Shared Lives Panel Co-ordinator

Main

You'll help our Shared Lives panels run smoothly across PSS's Shared Lives schemes. You'll organise meetings, support panel members, and help us keep the panel process fair, consistent, and well organised.

Shared Lives carers are assessed before they can be approved to provide support. Their approval is also reviewed. The panel gives these assessments an independent check and helps us make sure the process is thorough. This helps keep Shared Lives safe and effective for the people we support.

SCOPE OF JOB AND FOCUS OF ROLE

- Service delivery: 50%
- People management and relationships: 30%
- Sustainability and business development: 10%
- Finance and resource management: 10%

TERMS & CONDITIONS

Contract Type

This is a permanent contract.

Salary

£11,016.49 (FTE 27,174) per year This salary is equivalent to PSS Fixed point 30.

Hours

15 hours per week, worked between Monday to Friday

Location

National – work from home and nearest regional office

Shared Lives Lincolnshire
- Room F07/8, Boston Enterprise Park, Enterprise Way, Boston, PE21 7TW

PSS Shared Lives Manchester
- Biz Space, Office F10, Cheadle Place, Stockport Road, Cheadle, SK8 2JX

Shared Lives Merseyside
- Eleanor Rathbone House, Connect Business Village, 24 Derby Road, Liverpool, L5 9PR

Shared Lives Norfolk & Suffolk
- Unit 14 Diss Business Centre, Dark Lane, Scole, Diss, Norfolk, IP21 4HD

Shared Lives North Yorkshire
- Room 15, Town Hall, St Nicholas Street, Scarborough, YO11 2HG

Shared Lives Staffordshire
- South Point, Park Plaza, Hayes Way, Heath Hayes, Cannock, WS12 2DD

Shared Lives Wales
- PSS Cymru, Uned 5410, Abergele, Parc Busnes Gogledd Cymru, Conwy, LL22 8LJ **or**
- PSS Wales, Unit 5410, Abergele, North Wales Business Park, Conwy, LL22 8LJ

Annual Leave
25 *days* per year. In addition to eight paid statutory bank holidays (bank holidays are pro rata for part-time staff).

Pensions
PSS operates an Occupational Pension Scheme with The People's Pension.

Conditions of Service
Offers of employment are made subject to the following conditions:
a) Completion of medical questionnaire
b) Receipt of two satisfactory references, including one reference from a current or most recent employer.
c) Authorisation to work in the UK. Under the Immigration, Asylum & Nationality Act 2006 successful candidates will be required to produce documentation which demonstrates their authorisation to work in the UK. Documents may include; Passport; full birth certificate; UK work permit; Home Office letter.

KEY RESPONSIBILITIES

Service Delivery
- Work with the head or deputy head of Shared Lives, registered managers and service co-ordinators to organise panels. Follow Shared Lives guidance so the process runs effectively.
- Keep a reliable program of panel meetings to meet the needs of our schemes. Make sure information is shared and recorded consistently.
- Book meetings and panel members, send invitations, collect and share panel papers, take notes and send outcome letters.
- Be the main point of contact for everyone involved in the panel process. Make sure they have the information they need and help keep the process fair and consistent.
- Review the quality of assessment reports and look at panel outcomes and recommendations. Identify common themes, strengths and areas for improvement, and share these with the head or deputy head of Shared Lives.
- Help check the quality of the panel process and make improvements.
- Give feedback to panel members and staff recruiting Shared Lives carers to help strengthen good practice.
- Work with the learning and development team to support panel training. Help new panel members understand their role when they join.

People Management and Relationships
You won't line manage colleagues. You'll help them understand and carry out their panel roles and responsibilities.

- Support the volunteer manager to recruit and welcome panel volunteers.
- Recruit panel members from across PSS so the panel has a broad range of skills, experience and perspectives.
- Help panel members stay involved, develop their skills and continue in their roles.
- Offer coaching and learning opportunities so panel members can meet their objectives and the panel's quality standards.

Sustainability and Business Development

- Make sure the panel process follows relevant laws and regulations, Care Quality Commission (CQC) expectations and PSS's requirements for how the organisation is run and held accountable.
- Work with external organisations, including assured partners and local authorities, when needed to support the panel process.

Finance and Resource Management

- Make sure panels are scheduled regularly, and enough panel members are booked to meet the needs of our schemes.
- Give clear, consistent information to everyone involved.
- Collect and share information by agreed deadlines.
- Create and keep template documents up to date to support the panel process.
- Keep panel documents and records accurate, up to date and secure. Follow the General Data Protection Regulation (GDPR) and PSS's policies.

ADDITIONAL DUTIES

1. To actively participate in developing directorate, team and individual objectives and plans, attend staff performance management and learning and development reviews.
2. The post holder is expected to be flexible in the performance of duties and to undertake any other duties identified as appropriate to the post.
3. All jobs are subject to change from time to time and this job description will be reviewed regularly and may be updated to include reasonable changes in consultation with the job holder.

JOB DESCRIPTION

This job description is a guide to the work you will be required to undertake and represents a range of responsibilities commensurate with the grade for the post. It does not form part of your contract of employment.

Requirement	Essential	Assess from:
	E= Essential D = Desirable	A = application I = interview R = references E = exercise/practical C = Copy of certificates
Attitude:	E	A I
A proactive and self-motivated approach	E	A I
Self-belief and drive, with a 'can do' and problem-solving approach	E	A I
You value working with others to get things done and to support the work of colleagues	E	A I
Flexible and ready to adapt how you work if things need to change	E	AI
Self-aware and takes responsibility for results	E	A I
Commitment to, and demonstration of, the PSS values and their application to the delivery of quality services.	E	A I
Knowledge		
Knowledge of best practice in the recruitment of Shared Lives carers.	D	A I
Knowledge of the Shared Lives panel process	D	A I
Sound understanding of person-centred approaches in care.	D	A I
Understanding of approaches to quality assurance and continuous improvement	E	A I E
Knowledge of regulatory framework for adult social care and relevant legislation/guidance, policy/procedures	D	A I
Skills		
You organise and plan your work effectively to meet deadlines and competing demands	E	A I
Excellent inter-personal skills	E	A I
Excellent verbal and written communication skills	E	A I E
Ability to motivate and engage colleagues to contribute towards an effective panel	E	A I
Ability to build effective relationships with internal and external stakeholders	E	A I
IT – Word, Excel, Outlook, MS Teams	E	A E
Experience		
Experience of working with internal & external stakeholders	D	A I
Experience of supporting volunteers	D	A I
Experience of reviewing evidence, reports or assessments and identifying improvements to quality and consistency	D	AI
Experience of working in a self-directed way.	E	A I
Qualifications and training	N/A	N/A