

**JOB DESCRIPTION**

**Innovation and Development Manager**

**Responsible to:** Chief Executive Officer

**Responsible for:** n/a

Coquet Trust are an inclusive and supportive employer who value the diversity of our staff, encouraging them to reach their full potential through relevant training and supportive leadership.

We are driven by our values which are to be ***committed, reliable, inspirational, trustworthy and inclusive.*** They are the foundation of all that we do and endeavour to achieve.

We are an Investors in People employer and by joining the Coquet Trust team, you will be given excellent support and leadership from the CEO as well as the wider team.

Working closely with the Service Managers, you will deliver our values by putting the people we support at the heart of everything you do.

**Purpose:**

To be part of the Senior Management Team with responsibility for leading on the development and implementation of new services and initiatives across the organisation.

**Main Responsibilities:**

Lead on the delivery of complex projects involving multiple stakeholders both internal and external to ensure the successful design, negotiation, set up and delivery of new support models, services and improvement initiatives.

Maximise involvement of the people we support and their informal carers in both operational models and strategic plans

Working with other members of the Senior Management Team to meet the organisational objectives to modernise and improve the services we provide.

Ensure all professional input required for any particular development through liaising with external agencies including Housing Providers, MDT and Local Authorities and CCG

Agree with the CEO priorities across the Organisation and identify specific projects to maximise engagement and benefits to both the people we support and staff

Encourage co production of projects and involve community groups and other charitable organisations where ever possible in specific projects, prompting partnership working ensuring effective project progression to successful conclusion.

Develop systems of reporting and management of complex projects to ensure the consistent tracking, implementation and reporting to project sponsors/ SMT of progress.

Manage relationships and expectations with key commissioners, working in tandem with other members of the Senior Management Team, to ensure excellent working relationships and positive professional outcomes

Pro-actively develop new business relationships with care managers, commissioners and purchasers to ensure their needs and requirements are understood and met through our support models.

Develop pilot projects which provide new or innovative solutions of support for people with learning disabilities.

Ensure that appropriate operational input is provided as required to ensure they have the information and knowledge required to submit high quality tender submissions.

Research, identify and report on new opportunities and potential areas for the development of new support services for people with learning disabilities.

Work with senior management team, to identify further opportunities and innovative solutions to meet commissioner’s and people with learning disabilities needs.

Represent the organisation in external forums and influence decisions wherever possible to ensure the people we support and the organisation is well represented

**General Responsibilities:**

To be flexible in their approach to work and be prepared to work at any location where the Chief Executive Officer decides they can contribute most effectively to the overall service.

To represent Coquet Trust in a professional manner and maintain the good reputation of the organisation at all times.

To attend training as required by the Organisation and ensure that all workers in the team are trained to the standard required to fulfil their role.

To undertake any duties commensurate with the level of the post.

The above list is not an exhaustive list of the duties required by the post holder and may be varied from time to time, as deemed necessary, in the overall interests of Coquet Trust.

**PERSON SPECIFICATION**

**Innovation and Development Manager**

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **EDUCATION, TRAINING AND QUALIFICATIONS** |  |  | **Application** |
| Degree level qualification or equivalent or experience in a relevant discipline |  |  |  |
| Relevant diploma or higher education qualification in learning disability. |  |  |  |
| Project management training such as PRINCE 2. |  |  |  |
| IT literate with the ability to use the Microsoft office suite |  |  |  |
| **EXPERIENCE** |  |  | **Application/ Interview** |
| Operational experience and understanding of supporting people with learning disabilities, particularly in supported living |  |  |  |
| Experience of successfully setting up new services from conception to commencement, particularly supported living. |  |  |  |
| Experience of negotiating and agreeing contracts, service level agreements, and prices for the delivery of social care support |  |  |  |
| Experience of working with social care commissioners and care managers, health professionals |  |  |  |
| Experience of partnership working in development |  |  |  |
| Experience of working with housing providers. |  |  |  |
| Experience of working on new build projects |  |  |  |
| Managing teams / line management |  |  |  |
| **SKILLS AND APTITUDE** |  |  | **Application/ Interview/ Presentation** |
| Ability to be flexible and creative in response to a changing external and internal environment |  |  |  |
| Ability to capture and track trends in the social care market, commissioners views and determine an appropriate course of action |  |  |  |
| Ability to inspire confidence from colleagues, commissioners and other professionals |  |  |  |
| Very high standard of oral and written communication including well developed presentation skills |  |  |  |
| Comfortable preparing detailed reports, including business cases and cost benefit and risk analysis |  |  |  |
| Ability to multi task, managing conflicting demands and priorities |  |  |  |
| Ability to prioritise competing demands  Well-developed sales/persuasiveness, influencing and negotiation skills |  |  |  |
| Positive goal focused approach to development and bringing projects to fruition |  |  |  |
| **KNOWLEDGE** |  |  | **Application/ Interview** |
| Good understanding of local authority, social care and NHS continuing health care commissioning. |  |  |  |
| Good practice and understanding of models of support for people with learning disabilities and in need of intensive support. |  |  |  |
| Good understanding of legislation around mental health, Mental Capacity Act, deprivation of liberty and other relevant law as well as CQC and its standards |  |  |  |
| Knowledge of GDPR, our responsibilities and how it impacts on service provision |  |  |  |
| Good knowledge of project management principles |  |  |  |
| Understanding of the principles of social care contracts, Service Level Agreements and other relevant legal agreements. |  |  |  |
| Housing provision for people with learning disabilities |  |  |  |
| **SPECIAL REQUIREMENTS** |  |  | **Application** |
| DBS clearance |  |  |  |
| To be able to maintain confidentiality in all aspects of your work |  |  |  |
| Full clean UK driving licence, access to a vehicle and ability to travel as required |  |  |  |