



## **JOB DESCRIPTION**

**JOB TITLE:** Policy Advisor Social Care

**BAND:** D

**LOCATION:** Hybrid

**RESPONSIBLE TO:** Head of Policy and Technical

### **OVERALL OBJECTIVE:**

To develop and deliver the policy agenda for social care reform, building CIPFA's profile and voice, supporting growth in membership, products and services.

Deliver evidence based policy and research to underscore the credibility of CIPFA's expertise in public financial management and governance.

Apply a high level of understanding of public policy developments related especially to financial management and governance.

### **KEY TASKS:**

- Innovate, develop and deliver products and services to achieve CIPFA's annual business plan for the social care network.
- Identify, prepare and/or commission research, publications, documents, articles, analysis and guidance that benefit public financial management in the UK and internationally, with a need to develop and maintain knowledge of social care across the devolved administrations.
- Write briefings, policy papers, consultation and media responses, articles, presentation materials and other publications to further CIPFA's reputation and demonstrate the Institute's expertise.
- Monitor, analyse and comment on technical and professional developments impacting on the public sector financial management, the accountancy profession, CIPFA members and students. Draft and develop responses on behalf of CIPFA to relevant external consultations, gaining input from current practitioners.
- Research and provide evidence-based policy and, where relevant, technical advice to CIPFA Networks and members of communities of practice, the executive and other CIPFA representatives. Initiate support and maintain networks to gather information and intelligence on relevant policy matters including the activities of competitors and collaborators in the sector.
- Identify opportunities, and personally lead the production of, innovative and market responsive content which contributes to CIPFA's influence, drive for members and commercial targets, working with colleagues across technical and business delivery teams to deliver against CIPFA's objectives.
- Work collaboratively with colleagues across CIPFA to provide and market a customer focused service, that optimises the use of technology.
- Represent and/or speak on CIPFA's policies on a range of platforms and events, including the provision of topical policy and technical inputs in support of CIPFA branch and regional activity in the UK and internationally.
- Develop training and other products and where appropriate, assist with the delivery of training and product delivery.
- Work actively with partner organisations and stakeholders.



## **GENERAL TASKS:**

- To share ideas for service improvements, best practice and business opportunities.
- Contribute to business planning and budget monitoring processes.
- To produce digital content, technical papers, briefing notes, newsletters and to comment on technical issues.
- To carry out research and project work as required.
- To liaise with external partners and contacts to update and maintain knowledge.
- To participate actively in personal development activities.
- To comply with CIPFA policies and procedures.
- To contribute to the promotion of CIPFA.
- Undertake any additional duties as required.

## **MANAGEMENT RESPONSIBILITIES:**

- Maintain effective relationships with associates engaged in delivery of the CIPFA products and services and overseeing work as appropriate.

## **INTERNAL/EXTERNAL CONTACTS:**

- Internal - CIPFA Staff
- External – Associates and other Consultants, Clients, Government Bodies and Departments, General Public. Other public sector professionals.

## **BUDGET RESPONSIBILITIES:**

- Actively contribute to income and contribution targets as defined within the business plan.
- Ensure all time is logged accurately to enable accurate analysis of costs and income.

## **PERSON SPECIFICATION**

### **EDUCATION AND TRAINING:**

A relevant professional accountancy qualification (i.e. CCAB)	Desirable
Degree	Essential

### **EXPERIENCE OF:**

Practical experience of working in a senior role and/or practical experience of accounting and budgeting within social care sector.	Essential
Practical experience of delivering training courses, facilitating workshops or public speaking to large groups.	Desirable
Track record of success and achievement in delivering services on a commercial basis.	Desirable

### **KNOWLEDGE & SKILLS:**



A robust and up to date knowledge of social care.	Essential
Knowledge of both children's social care and adult social care.	Desirable

Ability to deliver high standards, of team working and integrated solutions to complex problems.	Essential
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Ability to develop and maintain effective relationships with customers, subscribers and stakeholders.	Essential
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Good writing skills both for digital and physical products.	Essential
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Excellent communication and networking skills with a persuasive and convincing approach to explaining and resolving complex issues to clients.	Essential
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Good IT skills with a good working knowledge of MS Office, ability to work virtually.	Essential
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High impact virtual delivery to engage customers and stakeholders.	Essential
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**PERSONAL ATTRIBUTES:**

Highly effective communicator who is assertive, positive and persuasive but also sensitive to client needs and aspirations.	Essential
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Flexible and open to change.	Essential
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Professional and organised approach requiring minimal supervision and a "can do" attitude.	Essential
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An effective team player who will stop at nothing to offer colleagues help and support.	Essential
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An entrepreneurial and innovative approach to business issues and challenges with a willingness and ability to adapt quickly to changing market circumstances and conditions.	Essential
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Ability and willingness to travel with some overnight stays. This may include travel throughout the UK.	Essential
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