

Hampshire Health & Wellbeing Board Manager

Job role – Task List

HHWB Members

- Inducting new members of the HHWB and facilitate their understanding of roles and responsibilities

Supporting the operation of the HHWB

- Producing the HHWB strategy, business plan and annual report
- Ensuring that staff, managers and leaders in all HHWB agencies, voluntary sector, providers, local communities, etc. understand HHWB's key priorities and their role in delivery of these objectives
- Drafting agendas for HHWB meetings and all subgroup meetings
- Work closely with the relevant Democratic & Member Services Officer in overall support of the Board
- Preparation of reports for the HHWB and/or subgroups on issues relating to the work of the HHWB including new legislation or national guidance relevant to the HHWB's responsibilities
- Ensuring local plans conform with national, corporate and HHWB objectives
- Ensuring the HHWB business plan and subgroup work plans are carried out as agreed, presenting updates to the HHWB at regular intervals
- Reviewing the performance of the HHWB Business Plan and regular reports back to the Board
- Formulating and managing the HHWB annual audit programme

Supporting the work of the HHWB Sub groups

- Drawing up work plans for the subgroups and ensuring these reflect HHWB priorities and business plan objectives
- Leading the development of a multi agency learning and development strategy liaising with learning and development officers in partner agencies to develop training plans to meet new requirements

Website/Publicity

- Producing publicity material for the HHWB website.
- Producing and responding to media or other external communications requests in conjunction with Communications leads from HHWB Board member organisations.

Partnership working

- Developing and maintaining good working relationships with HHWB partner agencies, other strategic bodies and other organisations not represented on the Board
- Liaise with partner agencies to develop joint strategies and plans

- Support partner agencies in the design and delivery of their training programmes.
- Provide support and advice to partner agencies regarding the development and implementation of appropriate policies in their own organisations

Stakeholder involvement

- Lead and/or undertake consultation with relevant stakeholders, regarding proposed service change/development, collate feedback, produce reports and present to HHWB for approval if necessary

Meetings

- Supporting meetings of the Board and any of the subgroups as required.

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