**Manchester City Council**

**Role Profile**

**Autism Lead, Grade 10**

**Adult Social Care, Adults Directorate**

**Reports to: Service Manager Complex Needs**

**Job Family: People Care and Support Indirect**

**Manchester Local Care Organisation**

Manchester Local Care Organisation (MLCO) has been established by the partners (Manchester City Council, Manchester University NHS Foundation Trust, Greater Manchester Mental Health Service NHS Trust and Manchester Primary Care Partnership) to integrate, plan and manage community health and social care across the City.  By working better together, we are bringing community health and social care services together in our 12 neighbourhoods to form integrated Neighbourhoods Teams (INTs). Our INTs will drive our collaborative approach, developing partnerships and building on existing community assets to facilitate improved delivery specific to each neighbourhood. We will be able to provide improved care closer to home and to support the people of Manchester to live healthier, more independent and fulfilling lives and be part of a thriving and supportive community. Your role is deployed into MLCO by your employer: Manchester City Council.

**Key Role Descriptors:**

The role holder will work closely with key stakeholders to develop effective partnerships, linkages and coordinated working with other Council Services and key agencies to ensure that teams contribute to the development and delivery of the Autism implementation plan

The role holder will ensure that services, systems and procedures provided by the Adult Social Care are Autism and Neurodiversity friendly

The role holder will monitor the provision of service in accordance with the changing demands for care and people support services and statutory responsibilities through the effective use matrix management and performance management framework.

The role holder will provide effective leadership and matrix management to a team of professional practitioners within a care or support service with responsibility for planning and managing resources within the service to support the delivery of service objectives.

The role holder will be responsible for effectively managing safeguarding risks by working effectively within a clear framework of accountability.

The role holder will encourage and promote strategic collaboration with key partners to ensure service users are able to access a broad range of provision to meet their needs.

**Key Role Accountabilities:**

Through close working relationships with stakeholders, support the development of effective business processes, policies and strategies to improve outcomes for vulnerable residents of the city.

Drive the effective delivery of work packages to ensure service objectives are achieved, to support the effective decision-making processes of the Council and to enable it to meet its legal obligations and strategic objectives.

Effectively manage, motivate and develop staff through effective, training, mentorship and matrix supervision and performance management, to ensure employees are motivated to achieve service and organisational goals and that performance and contribution are utilised to maximum effect in the delivery of key objectives.

Implement and be accountable for effective quality assurance and robust performance management to ensure the achievement of service objectives which represent the needs of individuals and their families.

Ensure that the organisational direction of travel and agreed policies / procedures are embedded within work delivered across the assigned service area, including consideration of Public Service Reform principles.

Ensure adequate monitoring and evaluation systems are in place and used to monitor outcomes and impacts on a regular basis, considering stakeholder perspectives and local/national audit frameworks, including effective monitoring and forecasting of appropriate budgets.

A strong and clear advocate for the organisation’s m people approach.

Manage assigned resources effectively including the matrix management of staff as required. The role holder will be expected to effectively co-ordinate resources to support the principals of ‘joined up’ communication and to ensure efficiencies are achieved.

Demonstrate personal commitment to continuous self development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

**Where the role holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all duties of the job. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.**

**Role portfolio:**

The role holder will sit within the Complex Needs Service but will work across all teams with a focus on supporting the Integrated Neighbourhood Teams, Substance Misuse Team, and the Transition Team to work better with autistic and neurodiverse people, as well as working directly with a wider range of autistic and neurodiverse citizens, ensuring a collective voice is heard both operationally and strategically.

The role holder will have extensive experience of working with Autistic and Neurodiverse adults and be a subject expert, able to support staff with understanding Autism and Neurodiversity and also have experience of implementing tried and tested interventions, with emphasis on supporting Autistic people to understand their condition and develop self-awareness and self-management skills.

The role holder will be a skilled communicator with extremely effective interpersonal skills, and the ability to influence and engage a wide range of stakeholders, including Autistic and neurodiverse people, families, staff, partners and organisations. Working within the framework of “Our Manchester”, the role holder will ensure that citizens, families, staff, and partners are all involved in service design and improvement, by developing and implementing a ‘communication, engagement and co-production strategy’ which reaches out to autistic and neurodiverse people from all backgrounds and experiences and ensure the ethos of ‘Nothing about us, without us’ is a reality in Manchester.

The role holder will initially focus on working with people, families, staff and partners to establish ‘what good looks like’ and what is currently working/ not working in Manchester. To achieve this a range of qualitative and quantitative approaches/ methods will be used including, literature reviews, interviews, surveys, group sessions and data.

The role holder will work with staff and managers to build the confidence of the workforce to work differently and effectively with Autistic and Neurodiverse people. To do this the role holder will develop a robust training and mentoring plan and will work with other parts of the system to ensure the assessment and support planning process is autism and neurodiversity friendly. To achieve this the Role holder will collaboratively develop a back-to-basics approach around developing understanding around the right environment to ensure full participation of citizens in assessment, support planning and decision making, understanding the impact autism may have on a person ability to meet the outcomes in the care act, and support staff to identify this in their assessments. There will be particularly emphasis on the triad of impairment, sensory issues, and the impact of executive dys/functioning on ability to achieve day to day living skills.

The role holder will be developing a highly specialist team, of Autism and neurodiversity experts and developing the interface of how this team works with wider adult social care services and stakeholders.

The role holder will also ensure data on the recording system is accurate and use the information from the assessment and support plans to inform the work of the autism commissioner, ensuring there is a golden thread form need to provision and enabling identification of gaps in the market.

The role holder will be a subject expert in Multi-Disciplinary meetings, where due to the complexity of a person’s presentation or situation the staff involved need support to develop and implement positive interventions, based on knowledge, experience and best practice of working with people with autism and neurodiversity.

The role will advocate for Autistic and neurodiverse people on various platforms, both operationally and strategically, including leading on the implementation for Adult Social Care of the GM all age Autism Strategy, attending Autism board and working with partners such as MLCO, GMMH, ICB, Voluntary and community sector organisation. The role holder will represent Manchester Adult Social Care, both on a GM footprint and nationally where appropriate.

This is an evolving role and it is expected there will be elements of research and project work, to enable the development of evidenced based practice.

**Key Behaviours, Skills and Technical Requirements**

**Our Manchester Behaviours**

* We are proud and passionate about Manchester
* We take time to listen and understand
* We ‘own it’ and we’re not afraid to try new things
* We work together and trust each other
* We show that we value our differences and treat people fairly

**General Skills**

* **Communication Skills:**Ability to effectively transfer key and complex information to all levels of staff, adapting the style of communication as necessary and ensuring that this information is understood. Ability to motivate others through building effective relationships and gaining their full support for achieving outcomes.
* **Analytical Skills:**Demonstrates the ability to apply analytical and logical thinking to gathering and analysing information, designing and testing solutions to problems, and formulating plans.
* **Planning and Organising Skills:**Ability to turn strategic ideas and objectives into practical, well organised plans. Ability to manage a complex range of functions and manage multiple priorities with confidence.
* **Problem Solving and Decision Making Skills:**Ability to react to immediate solutions of a highly complex nature with associated risk factors and deliver pragmatic solutions sometimes under extreme pressure.
* **Strategic Thinking Skills:**Demonstrates a high level of political awareness and links strategies for continuous improvement with the drive to achieve national, corporate and departmental standards and goals
* **Creative Skills:**Think creatively to plan and examine potential business processes and operating models and to develop a range of creative and original solutions that meet the strategic needs of the business.
* **Project Management:** Proven ability in developing complex project schedules that clearly defines the timeline required to achieve the required outcomes, with expertise in identifying and monitoring complicated interdependencies, identifying and managing the critical path and utilising the schedule in budget forecasting and planning future resource requirements.
* **Strategic Thinking:** Evidence of thinking cross-functionally and cross-organisationally, beyond one’s own professional areas of specialism is important as is the ability to conceptualise new, collaborative ways of achieving shared goals.

**Technical Requirements (Role Specific)**

* Professional qualification or relevant degree and/or extensive experience of working with people Autism and shaping services.
* Subject expert in Autism with experience of implementing interventions and strategies both with individuals and across services, to enable better support for people with Autism.
* Further accredited training re Autism
* Demonstrate ongoing commitment to training
* Comprehensive knowledge base and understanding of Autism Spectrum Conditions, how having ASC can impact on an individual, impact of external factors
* Experience of working as part of a multi-disciplinary team
* Understanding of relevant legislation
* Willing to consent to and apply for an Enhanced DBS (Disclosure and Barring

Service) check