidence should be used to support the statements made.

**Selection Process**

Those applicants who appear from the information provided to have the best skills and knowledge for the post will be invited to interview. You will be notified shortly after the closing date if you have been selected for interview – **if you are not contacted, you have been unsuccessful**. Virtual Interviews will be held on week commencing 11th July 2022 (dates to be confirmed).

An offer of appointment will be made following the satisfactory completion of pre-appointment checks.

**Submitting an Application**

Please send a completed Application Form by email to Tracy.Doyle[@scottishcare.org](mailto:Colette.law@scottishcare.org) **no later than 12pm on Friday 8th July 2022.**

For further information about this post email James Carle (James.carle@scottishcare.org)