

JOB DESCRIPTION

TITLE: Bedfordshire Combatting Drugs Partnership Coordinator – Fixed Term 2 year. A secondment will also be considered.

POST NO: PREF104043

DEPARTMENT: Population wellbeing

DIVISION: Public health

RESPONSIBLE TO: Consultant in Public Health and Director of Intelligence, Bedfordshire Police

GRADE: M4

PURPOSE OF POST:

Working in Partnership, the role provides policy, strategy and programme management and coordination expertise across Bedfordshire for the delivery of all three priorities of the Government's new 10 year **Combatting Drugs Strategy**, in order to drive sustained health and crime related outcomes to combat and reduce harm concerned with illicit drugs and alcohol misuse for the residents of Bedfordshire.

This post is hosted by Luton Borough Council but is a shared resource across Bedfordshire, working with Bedfordshire Police, NHS colleagues, and public health teams across Bedfordshire. The post will support the following areas as they relate to drug and alcohol health risk:

- Helping to monitor and solve public health outbreaks that relate to this area of work
- Performing research to eradicate health hazards that affect the community
- Educating the public about health issues related to this area, and empowering them to aid in the prevention of spreading diseases
- Aiding in the development of plans and policies that address public health concerns
- Acting as liaisons between people and the networks that provide help, assistance and care
- Evaluating existing protocol to ensure the highest level of quality and effectiveness

ORGANISATION CHART

Appendix 1 Structure Chart

PRINCIPAL RESPONSIBILITIES:

1.	Oversee the development and delivery of a shared Bedfordshire plan with a whole-system approach, addressing the three strategic priorities set out in the drugs strategy. Lead and put in place the governance structure and culture to drive joint and system-wide decision making. 15%	
2.	Lead and manage the administration of the combatting drugs partnership and the Bedfordshire action plans to ensure effective communication and meetings management as well as providing coordination and administrative support to the senior responsible officer (LBC Chief executive) to make and support decisions. Advise on the analysis and interpretation of data, identify trends and test solutions, present results and put forward recommendations to support the resolution of issues. 10%	
3.	Convene multi-agency/partnership steering group meetings to help ensure, whole system approach and sufficient system capacity to coordinate strategy and planning to break the chain of supply, provide world class treatment and recovery, and support a generational shift in the demand for drugs. Build services around the need of the service user, their families and the wider community. 10%	
4.	Encourage full involvement of appropriate Bedfordshire-wide system leaders and put in place the governance structure and culture to drive joint and system-wide decision making. Share appropriate information for the benefit of service design and service user support. Work in partnership to make the best use of all resources in our communities.10%	
5.	Focus on areas of demographic and geographic need. Hold organisations in the system to account on delivery of strategic actions to deliver the Drug strategy ambitions. 10%	
6.	Help to unblock issues across the system and prepare regular reports on the partnership's performance and delivery into central government to support the senior responsible officer. 10%	
7.	Liaise across the local authority, health, and police system to ensure appropriate performance data is presented to show progress against strategy actions.10%	
8.	Work with communications teams, to ensure up to date, relevant information is easily accessible and there is appropriate communications and engagement across the system to deliver the strategy objectives. 10%	
9.	Manage, monitor and contributed towards relevant budgets as necessary for the partnership following appropriate procedures and raising payments and invoices as requested.10%	
10.	Undertake any project work associated with this programme to support the wider delivery. 5%	

DIMENSIONS:

Supervisory Management none

Other:

This post provides leadership in specified areas and is required to interpret Government policy and/or guidance and initiate appropriate action to ensure implementation across Bedfordshire, meeting the needs and working with the assets of Bedfordshire population to deliver the 10 year drugs strategy.

The post requires sensitivity and the ability to work across the system and with wide-ranging senior stakeholders across local authority, NHS, and the police. The post holder will also present complex, sensitive or contentious information to large groups.

CONTEXT:

The role is required to be managed by both Luton Borough Council team, on behalf of the three councils, and by the police. The delivery of the strategy requires system working to ensure our collective contributions are maximised.

This requires the post holder to:

- Provide strong leadership and advocacy
- Reviewing evidence and drawing conclusions to inform work programmes
- Influence complex decision making and policy decisions using evidence and evaluation
- Interpret national policy at local (Bedfordshire) level
- Work across three boroughs, with local authority, police, and NHS partners to develop and drive forward comprehensive plans.

The post holder will identify and be able to understand and interpret the strategic needs assessments to drive forward actions.

The post holder will coordinate and contribute towards the delivery of the drug strategy objectives through intelligence and evidence-led decision making.

The post will involve strong partnership working with a whole range of teams across local government, the NHS, Police and the voluntary sector to take every opportunity and maximise the use of resources.

The post holder requires a high degree of independent working and will need to take initiative, have excellent communication skills both verbally and in writing, high level of strategic thinking and ability to collaborate and navigate in complex systems. The post holder will need to establish and maintain a range of key stakeholder relationships in order to support the business needs of the work programme

The post holder will be expected to be able to cope with multiple and changing demands, and to meet tight deadlines. A high level of intellectual rigour, negotiation and motivation skills and flexibility are required to deal with complex issues. A high level of tact and diplomacy is required and an ability to understand other cultures to enable effective working across organisational boundaries and influencing without authority.

Agile (Smarter) Working

The Council needs to provide its services more cost effectively and this will mean a significant number of employees needing to work in different ways and from varying locations according to the needs of their job. In some circumstances this might mean working from home.

Integration of Equalities Principles:

The post holder will ensure that policies, procedures and activities for service delivery are revised and/or implemented in a way that supports equality for all. These activities should also reflect the Council's commitment to work in active partnership with the community to regenerate Luton and to improve the quality of life for all who live, work or visit the town.

Physical Effort:

Standard office based skills, driving and keyboard skills, use of training and presentational equipment.

Working Environment:

Office based with requirement to visit a range of council establishments across the borough. There is also a requirement for the post holder to be able to attend national and regional groups and undertake site visits within the UK, where appropriate.

Occasionally the post holder will be required to work outside normal office hours to meet operational requirements.

Person Specification

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the organisation.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Experience of working in partnership across organisational boundaries to improve outcomes	1,2	Experience of working across one or more of the following; police, health, local government, and voluntary sector	1,2
	Experience of complex multi-agency programme/project management	1,2		
	Experience of conducting service reviews and health needs assessments.	1,2		
	Experience of developing and monitoring against performance management frameworks	1,2		

Skills/Abilities	Able to analyse and manipulate complex data to produce defined information products and reports in order to inform and present strategies and plans be and self-sufficient in the use of Word, Excel, Power Point, Database Creation and Internet research.	1,2		
	Ability to influence people and direct change within service delivery and develop positive relationships with a range of partners and stakeholders, holding others to account	1,2		
	Ability to plan and deliver a broad range of activities, formulate and adjust strategies and plans and overcome barriers to progressing work.	1,2		
	Excellent written and verbal communication skills. Managing a wide range of relationships through collaboration with partners, including elected members and service users. Effective interpersonal, presentation, facilitation skills and ability to influence and persuade others and to deliver results.	1,2,3		
	Able to deal with the changing political and policy context and the needs of multiple different stakeholders.	1,2		
Equality Issues	Demonstrable knowledge and understanding of equality issues and legislation and the ability to integrate equality policies into strategies' and service delivery internally and externally.		Knowledge and understanding of mechanisms to develop interventions around prevention and focusing on more vulnerable population groups	1,2
Specialist Knowledge	Knowledge of local authority policies and procedures	1,2		
C	Knowledge or police policies and procedures	1,2		

C	Demonstrable knowledge of key relevant policies and strategies and best practice evidence around substance misuse, violence and harm	1,2		
Education and Training C	A relevant Degree or significant equivalent experience of evidence of high level understanding of relevant business disciplines	1,2,4	A Project Management qualification or equivalent associated experience.	1,4
Other Requirements	Able to attend site visits/meetings throughout Bedfordshire as required	1	Able to occasionally work outside office hours as determined by the needs of the service	1

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act 2010, to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018) and General Data Protection Regulation (2018)

Appendix 1

