

FALKIRK COUNCIL



Job Profile

Job Title:	A D P Development Officer (Alcohol & Drug Partnership)
Reporting to:	A D P Lead Officer
Responsible for Line Management of:	N/A
Your Job is to:	To support Falkirk Alcohol & Drug Partnership in the development and implementation of its strategy, including planning, monitoring and reporting to relevant local and national partners. You will provide proactive support for the ADP and the ADP Lead Officer and will be responsible for developing and leading on a range of activities which will support the development of a local Recovery Oriented System of Care.
Grade:	H
What you will do :	
Job Specific Tasks	
1. Work as part of a multidisciplinary team across the Falkirk Health & Social Care Partnership, in particular the Alcohol & Drugs Partnership. Support the planning and organisation of the ADP structure, providing proactive support to the ADP and the ADP Lead Officer. 2. Support the review, development, implementation and monitoring of the ADP Strategy and commissioning plan, including any development of ADP wide and thematic Implementation Plans, Performance Frameworks, and Annual Reports. 3. Lead on specific workstreams to progress local ADP priorities, in line with the ADP strategy and delivery plan, which support national strategies. This would include development of a Lived Experience Panel and the collection of experiential data to support the work to implement the MAT Standards. 4. Support the development, collation and analysis of relevant information from a range of stakeholders and sources for the Performance Framework and prepare accurate reports for presentation to senior management, the ADP Executive and the Integration Joint Board 5. Undertake research and evaluation activities, including quantitative and qualitative methods to support the planning and development of services in line with local need and to contribute to the outcomes and priorities of the ADP. 6. Establish and maintain local forums supporting engagement with individuals, family members, communities and stakeholders to ensure ADP priorities are developed and delivered based on local need. 7. Support Locality Planning and delivery through development and maintenance of relationships with stakeholders including Falkirk Community Planning Partnership, local forums and communities, in order to drive local ADP related priorities and activities	

8. Assist in the preparation of agendas and supporting papers for all ADP groups and present a range of papers and reports in relation to the work of the ADP to a range of audiences including external partners, senior management teams and the Integration Joint Board.
9. Review, interpret and communicate strategy documents and guidance papers issued by the Scottish Government into a local context, including identification of proposed actions and impacts. Keep up to date with national policy and best practice and support new initiatives relevant to the work of the ADP ensuring that evidence based best practice is communicated and embedded loc
10. Actively promote the work of the ADP at a local, area wide, and national level to raise awareness of the ADP priorities, representing the ADP and when required, ADP Lead Officer at local and national meetings

Job Demands

1. You will be working in a mobile/flexible working environment.
2. You will be required to plan and organise your own workload.
3. You will be required to contribute to development of plans and strategies.
4. You will be required to deal with conflicting priorities and deadlines.
5. You will be responsible for contributing to the development of policies and strategies.
6. You will be responsible for accounting for financial resources.
7. You will have excellent written and verbal communication skills.
8. You may encounter distressed/upset individuals.
9. You may be required to interact with demanding/angry individuals.
10. You will assess the needs of service users.
11. You will contribute to the design and development of your area of responsibility
12. You will be responsible for the development and management of information.
13. You will be responsible for moderately expensive equipment.
14. You must be mobile throughout the Council.
15. You will be required to use your own initiative.
16. You will be required to maintain up to date knowledge of relevant legislation.
17. You will be required to maintain confidentiality at all times.
18. You will be required to work as part of a team.

Person Profile

Essential Education & Professional Qualifications & Memberships	Ideally you will have	How we assess this
• Excellent numeracy and literacy • Degree in Health & Social Care or equivalent • Basic disclosure check.		Application Form Interview Qualification
Essential Skills, Knowledge & Experience	Ideally you will have	How we assess this
• Organisational skills • Analytical skills • Report writing skills • Problem solving skills • Attention to detail • Significant experience is required. • Experience working as part of a team. • Ability to organise competing demands. • Experience using MS office packages. • Experience building relationships with external agencies. • Experience working in a Multi-disciplinary/partnership. • Experience leading the development of policies and strategies. • Specific specialist/technical knowledge and expertise, to a level consistent with an ability to frequently make judgements on complex matters • Specific specialist/technical knowledge and expertise in Performance Management, Health, Inequalities or Community Planning • Specific and specialist knowledge of current national drug and alcohol policy and strategy, including the National Mission and the implementation of the Medication Assisted Treatment Standards	• Project Management experience. • Experience in data protection legislation. • Experience in managing a budget. • Experience in working in Public Sector or political environment. • Experience with the following software packages: SPSS, SASPAC, GIS, Covalent • Gaelic language skills	Application Form Interview Qualification

Falkirk Council Values & Behaviours		How we assess this
Demonstrates behaviours which are consistent with Falkirk Council Values (Responsive, Innovative, Trusted, Ambitious)		Application Form Interview