

## JOB DESCRIPTION

<b>Job Title</b>	Somerset Board Manager
<b>Directorate</b>	Partnerships, Localities, and Culture
<b>Grade:</b>	8
<b>Evaluation ref:</b>	RP122
<b>Role purpose</b>	
<p>On behalf of Somerset Council and NHS Somerset lead, implement and support the Somerset Board (the strategic partnership board for health, care, and wellbeing for the county).</p> <p>Ensure the Somerset Board delivers the statutory and organisational requirements of both the Somerset Health and Wellbeing Board and the Somerset Integrated Care Partnership in improving the health and wellbeing of the Somerset population</p> <p>Lead engagement with partners, service users and the public in the promotion, communication and delivery of the statutory strategies and work programmes of the Somerset Board (Health and Wellbeing Strategy [Improving Lives] and Integrated Care Strategy).</p> <p>Lead the development and delivery of the priority work programmes of the Somerset Board ensuring progress is reported through a Somerset Board Performance Report and takes account of Somerset's Joint Forward Plan.</p> <p>This role is joint funded by the NHS and the Council, which adds an additional layer of complexity and accountability to ensure there is alignment between the development and delivery of the Integrated Care strategy and the ICB's Joint Forward Plan.</p>	
<b>Accountabilities</b>	
<p><b>Strategic Planning:</b> Developing, coordinating, and delivering of the Somerset Board, statutory strategies and action plans and reporting mechanisms in collaboration with system partners</p> <p><b>Programme Leadership:</b> Providing strong leadership to the Board and supporting working groups to foster a proactive and vibrant Somerset Board. This will include advising, negotiating, and persuading partner organisations at senior member and officer level and being able to work autonomously to plan and coordinate Board activities.</p> <p><b>Board Management:</b> Developing and managing the agenda's, work programme, performance management and reporting arrangements for the Somerset Board and key workstreams. Ensuring the Board's structure and arrangements reflect best</p>	

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practice and are fit for purpose. This includes both public meetings and Board member workshops.

**Governance:** Work with supporting sub-groups and other relevant system committees and boards to ensure the appropriate flow of information between them.

**Stakeholder Engagement:** Building and maintaining trusting professional relationships with a range of partners, including Board members, Council leaders, community stakeholders, and the NHS. Consult with senior members and partners, including the Chair and Vice Chairs of the Board, the Council Leader, Chief Executives of Somerset Council and NHS Somerset to deliver Board objectives and statutory requirements

**Compliance:** Ensuring that Board arrangements fulfil the statutory and constitutional requirements of both Somerset Council and NHS Somerset, alongside ensuring agreed outcomes are acted upon by constituent partners and strategic boards across the system.

**Performance Reporting:** Developing and coordinating the Somerset Board's performance management system and internal quality assurance arrangements for the delivery of its statutory and organisational requirements. Producing comprehensive reports for the Somerset Board that highlight achievements, evaluate the effectiveness of local arrangements, and identifies priority areas for improvement.

**Budget Management:** Managing any budgets associated with the Board's coordination and actively influencing and informing spend across the health and wellbeing system in line with the Boards strategic direction based on need.

**Partnerships:** Informing the Council's strategic partnership and stakeholder management arrangements, to ensure that the purpose of each strategic partnership, and our role in it, is clear and supports delivery of corporate objectives.

### Knowledge / Experience / Skills

	Essential	Desirable
<b>Knowledge</b>		
Understanding of local government operations and regulations.	x	
Knowledge of the Somerset community and its needs.	x	
Understanding of the NHS, VCFSE and their relationship with local government and communities.	x	
Understanding of strategic planning and implementation.	x	
<b>Experience</b>		

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Experience in a management role within local government.	x	
Experience working with boards and strategic partnership working including the ability to influence and, where appropriate, lead multi-agency groups and projects to deliver services and initiatives.	x	
Experience in strategic planning and implementation.	x	
Experience in programme and project management.	x	
Experience in performance management.		x
Experience working with the NHS or similar organisations.		x
Experience in conflict resolution.		x
<b>Qualifications / Registrations / Certifications</b>		
Degree in Public Administration or demonstrate equivalent qualifications through relevant professional experience.	x	
Qualification in project and programme management.	x	x
Evidence of work related continuing professional development.		x
<b>Skills</b>		
Strong programme leadership skills with ability to influence and gain buy in from senior stakeholders and partners.	x	
Excellent communication skills, both written and verbal.	x	
Ability to build and maintain relationships including with stakeholders and partners.	x	
Strategic thinking skills.	x	
Excellent organisational skills and ability to work to deadlines and to motivate others to work effectively.	x	
Proactive and ability to work on own initiative with a tenacity and a drive to deliver.		x
Conflict resolution skills.		x
<b>Working Conditions</b>		
<p>This role involves working within a dynamic and supportive local authority environment. Candidates should be prepared for the following conditions:</p> <ul style="list-style-type: none"> <li>• <b>Work Hours:</b> Standard working hours are 37, with occasional requirements for evening or weekend work to meet project deadlines or attend community events.</li> </ul>		

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- **Location:** The primary work location is County Hall, with opportunities for remote work as per organisational policies.
- **Travel:** Some travel within the local area may be required for meetings, site visits, and community engagement activities. Will need to be able to travel and work with partners and partner Boards across Somerset and occasionally attend regional or national meetings, so will need independent means of travel and flexibility to work outside their normal working hours.
- **Work Environment:** The role involves working both independently and as part of a team, with access to modern office facilities and resources.
- **Health and Safety:** Adherence to all health and safety regulations is mandatory, ensuring a safe working environment for all employees.

### Dimensions of the role

Budget overseen/size of service/line management or matrix management No direct line management, reports into Head of Strategic Partnerships

### Working Arrangements

Somerset Council's dynamic Working Strategy will be applied to this position.

### Corporate Accountabilities

- Provide clear leadership to deliver the Council's strategic priorities and meet the Council's financial targets, as a member of the Directorates Senior Leadership Team.
- Update and advise Elected Members in respect of operational and policy issues in relation to the Partnerships, Localities, and Culture Services teams.
- Lead Partnerships, Localities, and Culture teams with a clear identity in terms of flexible and responsive ways of working, inclusive and diverse culture, and high level of employee engagement and wellbeing.
- Undertake representational and communication duties on behalf of the Council to promote and protect the Council's interests in matters concerning their specialist areas.
- Create, monitor, and review frameworks of performance measures and quality standards to be applied in the delivery of services.
- Function as an ambassador for the Council promoting, both internally and externally, the Council's vision, strategic aims, and values.
- Value the diversity of Somerset's communities ensuring equality of access and treatment in service delivery and employment.
- Function as a role model for Somerset's vision and values. Promotes a culture of continuous improvement that encourages creativity and innovation to ensure services are efficient and develop the potential and flexibility across the Council and its workforce including the motivation and development of employees within the Partnerships, Localities, and Culture service teams.

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- Ensure that Partnerships, Localities, and Culture services place a high value on customer responsiveness by demonstrating a commitment to meeting and involving the broadest range of direct and indirect service users, citizens, customers, communities, and businesses.
- Support the delivery of the Councils' key strategic aims and objectives ensuring understanding and commitment from staff from across the Partnerships, Localities, and Culture service.
- Support Corporate and Directorate and service specific transformational change programmes with the aim of maximising efficiency, modernising services, and achieving better outcomes and opportunities for service users and customers.
- Ensure flexibility in reacting to the needs of the Council, its' customers and partners supporting a culture of continuous improvement.
- Ensure compliance with all relevant legislation, the Council's standards of conduct, organisational policy, and professional codes of conduct to uphold standards of best practise.
- Accountable for compliance with all relevant health and safety legislation and Somerset Council H&S policies.

Date: 21/10/2024