

Kent County Council

Job Description: *Adverse Childhood Experience (ACE) Programme Manager*

Directorate:	Strategic and Corporate Services
Unit/Section:	Public Health
Grade:	KR11
Responsible to:	Consultant in Public Health, Substance Misuse and Mental Health

Purpose of the Job:

The job will be to facilitate co-ordinated action on the response to adverse childhood experiences via SPACE Matters (a multi-agency programme of Transformation developed by The Academy of Public Health and Kent County Council's Public Health Advice Team). This means that support given to people will be informed by 'Trauma Informed care approach which needs to be embedded into the culture of the workforce. The programme will work closely with the Children Social Care, the Violence Reduction Service, NHS Providers, and the CVS. The job is to progress and sustain the change management programme in line with the priorities set by the SPACE Matters Steering Group.

Main duties and responsibilities:

- Ensuring delivery of programmes and work streams including driving programmes forward, and overseeing budgets, key milestones and ensuring regular and stringent evaluation to inform future programmes and work streams.
- Oversight of tracking risks and appropriately dealing with escalated risks from programmes.
- Oversee delivery of short, medium- and long-term business plans, achieving quality outcomes.
- Communications and engagement: planning and implementation (supported by programme managers), including oversight of web presence of the SPACE Matters programme and maintain the SPACE Matters Network.
- Identify and support ACE Ambassadors, experts and champions at all levels to take a trauma informed approach.
- Present and facilitate discussions at existing stakeholder forums, and generating new stakeholder engagement opportunities where possible.
- Act as ambassador for the SPACE Matters Programme, using existing and generated contacts.
- Continually focus on the sustainability of the SPACE Matters Programme, including opportunities for ongoing funding and resources.
- Oversee governance reporting, including to the SPACE Matters Steering Group, the KCHFT Partnership Group, Kent and Medway CCG and the Public Health Advice Team and other reporting arrangements as they arise. The post holder will develop working relationships and communicate regularly with a wide range of individuals, clinical and non-clinical, internal and external to Kent County Council, KCHFT, and Public Health England.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Kent County Council

Person Specification: *Adverse Childhood Experience (ACE) Programme Manager*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	Relevant degree or related professional qualification (e.g. Health Education/Promotion, Public Health, Health Psychology etc.) or equivalent
EXPERIENCE	<p>Experience of successfully working at senior management/strategic level within Public Health and/or in training, education, workforce development</p> <p>Established experience of presenting ideas and information to large and disparate groups of professionals, organisations and service users</p> <p>Experience of working with academic institutions and designing training and development and curriculum development</p> <p>Experience of managing a complex workload</p> <p>Experience of project and programme management</p> <p>Experience of line management</p>
SKILLS AND ABILITIES	<p>Excellent project management skills from conception to delivery, paying attention to detail in every aspect of the task</p> <p>Ability to manage, advocate motivate and co-ordinate the work of a project team and staff at all levels, including building effective relationships</p> <p>Ability to manage and monitor significant budget and resources</p> <p>Excellent interpersonal and communication skills, including networking, advocacy and negotiating written skills, empathy and understanding of the client group</p> <p>Effective report-writing and presentation skills</p> <p>Ability to liaise effectively with external agencies for the negotiation of a contract and development of specific proposals balanced with operational needs</p> <p>Ability to be innovative and able to influence and inspire cultural</p>

	<p>change</p> <p>An organised, systematic and analytical approach is necessary and the ability to accommodate a wide and complex range of issues</p> <p>Ability to manage and monitor significant budget and resources</p> <p>Resilience and optimism for coping with difficult systems, people and situations</p> <p>Strong persuasive, negotiation and presentation skills to engage and work with a range of partners, where they may be barriers to understanding or resistance to change with the ability to build and develop relationships</p>
KNOWLEDGE	<p>An understanding of contracting methods and processes to maximise service efficiency and achieve best value for money</p> <p>A good understanding of public health priorities and the current policy drivers that inform public health workforce development</p>
BEHAVIOURS AND KENT VALUES	<p>Kent Values:</p> <p>Open</p> <p>Invite Contribution and Challenge</p> <p>Accountable</p>