

Post Title: Senior Active Inclusion Officer AA3623

Evaluation: 583 points

Grade: N09

Responsible To: Service Manager

Responsible For: N/A

Job Purpose: To lead the development, co-ordination and evaluation of Active Inclusion Newcastle. This will include supporting partnerships and associated protocols, monitoring and evaluating interventions, co-ordinating the access to resources, developing training and information and securing quantitative and qualitative data to inform the commissioning process.

Main Duties: The following list is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To lead on the development, evaluation and reporting on the co-ordination of AIN services, this can include service delivery reviews.
- 2 Interpreting and applying legislative and policy changes to AIN.
- 3 Identifying and applying good practice to the AIN.
- 4 To contribute to the development of the Newcastle Gateway and related IT based systems.
- 5 To co-ordinate the development, maintenance and delivery of a range of communications including training programmes, information, web pages and briefings.
- 6 To contribute to the development of AIN aspects of the Newcastle Future Needs Assessment and Homelessness and Financial Inclusion strategic approaches.
- 7 To develop and support the delivery of outcome focused partnerships.
- 8 To monitor and account for the financial effectiveness of commissioned services and contribute to contract compliance.
- 9 To represent the AIN in working with internal and external agencies, including attending meetings and other activities as required.
- 10 To provide advice and guidance in respect of AIN systems and processes.
- 11 To take a lead role in ensuring that council policies are adhered to by the AIN team.

- 12 To authorise payment of invoices, monitor and manage expenditure within the Council's financial frameworks.
- 13 To review disputed Council decisions and liaise with Legal Services.
- 14 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.