



Job description

Post:	Adviser
Responsible to:	Director of operations
Location:	Home based
Contract Type:	Permanent post – full time or part time
Salary:	£42,450 to £58,300 per annum
Date of preparation:	January 2021

PCC is an independent, not-for-profit social enterprise that supports the development of health and care services; providing specialist advice with a focus on primary care, events, flexible expert support, and personal and team development services.

Main duties

The role is to provide support to commissioners and providers to develop and transform primary care services and will include supporting them to understand and get the best from their primary care contracts and commissioning processes (medical, dental, eye health and pharmaceutical services, including related policy areas). It will also include providing support to commissioners as responsibility for commissioning primary care services is increasingly delegated from NHS England to CCGs/ICSs/PCNs.

The role will also include supporting commissioners and providers to enable provider development and primary care working at scale. This will involve developing good working relationships with local commissioners and providers and supporting the development of integrated care systems.

The post holder will be responsible for:

- developing and delivering virtual and face-to-face training and support to clients, including delivering consultancy support where agreed
- identifying new business opportunities, developing and delivering new products and supporting on the development of proposals and tender responses
- developing good relationships with clients to ensure contracts are secured
- project managing work programmes for PCC, ensuring that they are delivered in a timely manner, within resources and to a high quality standard. The post holder will ensure all projects they are involved with are evaluated, quality measures are integral, and reports developed
- managing and monitoring spend against the budget for contracts they are responsible for, ensuring that spend remains as per budgeted plan
- working with a range of clients to identify the support required, identifying appropriate methods, taking into account learning styles, for delivery and ensuring these are implemented
- supporting on PCC internal and external communications by way of providing updates to the website, providing expert advice via the PCC helpdesks ensuring appropriate and

- correct advice is provided, developing case studies to highlight best and emergent practice and undertaking surveys and consultations to inform work and client needs
- contributing to the development and delivery of team meetings/training sessions
 - planning and delivering events for clients, which will include evaluating the effectiveness of these events to ensure continuous improvement
 - maintaining personal expertise and professional development
 - develop effective working relationships with a wide range of stakeholders
 - be responsible for associates engaged to support the delivery of your work programme.

The postholder will need to be able to confidently deliver training sessions using a virtual platform.

Once national travel restrictions are lifted the post holder will be required to travel extensively on a national basis and will need to be able to get to all locations as specified as part of their job, either via public transport or by car. Some overnight stays are expected. The post holder will be expected to work independently at home for long periods of time without interaction with team members and will need to attend occasional evening/weekend meetings as required.

The post holder will be required to manage their own IT system with support from the IT provider, including synchronisation with a central server at least weekly. IT equipment and files should be kept secure and all IT policies including use of internet policies adhered to.

Other duties

In addition to the above duties the post-holder is expected to ensure that all duties are carried out with due regard to the staff handbook and relevant national requirements such as:

- Confidentiality (Data Protection Act 2018 and Freedom of Information Act 2000)
- The health and safety of self and others (Health and Safety at Work Act 1974)
- All CIC policies and procedures relating to their well-being, area of work and all financial procedures and policies.

This job description is not meant to be exhaustive and the post holder will be required to undertake any other duties commensurate with the grading of the post. The job description will be reviewed regularly, be supplemented by annual objectives, and may be subject to change in light of developments. Any changes to the job description will take place in discussion with the post holder.