



Cumberland Council

Post Specification

Date	January 2024
PG Number	8157
Post Title	Quality Assurance and Governance Lead
Job Family	Organisational Support
Job Family Role Profile	OS16
Final Grade	Grade 16

To be read in conjunction with the job family role profile

Service Area description

- This post is located within the Adult Quality & Resources service area of the Adult Social Care & Housing Directorate. The service area is responsible for translating the Council's Strategy and Corporate plan into specific strategy for quality improvements across Adult Social Care.

Purpose of this post

- To improve outcomes for people in the Cumberland area, through leading the development, coordination and delivery of the Adult Social Care and Housing Directorate Quality and Governance arrangements through, business management, Corporate governance, and strategic planning processes.
- To support the continuous improvement of the service area internally and with partners through successful collaboration, including engagement with a wide variety of stakeholders.
- Take responsibility for the implementation of the ASC and Housing quality assurance functions, strategies, and policies (with Corporate Strategy Team), plans, objectives, systems, data, risk reporting and processes to deliver Council priorities, ensuring they meet internal and external reporting requirements.

Key job specific accountabilities

To include and not limited to.

- Lead the planning, development, and delivery of efficient and effective strategic planning, managing the Directorate business and Corporate governance systems for Adult Social Care and Housing.
- To develop and lead regulatory inspection and review across Adult Social Care and Housing services. Liaising with Government Inspectorates and Departments to ensure Cumberland Council is always ready for external review and validation.
- Drive the development of self-assessment and contribute to improvement planning in response and in preparation for regulatory inspection, sector-led peer review and local audits, focussing on providing high quality services, improving practice and overall outcomes.
- Contribute to and lead continuous development and improvement by devising and implementing systems on assurance via self-audit, regional and national benchmarking, serious incident reports, regular staff and public feedback, data recording, analysis, and risk reporting.
- Lead across ASCH quality assurance functions, strategies, and policies (with Corporate Strategy Team), plans, objectives, systems, data, risk reporting and processes to deliver council priorities, ensuring they meet internal and external reporting requirements.
- To be responsible for the smooth and efficient operation and flow of key directorate business meetings including forward planning, horizon scanning, liaising with key stakeholders to develop and implement a framework within which the Directorate can function effectively in all areas of its internal and external business.

7. To ensure the directorate are adhering to and contributing to the effective operation of corporate strategic planning, democratic and governance processes; including compliance with timescales for the production and sign off of reports.
8. Work closely with Adult Social Care and Housing Leadership Teams and being the strategic link within Quality and Resources to enable effective collaborative working, integration, strategic planning and continuous improvement.
9. Develop, maintain and continuously improve the business processes of the Directorate ensuring that monitoring, planning, internal audits, performance, risk, budgets, staffing, efficiencies, management information and other relevant aspects of business management and corporate governance function meet the needs of the Directorate as well as customer and corporate requirements.
10. Co-ordinate and lead on logistics and planning for CQC assessments and LGA peer reviews.
11. Support the directorate in the management and monitoring of the council's scheme of delegation, annual governance statements and other key expectations to ensure full compliance for the Directorate.
12. To contribute to the delivery of the Directorate and the Council's corporate priorities and to co-ordinate the input for Adult social care and housing on corporate initiatives and/or projects as shall be required from time to time.
13. Lead projects and research, making recommendations for best practice within the directorate.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	<ul style="list-style-type: none"> • None
Staff Management Responsibilities	<ul style="list-style-type: none"> • Supervision and matrix management of staff on projects
Other	<ul style="list-style-type: none"> • None

Essential Criteria - Qualifications, knowledge, experience and expertise

- Degree and/or relevant professional qualification and/or equivalent recent and relevant experience in the areas of Education, Health or Social Care, or considerable experience and understanding of the work of the Adult Social Care and Housing Directorate
- Knowledge and or Experience of project management.
- Experience of inspection frameworks in relation to local authority and/or provider services
- Excellent organisational and planning skills
- Excellent understanding of governance and democratic processes
- Problem solving and solution focused approach.
- Experience of working with managers and partners at all levels
- Ability to negotiate and influence.
- Change management experience
- Excellent presentation and report skills.
- Political awareness

Disclosure and Barring Service – DBS Checks

- This post does not require a DBS check.

Job working circumstances

Emotional Demands	Will involve working on multiple and competing priorities at the same time.
Physical Demands	None
Working Conditions	Agile working predominantly home based but may be required to travel around county to varied council (and potentially partner) offices.

Other Factors

None