

## Job Description

<b>Job Title:</b>	Programme Delivery Manager – Domestic Abuse	<b>Job Number:</b>	P1546D
		<b>Post Number:</b>	1036868
<b>Service:</b>	Public Health & Insight	<b>Grade:</b>	9
<b>Location:</b>	Friargate Station Square CV1 2FL		

This is a 2 year fixed term post working in Coventry City Council.

### Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

### Job Purpose:

To develop and deliver a programme of work within CCC and across stakeholder and partner agencies to reduce and prevent the harm caused by all forms of domestic abuse.

To lead on and oversee the delivery of the Local Authority's functions under the Domestic Abuse Act 2021.

The work of the role will encompass the new definition of Domestic Abuse as set out in the DA Act 2021 and will include honour-based violence, forced marriage and other culturally recognised forms of abuse.

### Main Duties and Responsibilities:

#### Planning and programme implementation

- Lead on the development and programme delivery of the Coventry Domestic Abuse Strategy and action plan.
- Work with CCC colleagues and partners to update and deliver the current Domestic Abuse action plan in line with the Domestic Abuse Act. This will include:
  - Oversee an annual assessment of need for accommodation-based support in the area
  - Develop a strategy to meet the needs identified, in particular around accommodation-based support for victims and their children. Work with commissioners and providers to deliver this strategy
  - Evaluate the effectiveness of the strategy
  - Produce an annual report to the Secretary of State

- Co-ordinate work across the Council and wider partnership to deliver the requirements set out in the DA Act and the DA strategy. Use negotiation and influencing skills to work with partner organisations to achieve their delivery of elements of the DA strategy and DA Act for which they have direct responsibility.
- Support commissioners with contract management, service improvement and evaluation of current and new contracts relating to domestic abuse. Ensure that any relevant learning is incorporated into future programme delivery
- Identify and analyse needs and health outcomes in key population groups. Use appropriate analytic techniques, work with research evidence, multiple qualitative and quantitative data sources (including intelligence gained from community engagement) and national and local databases.
- Ensure the voices of victims and children are central to all aspects of the work, in a way that is sensitive to their needs
- Identify training needs and develop plans to meet these needs
- Programme manage the refresh of the Coventry DA needs assessment and strategy for completion in 2023.
- Work with neighbouring Local Authorities to co-ordinate support and explore joint opportunities to improve outcomes
- Work with the Police and Crime Commissioner on regionally commissioned services including victim and perpetrator services
- Support the effective running of the DA Local Partnership Board
- Identify opportunities for additional funding and work with others to prepare and submit bids. Work with partners to influence other bids to support delivery of the domestic abuse agenda.
- Line manage and support a Programme Officer for Domestic Abuse
- Work effectively with local and national networks relating to Domestic Abuse, including the national Domestic Abuse Commissioner, ensuring that learning and opportunities are identified and shared.
- Support the programme officer to work with partners to deliver the FGM strategy and action plan.

## **Communications & relationship management**

- Write and present regular reports and updates, including complex data from multiple sources, to a variety of audiences including the Domestic Abuse Local Partnership Board, Health and Well-being Board, Police and Crime Board, Scrutiny Committees and others. Work directly with politicians and senior members of staff from partner organisations.
- Manage complex relationships across a wide range of organizations.
- Act as an exemplar for matrix working across the team, City Council, Police and other partner organisations by leading complex project teams and through excellent external and internal communication.

## **Managerial Responsibilities**

- Manage the recruitment and training of staff and provide day-to-day matrix management of team members across different organisations
- Ensure that effective systems for programme management are in place to support the delivery of programmes and ensure programme and project objectives are met.
- Development and monitoring of appropriate performance indicators and outcome measures as agreed in the Domestic Abuse strategy

## **Financial Responsibilities**

- Manage programme and project budgets in accordance with the processes and procedures of the organisation.
- Delegated budget holder for certain services within relevant financial limit.
- Identify and implement efficiency savings within programme areas as required.
- Seek out funding opportunities and coordinate bidding activity where appropriate.

## **Professional Responsibilities**

- Receive professional management and support from a relevant professional/ Consultant in Public Health.
  - Undertaking professional development activities, including in-house training, conferences and workshops and other agreed activities.
  - Provide support to staff training in the Public Health, , WM police, community safety, and Coventry and Warwickshire health and care system.
  - Any other duties and responsibilities within the range of the salary grade.
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The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible for:** Programme Officer

**Responsible to:** Consultant in Public Health

**Date Reviewed:** May 2021

**Updated:** May 2021

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Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>Understanding of local government and partners' roles in reducing the harm caused by domestic abuse (DA)</li> </ul>
	<ul style="list-style-type: none"> <li>Understanding the requirements set out in the Domestic Abuse Act 2021</li> </ul>
	<ul style="list-style-type: none"> <li>Understand legislation around NRPF and migration law in respect to DA</li> </ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>Ability to lead and motivate own team and others.</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to manage multiple work programmes.</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to work to high degree of authority.</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to influence others outside of direct sphere of influence.</li> </ul>
	<ul style="list-style-type: none"> <li>Excellent analytical skills including high level of numeracy and excellent written skills.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to handle and negotiate conflict effectively and understand different perspectives.</li> </ul>
	<ul style="list-style-type: none"> <li>Resilient and able to deal with uncertainty.</li> </ul>
	<ul style="list-style-type: none"> <li>Excellent communication skills and the ability to present complex data in a compelling and accessible way.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to advocate for change.</li> </ul>
	<ul style="list-style-type: none"> <li>Persuasive and able to negotiate at senior level with different organisations.</li> </ul>

<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Demonstrable experience improving health and well-being.</li> </ul>
	<ul style="list-style-type: none"> <li>• Significant experience within the NHS or public sector in a public health, health, police or other commissioning role.</li> </ul>
	<ul style="list-style-type: none"> <li>• Experience of project and process management methodologies.</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to work at a senior level with demonstrable experience of working with senior managers in a range of organisations.</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to demonstrate experience of management and implementation of multiple, complex projects working with several different agencies.</li> </ul>
	<ul style="list-style-type: none"> <li>• Line Management experience or equivalent experience of supporting staff.</li> </ul>
	<ul style="list-style-type: none"> <li>• Demonstrable experience in the use and interpretation of multiple data sources.</li> </ul>
	<ul style="list-style-type: none"> <li>• Experience in improvement methodologies.</li> </ul>
	<ul style="list-style-type: none"> <li>• Experience managing complex project teams.</li> </ul>
	<ul style="list-style-type: none"> <li>• Previous experience working in a political environment/working with politicians.</li> </ul>
	<ul style="list-style-type: none"> <li>• Experience of matrix-working across team or organisational boundaries.</li> </ul>
	<ul style="list-style-type: none"> <li>• Experience of commissioning services or programmes.</li> </ul>

	<ul style="list-style-type: none"> <li>• Educated to a masters level in an appropriate discipline or equivalent experience.</li> </ul>
	<ul style="list-style-type: none"> <li>• Trained in programme or project management methodologies.</li> </ul>

<b>Special Requirements:</b>	
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**Date Reviewed:** May 2021

**Updated:** May 2021