

## Job Description

### Prevention Delivery Manager

Job Details	
<b>Grade</b>	6
<b>Job Evaluation Number</b>	A934
<b>Number of Posts</b>	1
<b>Directorate</b>	Adult Social Care & Health
<b>Division</b>	Early Intervention & Prevention
<b>Department</b>	Connected Communities
<b>Service Area</b>	Development
<b>Reporting to</b>	AD - Early Intervention and Prevention

#### Strategic statement about Birmingham City Council

#### 1.0 Portfolio Responsibilities

This strategic role, drives service enhancement and builds operational capacity within Early Intervention and Prevention (EI&P) services. Supporting the development of an EI&P focused council, focusing on outcomes, improvement, delivery, and fostering a proactive and preventative culture.

#### 2.0 Key Responsibilities (WHAT DO WE EXPECT THIS ROLE TO ACHIEVE)

Supporting the strategic design and implementation of the Council's Early Intervention and Prevention (EI&P) priorities, contributing to directorate delivery objectives. This includes building strategic and operational relationships and supporting the delivery of measurable benefits. Improving outcomes for residents and reduce avoidable demand.

Leading and being accountable for service improvement initiatives, including the creation of new policy and processes. Ensuring operational delivery is aligned with EI&P principles and focused on improving outcomes for residents.

Operating through matrix management, the role involves leading service redesign initiatives, implementing changes, and delivery, engage strategically with stakeholders. Ensuring that improvement efforts are aligned with organisational priorities and resident needs.
Working alongside the Head of Service, to lead the implementation and delivery of the service . Embedding the future model and changes required to deliver the new service.
Driving a cultural shift toward proactive, preventative service design by embedding early intervention approaches across operational teams and service pathways.
Coordinating service redesign and implementation activity through matrix management. Working across departments and services to support the development of integrated, locality-based delivery models.
Using data, insight, and performance information to inform decision-making, track benefits realisation, and adapt delivery to meet the needs of Birmingham’s diverse communities.
Engaging strategically with internal and external stakeholders, including community partners, to co-design and deliver services that are inclusive, responsive, and sustainable.
Contributing to the development and implementation of digital and face-to-face service models, ensuring accessibility, efficiency, and alignment with the Connected Communities approach.
Leading the development of external and internal funding opportunities to source additional capital and revenue resource to develop services.
Collaborating across teams, the position leads service redesign, change implementation, and delivery. It ensures alignment with organisational priorities and resident needs while engaging strategically with stakeholders.
Promoting continuous improvement by supporting staff development, embedding a learning culture, and sharing best practice across the service.

**3.0 Management Responsibilities (excludes those who are INDIRECTLY supervised i.e., through others)**

<b>Post Title</b>	<b>Post Title - Grade - Number of Posts</b>	<b>Number of Posts</b>
N/A	N/A - N/A - N/A	N/A

**Special Conditions**

Is Safeguarding Check needed?	Not Required
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## Person Specification

Essential Criteria		
Method of Assessment (M.O.A): Application Form; Work Based Exercise; Interview; Qualifications; Presentation		
Qualifications	AF/Q	Possess excellent project management skills to lead initiatives aimed at enhancing performance and efficiency.
Qualifications	AF/I	Have degree level or equivalent education.
Experience	AF/I	Have subject matter expertise in corporate and strategic programme delivery and implementation management.
Experience	AF/I	Have experience of proven leadership and consistent achievement as a leader in a relevant professional environment.
Experience	AF/I/P	Have experience of significant programmes of corporate and transformational change. Having a major impact on staff and processes.
Experience	AF/I	Have management experience at senior level in a local authority/large organisation, delivering high levels of customer service.
Experience	AF/I	Have experience of management and achieving sustainable improvements, by translating strategic objectives into operational plans.
Experience	AF/I	Have a successful track record in the creation and monitoring of outcome performance frameworks.
Experience	AF/I	Have experience of devising and implementing business or service plans. Achieving corporate and service initiatives through effective performance management of multiple services and professions.
Skills	AF/I	Have the capability to lead and motivate a team with clear communication, understanding, conflict management, evidencing improvements.
Skills	AF/I	Possess ability to translate vision and strategy into

		tangible programme outcomes. Intelligently develop robust governance structures, milestone plans, resource plans, risk and issue management strategies, achieving required outcomes.
Skills	AF/I/P/WBE	Have excellent communication skills, tailoring reporting styles to various stakeholders/audiences to ensure understanding and generate engagement.
Skills	AF/I	Have excellent ability to build effective, credible, working relationships internally and externally. Thereby building trust quickly, prioritising adding value to the organisation.
Skills	AF/I	Have excellent ability to manage competing priorities in a pressurised environment and working to short timescales.
Knowledge	AF/I	Have thorough understanding of the statutory, regulatory and political framework, guiding local government / the public sector.
Training	AF/I	Able to undertake ongoing continuous professional development, and take responsibility for own learning and development needs.
Training	AF	Have evidence of continuing professional development.

All staff understand that employment on this job description is in line the current BCC; BCT and Acivico workforce contracts.

In line with your Birmingham workforce contract, it may be reasonable from time to time to request employees to undertake other duties commensurate with your role. These requests should be exceptional. If you find these are anything other than a 'time to time' request, then it will be necessary for the role to be re-evaluated (following NJC Gauge principles) to maintain the integrity of BCC's job evaluation scheme.

For reference your contract of employment states: From time to time, you may be required to undertake other or additional duties as we may reasonably require.

All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.

As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace. People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.

## Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in. Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together in order to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with this, everyone has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in the area.

- Work in a way that prevents and protects service users from abuse;
- To be aware of the signs of abuse or neglect;
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.

Record and report any concerns or incidents.

**At Birmingham City Council (BCC), we are committed to creating an environment and culture that promotes equality, diversity, and inclusion; making sure BCC is a place for people to be their best, authentic selves. We welcome applications from people of all backgrounds, including those with caring responsibilities and flexible working options will be considered. We are building up our vibrant staff networks for peer-led support, with safe spaces for those who need it and offer access to our talent programmes to support everyone in reaching their aspirations and fulfilling their potential.**