

## Manchester City Council Role Profile

### Anti-Poverty Strategy Lead, Grade 10

Manchester Public Health Team

Reports to: Strategic Lead – Making Manchester Fairer/Age Friendly

#### Key Role Descriptors:

Working within the Making Manchester Fairer Programme Team, the role holder will lead the implementation of Manchester's Anti-Poverty Strategy and poverty and debt actions within the Making Manchester Fairer Action Plan, connecting with people from across the council and with our external partners and stakeholders to make this happen.

The thematic areas that this role covers will focus on poverty, inequality, debt, advice and food but will also link to health inequalities, employment and skills.

The role holder will be responsible for delivering the actions within the Anti-Poverty Strategy.

The role holder will develop, manage, and successfully deliver a complex, highly valued programme of strategic projects and initiatives, taking direct responsibility for the successful delivery of all elements to the agreed timescales, budget, and quality.

The role holder will manage, deploy, and co-ordinate resources effectively, ensuring that project/initiative requirements are fully identified, including staffing, financial and ICT requirements.

The role holder will ensure that change is managed effectively by working with relevant project teams within the business, and other key stakeholders.

The role holder will use their own knowledge and insight to prepare timely and accurate policy advice and analysis in the form of written reports and presentations for councillors, senior managers and other partners and stakeholders.

The role holder will support and manage the design and development of new city-wide research projects to support the Anti-Poverty work.

The role holder will form good working relationships with colleagues from across the organisation including at very senior levels. They will also work directly with our partners in Manchester and Greater Manchester.

The role holder will handle complex and politically sensitive work and be confident in working directly with senior managers and councillors.

**Key Role Accountabilities:**

To provide strong leadership to project resources, framework partners and consultants, defining work, ensuring deadlines are understood and adhered to and that project objectives are clearly articulated and understood.

Manage the successful delivery of a range of highly complex projects and initiatives, on time, to budget, and of the required quality (using MCC's standard project methodology where appropriate), ensuring that regular reporting arrangements are in place to keep project boards and key stakeholders informed.

Proactively use business management tools and resources to effectively manage resources and individual project budgets and expenditure forecasts, ensuring delivery of the project to an agreed budget and providing updates on a regular basis. Effectively manage project risk through analysis, mitigation, and contingency planning.

Deliver a range of fully assessed options for resolution of highly complex issues to drive effective decision making, monitor interdependencies and risks between projects, and escalate risks or potential conflicts where necessary.

Develop and maintain effective relationships with senior officers and other key stakeholders, ensuring clear and effective channels of communication.

Maintain control of project scope through an effective change control process, consulting with key stakeholders as necessary.

Be accountable for the management of all project documentation, including effective record keeping and version control of project documentation.

Effectively commission work packages both within the assigned service area and from other service areas / organisations in order to deliver assigned projects and programmes to ensure that the impact of thematic work is maximised for residents and businesses throughout the city.

Provide high quality policy analysis and strategic advice on issues that contribute to the authority's strategic approach to poverty prevention to a range of recipients. This will include the authority's Corporate Management Team, executive members and relevant partnership boards.

Work with colleagues across the Council and in partner organisations to ensure the integration of the Anti-Poverty Strategy and policy work within wider regional and national economic growth strategies and plans. Lead and contribute to briefings for senior managers and councillors.

The post will require some budget and line management responsibilities. Manage a range of assigned people and / or financial resources, to ensure continuous improvement in service delivery. Staff management duties may be either through direct line management of a team (including appraisals, performance management and other duties) or through matrix management of a virtual team of officers.

Effectively communicate and present complex information to a wide range of relevant stakeholders.

Build and maintain effective strategic partnerships with a wide range of internal and external stakeholders including national, international, Manchester and Greater Manchester partners, as well as contribute to the development of submissions and responses to national and regional policy reform proposals and inquiries.

Personal commitment to continuous self-development and service improvement.

Be a strong and clear advocate for the organisation's ***m people*** approach.

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 the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.**

**Role Portfolio:*****Manchester's Public Health Department***

The Public Health Department leads work together with a range of partners through the development of strategies, policies, work programmes and commissioning of services to **improve** the health of the population of Manchester; **protect** them from threats to their health; **prevent and mitigate** risks to support better health outcomes; and **create the conditions** in society and the environment that lead to better health. This work is done using the best available evidence, data and insight.

The department is based at Manchester City Council and works closely with the NHS as part of Manchester Integrated Care Partnership.

The work of the Public Health Department is organised into five areas of responsibility, underpinned by a number of core functions:

- **Health Improvement and Health Creation:** this includes work to improve the health and wellbeing of individuals of all ages, create the conditions in communities that support good health and wellbeing, and to improve health equity.
- **Health Protection and Healthy Environments:** this includes work to prevent and control infectious diseases, sexual health, emergency preparedness and response planning, addressing inequalities in health protection, environmental hazards, regulatory work.
- **Healthcare Public Health and Partnerships:** this includes work to address broader determinants and complex barriers to health, population health strategic partnerships, health and care service inequalities, screening and early detection.
- **Integrated Equality Inclusion and Engagement:** this includes work focused on addressing structural inequality, prejudice and discrimination. An evidence and insights-based approach is taken to tackling the most urgent equality and human rights issues to advance equity and inclusion.
- **Population Health Integration and Systems Development:** this includes bringing together the key programmes and projects that have an interface with the NHS and a focus on community equity, engagement and inclusion.
- **Core functions:** this includes knowledge and intelligence, contracting, project management and business support.

## ***Making Manchester Fairer and the Anti-Poverty Strategy***

The Department of Public Health is at the forefront of delivering the Making Manchester Fairer Action Plan, a key strategic, city-wide plan tackling health inequalities across Manchester by addressing the social determinants of health. The delivery of Making Manchester Fairer and its associated Anti-Poverty Strategy sits within the Health Improvement and Health Creation Team.

Crucially, MMF aims to address the difference in the distribution of good health through taking action on the root causes of poor health, across eight themes. One of the most significant themes is to reduce poverty and debt, which is a major driver of poor health, and for this reason the Anti-Poverty Strategy for Manchester has been integrated within the MMF Programme. This strategy sets out in more detail the steps that we need to take to tackle poverty and therefore contribute to improved health outcomes for our residents.

Working within Public Health and in collaboration with colleagues across the organisation, the role-holder will drive the actions within the Anti-Poverty Strategy to deliver Manchester's anti-poverty objectives & priorities.

The day-to-day work of the role-holder will include:

- Developing and leading projects and programmes to deliver the priorities set out in the action plan and strategy.
- Building strong partnerships and managing stakeholders at all levels.
- Identifying, coordinating and deploying human and financial resources as required.
- Sequencing activity across Anti-Poverty Strategy themes to maximise the impact of projects and to manage limited resources.
- Stakeholder management of senior managers and strategic directors elected members and a wide range of partners and other stakeholders.

The role-holder will be passionate about addressing poverty and health inequalities and engaging with residents who have lived experience of poverty in Manchester, ensuring we are narrowing the inequalities gap for Manchester residents.

They will operate in a complex and politically sensitive environment, successfully working with and influencing people from public and voluntary sector organisations from board level to frontline workers.

The role holder will report directly to the Strategic Lead – Making Manchester Fairer and Age Friendly Manchester.

## 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 aren't afraid to try new things
- We work together and trust each other
- We show that we value our differences and treat people fairly.

### **Generic Skills**

- **Communication:** Writes convincingly and clearly, succinctly and correctly, avoiding the unnecessary use of jargon or complicated language. Writes in a well-structured and logical way, structuring information to meet the needs and understanding of the intended audience.
- **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:** Sets clearly defined objectives, plans activities and projects well in advance and takes account of changing circumstances; identifies and organises resources and manages time effectively monitoring performance against milestones and deadlines.
- **Commissioning skills:** Ability to advise and develop local partner commissioning capabilities where there will be a direct impact on joint commissioning goals.
- **Problem Solving and Decision Making:** Ability to react to immediate problems of a highly complex nature with associated risk factors and deliver pragmatic solutions sometimes under extreme pressure.
- **Creative Skills:** Uses creative ability to find solutions and whilst considering policy and procedure is also confident in adopting (and justifying) novel or approaches.
- **Strategic Thinking:** Ability to identify patterns, trends and possibilities; can create and shape a vision of the future that fits in with the Council's objectives and is able to articulate strategy to a wider audience.
- **Policy Skills:** Leads in the development of innovative policy options, ensuring that they acknowledge the political context with full analysis of how options would work in a practical sense.

### **Technical requirements (Role Specific)**

Proven experience of successfully managing and delivering a wide range of complex projects within a complex workload to a structured project management process such as PRINCE 2 or equivalent.