

Alcohol & Drug Partnership Lead Officer





Clackmannanshire and Stirling Health and Social Care Partnership is the delivery vehicle for all community health and care services delegated by the three constituent authorities of Clackmannanshire Council, Stirling Council and NHS Forth Valley. This is a unique partnership in Scotland as there are two local authority areas and one health board all of whom have voting members on the Integrated Joint Board alongside representatives of the wider partnership including third sector, carers and community representatives.

Our vision for the Health and Social Care Partnership is to enable people in the Clackmannanshire & Stirling area to live full and positive lives within supportive communities.

Our Strategic Priorities

Care closer to home
Primary care transformation
development
Caring and connected communities
Mental health
Supporting people living with dementia
Alcohol and drugs

Our Key Enabling activities

Technology enabled care
Workforce planning and
Housing and adaptations
Infrastructure

The Health and Social Care Partnership alongside our local partners and providers of community health and social care services are committed to working together to ensure that people live healthier, longer lives, can be independent and can exercise choice and control, no matter who they are and where they live in the Clackmannanshire and Stirling areas.

In making this a reality, the Clackmannanshire and Stirling Health and Social Care Partnership recognises the importance of participation and engagement of all partners and stakeholders, including those people, groups and communities whose views are not frequently heard.

Additional Information

Additional background information may be provided to candidates invited to interview, however information can be accessed by clicking on the links below:-

www.clacksandstirlinghscp.org

www.clacks.gov.uk

www.stirling.gov.uk

www.nhsforthvalley.com

Our Partnership is working together to transform services and improve outcomes for people and has been focused on the delivery of a number of key re designs.

This is an exciting time to join the Partnership on our journey towards greater integration of services.

The Lead Officer will co-ordinate the work of the Clackmannanshire and Stirling Alcohol and Drug Partnership and ensure the effective implementation of the national Alcohol and Drug Strategies. The post holder will also support the development and delivery of the ADP delivery plan, which aligns to the Forth Valley Health Improvement Strategy.

For informal enquires please contact Wendy Forrest, Head of Strategic Planning & Health Improvement, Clackmannanshire & Stirling Health and Social Care Partnership on forrestw@stirling.gov.uk

Terms & Conditions

	Stirling Council	Clackmannanshire Council	NHS Forth Valley
Pay Frequency	15th of the Month	27th of the Month	Last Thursday of the month
Hours of Work	35 hours per week	35 per week	36 hours per week
Salary	£52,452 - £55,668 (Grade 12)	£55,607.80 - £62,597.55 (Grade 10)	£52,845 - £61,466 (Band 7)
Annual Leave	30 Days rising to 35 days after 5 years' service. 7 Public Holidays.	29 Days rising to 34 days after 5 years' service. 7 Public Holidays.	27 Days rising to 29 after 5 years' service and 33 after 10 years' service. 8 Public Holidays

Job Description

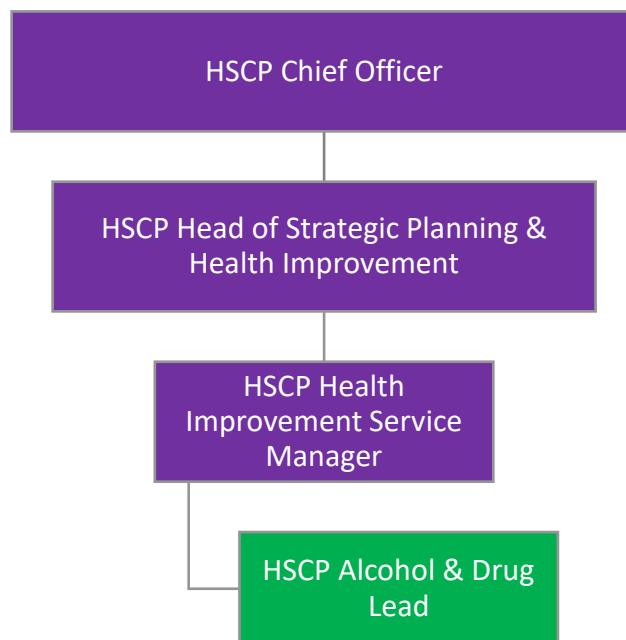
This job description may be amended from time to time dependent on job requirements and Service provision.

Section A	Grading Section
Post Title: Alcohol & Drug Partnership Lead Officer (Clackmannanshire and Stirling ADP)	Eval Ref.
Location: Stirling Community Hospital and various sites across Forth Valley	Grade. Stirling G12 Clackmannanshire G10 NHS FV Band7
Reports to post (Title) Head of Strategic Planning and Health Improvement	Date. October 2020
Service Clackmannanshire & Stirling Health & Social Care Partnership	

Section B

ORGANISATIONAL RELATIONSHIP and EMPLOYEE RESPONSIBILITY

This section describes the reporting relationships of the job within the immediate organisation and if appropriate has detail of the organisation a tier above and below the job. Also described is responsibility for employees, (if any).



Section C

PRINCIPAL PURPOSE and OBJECTIVES

This section lists the main (headline) responsibilities / accountabilities of the job.

The Lead Officer will co-ordinate the work of the Clackmannanshire and Stirling Alcohol and Drug Partnership and ensure the effective implementation of the national Alcohol and Drug Strategies and associated ADP outcomes. The post holder will also support the development and delivery of the ADP delivery plan, which aligns to the IJB Strategic Commissioning Plan.

The Lead Officer will report to the Health & Social Care Partnership and work across the Community Planning Partnership, Clackmannanshire Alliance. Key relationships will be formalised with partners from NHS Forth Valley, Police Scotland and the Third Sector.

The Lead Officer will also work at senior level across Clackmannanshire and Stirling Community Planning Partnerships and NHS Forth Valley to provide a comprehensive response to substance related issues.

The Lead Officer will ensure relevant strategic linkages in pursuit of the Stirling and Clackmannanshire Local Outcome Improvement Plans.

Strategic linkages will be made through membership of following committees by supporting them to address drug/alcohol issues in their strategic and operational plans.

Public Protection Committee

Justice Partnerships

Child Protection Committee

Children Services Planning Group

Community Safety Partnerships

Licensing Board

The Lead Officer will directly manage the additional staff employed to support the ADP and ensure the co-ordination of tasks, activities and programmes designed to achieve agreed priorities and outcomes.

The Lead Officer will engage with Integration Joint Board members, elected members, service users, carers and communities on matters relating to ADP and locality priorities as appropriate.

The Lead Officer will promote the strategic aims and vision of the Community Planning Partnerships and Health and Social Care Partnership which are aligned to the ADP outcomes.

Section D

MAIN DUTIES and RESPONSIBILITIES

This section provides detail of the main responsibilities / accountabilities. Individual tasks may be included. Note, these are illustrative only and are not exhaustive.

To be responsible for the overall co-ordination of the implementation of the ADP delivery plan.

The Lead Officer will ensure that ADP plans are aligned to other key strategies within the two Councils and the Health and Social Care Partnership Strategic Plan, for example Housing, Employability, Community Justice Partnerships and Public Protection.

To provide effective leadership and a co-ordinated response to substance related issues across Clackmannanshire and Stirling.

To work at senior level across partner agencies to influence strategic and operational decision making in relation to substance use matters.

Develop effective relationships with elected members, senior management and other key stakeholders, acting as a single point of contact within the councils for substance misuse matters.

To provide guidance and support to relevant stakeholders on matters relating to prevention and recovery support for those affected by substance misuse.

Analyse, contextualise, interpret and present information both verbally and in written format that stakeholders can understand.

To line manage and supervise dedicated staff employed to support the ADPs to deliver agreed priorities and outcomes.

To arrange appropriate induction for dedicated ADP staff.

To agree workload for the ADP team and allocated work accordingly.

Actively monitor and promote health and safety and be knowledgeable about the duties and responsibility associated with health and safety.

Undertake duties in respect of absence management to a level outlined in HR policies and procedures across Clackmannanshire and Stirling.

Ensure the principles of equal opportunities and non-discriminatory practice are adhered to for both staff and service users.

Effectively manage, monitor and disburse devolved budgets in accordance with agreed priorities and to a standard fit for auditing purposes.

To convene and chair meetings and sub groups of the ADP as appropriate.

To be responsible for the preparation and dissemination of the ADP annual report.

To be responsible for the preparation and dissemination of the ADP delivery plan.

To contribute to other cross cutting local plans and strategies and ensure the work of the ADP is reflected as appropriate.

To manage and monitor work and services directly commissioned by the Clackmannanshire and Stirling ADP and the collective group of Forth Valley ADP's.

To investigate any complaints regarding services commissioned by the ADP as required.

To work in partnership with local communities and "communities of interest" (including service users) to provide support and assistance in developing local initiatives; and to maximise their input into the Clackmannanshire and Stirling ADP.

To direct and commission workforce development programmes for the ADP, Health and Social Care Partnership, community planning partners, relevant services / organisations, community groups.

To represent the ADP at both corporate and national levels as appropriate.

To advise on policy and legal requirements relating to substance use in both authorities (e.g. Licensing, HR Policy).

To inform and advise Integration Joint Board members, elected members, HSCP and Council services and partners of substance use issues in the local areas.

To prepare and present reports on issues relating to substance use to Integration Joint Board, Community Planning Boards, Clackmannanshire and Stirling ADP and other relevant stakeholders.

Provide regular updates and reports to the Integration Joint Board and relevant community planning structures.

To ensure the continued effective use of resources in the Clackmannanshire and Stirling area in relation to key ADP priorities.

Such other appropriate responsibilities as the Line Manager may determine from time to time.

Section E

RESPONSIBILITY for PHYSICAL ASSETS, DATA and FINANCE

This section details responsibility for **physical assets**, eg. vehicles, buildings, stock control / procurement, **data**, eg. computers, record keeping, **finance** eg. budget holding / monitoring / cash handling.

The Lead Officer will assume responsibility for the management and further allocation of the Clackmannanshire and Stirling Alcohol & Drug Partnership budget.

The Lead Officer will be responsible for managing and developing proposals for external funding.

The Lead Officer will directly manage additional staff employed to support the ADP agenda.

Section F

COMMUNICATIONS SKILLS

This section notes examples of the individuals or organisations with whom the post holder will come into regular contact, and explains the nature of the communication and level of skill required by the postholder.

The post holder will require excellent interpersonal skills and the ability to engage with people at various levels of the Council and its partners to advise on substance misuse issues.

The post holder will be required to work collaboratively and engage with other Council Services,

HSCP and Community Planning Partners to build effective working relationships that add value to the work of the ADP.

Regular contacts may include:

Internal: Integration Joint Board members, elected members and staff across all areas of the Health and Social Care Partnership including the Chief Officer, Chief Finance Officer, Heads of Service, Locality Managers, Service Managers, Child Protection Committee, Public Protection, Community Safety and Youth Services.

External: NHS Forth Valley, Police Scotland, Specialist Drug and Alcohol services, Stirling Council, Clackmannanshire Council, Falkirk ADP, Forth Valley ADP, third and voluntary

sector, independent sector, Scottish Government, MSPs, local Community Groups and national ADP Support bodies.

Section G

MENTAL SKILLS

This section details the level of problem solving, analysis, creativity, forward planning/scheduling required.

Mental Skills

The post demands sound management competencies and a strong ability to lead and contribute to strategic developments. The post holder will be required to be flexible in approach and delivery of agreed priorities and outcomes.

The post holder should:

- Have a political awareness of both the local and national approach to addressing substance misuse.
- Have a well-developed ability to form positive interpersonal relationships with individuals, service users, community groups and partner organisations.
- Have strong negotiation skills.
- Be able to analyse a wide range of information and use this to support the work of the ADP, assess need, develop strategic objectives and to find solutions to a range of situations.
- Exercise a high level of initiative and use discretion and judgement when dealing with confidential matters.
- Be able to work as part of a team.
- Be able to prioritise workload and delegate as appropriate.
- Conduct self in a manner that is likely to enhance the performance of the ADP team.

Section H

WORKING ENVIRONMENT and PHYSICAL EFFORT

This section details the predominant physical environment of the job e.g. Indoor/outdoor working, hazardous conditions, plus any specific physical effort. Any need for out of hours working will be noted.

The post is mainly office based. Occasional evening and weekend work will be required as will travel to attend service based or national meetings as required and at different locations

Section I

KNOWLEDGE and SKILLS

This section details the knowledge and skills including any qualifications, specific training or experience required.

Essential: -

- Educated to degree level or equivalent professional qualification (e.g. Social Work or relevant nursing degree).
- Significant experience of working in the substance use field.
- Experience of strategic planning and partnership working.
- Ability to contribute to and facilitate partnership working.
- Excellent leadership qualities.
- Innovation.
- Excellent communication skills.
- Knowledge of Community Safety issues.
- Knowledge of Public Protection
- Mediation and negotiation skills.
- Management of budgets.
- Knowledge and experience of community planning.
- Ability to work to agreed deadlines and timescales whilst managing competing priorities.
- Ability to manage change.
- Ability to assimilate complex information quickly and accurately.

Desirable: -

- Previous Local Government / Voluntary Sector experience.
- Driving licence
- Project management skills
- Knowledge of evaluation/research methodologies

Terms and Conditions Information

Any successful applicant from a health background will be employed on NHS conditions.
Any successful applicant from a social work background will be employed on either Clackmannanshire Council or Stirling Council conditions

CLACKMANNANSHIRE COUNCIL

Summary of Terms and Conditions

Salary

The salary for this post is £55,607.80 - £62,597.55 (Grade 10)

Pay Frequency

Salary is paid on the last Thursday of each month.

Hours of Work

35 hours per week

Business Mileage

Business mileage for authorised travel by private vehicle on council business will be paid as per the current recommendation of Her Majesty's Revenue and Customs (HMRC)

Terms and Conditions

Terms and conditions will be in accordance with Single Status Conditions of Service

Annual Leave Entitlement

The leave year will run from 1 April to 31 March.

Continuous Service	Annual Leave Entitlement
Up to 1 year	28 days
1 year up to 2 years	29 days
2 years up to 3 years	30 days
3 years up to 4 years	31 days
4 years up to 5 years	32 days
5 years or more	33 days

Public Holidays

There are 7 fixed public holidays within Clackmannanshire Council

Allowance for Sick Leave

Continuous Service at Commencement of Absence from Duty	Full Allowance for	Half Allowance for
Less than 26 weeks	Nil	Nil
26 weeks or more but less than 1 year	5 weeks	5 weeks
1 year or more but less than 2 years	9 weeks	9 weeks
2 years or more but less than 3 years	18 weeks	18 weeks
3 years or more but less than 5 years	22 weeks	22 weeks
5 years or more	26 weeks	26 weeks

Pension

You will automatically join the Local Government Pension Scheme unless you choose to make alternative arrangements.

Terms of Appointment

The appointment will be subject to satisfactory pre employment checks including references and medical clearance.

Notice Period

The contract may be terminated by giving 12 weeks' notice in writing on either side.

Politically Restricted Posts

This position is politically restricted under the Local Government Officers (Political Restrictions) Amendment Regulations 1998 (as amended). This means that you are prevented from taking part in certain political activities.

Other Employment

You may not engage in any other business or take up additional employment without the express consent of the Council. You must inform the Council of any outside activity which may in any way conflict with your work for the Council.

Code of Conduct

The Council expects a high standard of conduct from its staff. The Council's Code of Conduct sets out the minimum standard of conduct. The Code does not affect an employee's rights and responsibilities under the law and their contract of employment.

STIRLING COUNCIL

Summary of Terms and Conditions

Listed below are a summary of the principal terms and conditions of employment. Scottish Joint Council terms and conditions apply to single status posts within Stirling Council.

Salary

£52,452 - £55,668 per annum. Placement depending on experience. Incremental progression will occur after 24 months. Payment of salary will be by bank credit transfer on the 15th of each month, in arrears.

Hours of Work

The working week is 35 hours per week, however Senior Managers will be required to work flexibly and the hours for the needs of the service. Additional payments do not apply to senior posts.

Annual Leave

Annual Leave entitlement is 29 days per year, rising to 34 days after 5 years continuous service. In addition to annual leave the Council recognises 7 public holidays (2 at New Year, 2 at Easter, first Monday in May, 2 at Christmas).

Volunteering

It is recognised much learning can be gained through volunteering and employees are able to request 1 day or 7 hours per annum towards volunteering which will benefit the communities of the Council area.

Pension

The post-holder will join the Local Government Pension Scheme automatically (employee contribution rate from 1 April 2018 – 6.9% - 7.0% for each of the salary scales above), unless they elect to make alternative arrangements.

Political Restriction

Under the provisions of the Local Government Officers (Political Restrictions) Regulations 1990 (as amended) Chief Officers' posts are politically restricted. This means that you are barred from standing for election as an MP, MEP, MSP or Councillor of any local authority. There are also restrictions on you holding office in and/or canvassing for a political party. The Council will provide specific details of the restrictions imposed on you as a result of your employment with the Council.

Travel and Subsistence Allowance

When you use your car or bicycle for authorised business purposes, mileage will be reimbursed at the HMRC (Inland Revenue) rate. The Council has pool vehicles available for business use.

Medical Examination

Successful candidate will be required to undergo a satisfactory medical check.

Professional Registration

Successful candidate is required to be a member and maintain membership with a professional organisation relevant to the post.

Employee Benefits

Stirling Council provides employees with access to a variety of benefits such as shopping discount, physiotherapy, employee counselling and other wellbeing initiatives.

Other Employment

The post holder may not engage in any other business, or take up any additional employment without the express consent of the Council. They must inform the Council of any outside activity which may in any way conflict with their work for the Council.

NHS FORTH VALLEY

Summary of Terms and Conditions

Terms and Conditions:

The terms and conditions of service are those laid down by the **Agenda for Change Handbook**.

Salary Scale

Band 7: £52,845 - £61,466

Staff taking up a new appointment with NHS Forth Valley will normally enter the scale at the minimum of the pay band/range. Any appointments above the lowest point of the pay band/range will be subject to verification of previous NHS service, or experience outside the NHS, which is given in recognition of relevant complete years of experience.

Hours:

Full time 36

Employees may be required to vary the pattern of their working week subject to the exigencies of the service.

Annual Leave:

27 days rising to 29 days after 5 years service and to 33 days after 10 years service plus 8 public holidays (pro rata).

Superannuation:

The post is superannuable under the Scottish Public Pensions Agency Scheme and your remuneration will be subject to deduction unless you choose to opt out of the scheme.

Right to Work in the UK NHS Forth Valley has an obligation to ensure it does not employ any worker who has not been granted the relevant permission to work in the UK. This permission is without exception granted by the UK Border Agency. We are required to check the entitlement to work in the UK for all prospective employees, regardless of nationality or job category.

Medical Examination:

No appointment can be confirmed until a satisfactory medical examination has been undergone.

Protection of Vulnerable Groups and the Disclosure of Criminal Information:

NHS Scotland is exempt from the 1974 Rehabilitation of Offenders Act (Exclusions & Exceptions) (Scotland) Order 2003. As part of any offer of employment candidates will be subject to one of the following:

- For posts in regulated work – Protection of Vulnerable Groups Scheme membership
- For all other posts which are subject to a criminal conviction record check – A Police Act check

Secondments

Employees of NHS Forth Valley who are interested in (if applicable) pursuing a secondment opportunity should initially discuss the implications of this with their immediate line manager in order to gain their support. Please refer to the secondment policy of the NHS Forth Valley intranet for more information.

NHS Knowledge and Skills Framework

The NHS Knowledge and Skills Framework (KSF) defines and also describes the knowledge and skills that NHS employees need to apply in their work in order to deliver quality services. It provides a single, consistent, and comprehensive framework on which to base review and development for all employees.

KSF will apply to all NHS employees except doctors, dentists and senior and executive level managers. The purpose of the KSF is:

- To support the effective learning and development of all staff, providing the resources to do so.
- To support the development of individuals in the post to which they are employed, so that they are effective at work and are clear about what is required of them.
- To promote equality and diversity.

Confidentiality:

In the course of your duties you may have access to confidential information concerning patients or staff. Unauthorised disclosure or removal of information may lead to consideration of disciplinary action.

Equality in Employment:

NHS Forth Valley fully supports the principle of equality in employment and opposes all forms of unlawful and / or unfair discrimination which cannot be shown to be justified. NHS Forth Valley is committed to ensuring equality of treatment for both present and potential employees.

Tobacco Policy:

It is the policy of NHS Forth Valley to discourage the habit of smoking within the organisation and to provide a smoke free environment.

The NHS Forth Valley policy is to establish no smoking as the norm and smoking is not permitted anywhere within NHS Forth Valley premises including residences and grounds.

The Occupational Health Service will assist members of staff who wish to stop smoking by providing or facilitating the following services:

- Information on smoking and ways to stop
- Personal support
- Health Education materials and helpline numbers
- Nicotine replacement therapy
- Smoking Cessation support

Copies of the Tobacco Policy are available from the NHS Forth Valley Intranet.

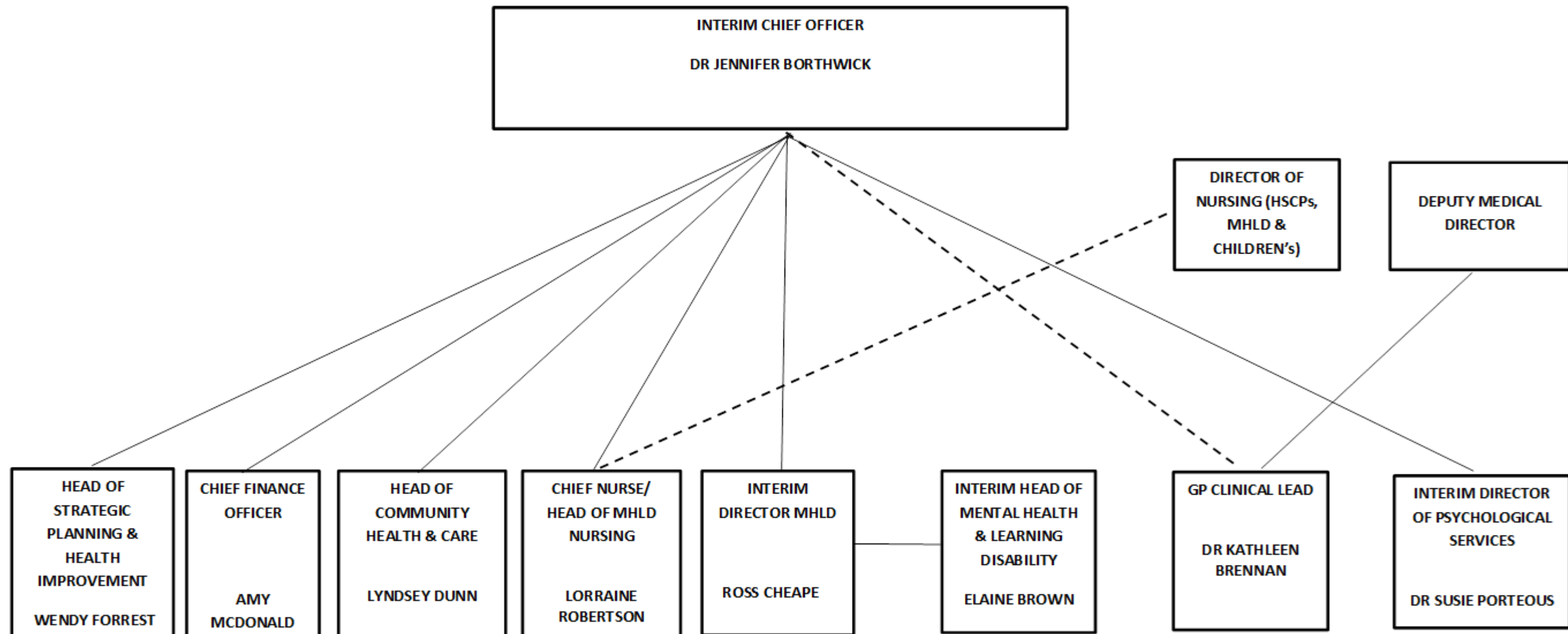
Health & Safety:

All employees have a responsibility for their own health & safety and the health & safety of others who may be affected by what they do. Employees also have a duty to co-operate with their employer by following NHS Forth Valley policies and procedures and safe systems of work; by using equipment safely and by bringing any shortcomings in health and safety arrangements to the attention of their employer. Where something is provided in the interests of health & safety employees must not interfere or misuse it. All employees have a legal responsibility to report any shortcomings in terms of this in their area. Managers and supervisors have a responsibility for monitoring health & safety arrangements and ensuring staff are following policies and procedures and safe systems of work.

Partnership Agreement:

Contributing to the development of partnership working by: supporting NHS Forth Valley in delivering its goals and objectives; supporting continuous improvement in own performance and the performance of the department, directorate and NHS Forth Valley; attending training, development and other activities aimed at improving own skills and for the benefit of the organisation and patient care.

CLACKMANNANSHIRE & STIRLING HEALTH & SOCIAL CARE PARTNERSHIP - SENIOR LEADERSHIP TEAM



N.B.

Professional advice and leadership are also provided by the Director of AHPs (NHS Forth Valley), the Chief Social Work Officers (Clackmannanshire Council & Stirling Council) and the Associate Director of Pharmacy (NHS Forth Valley)

———— Indicates operational management