

# Co-Production Engagement Specialist

---

Service:	Foundation Wide
Responsible To:	Practice Design & Quality of Life Lead
Salary:	PHF scale Points 35-38

## Job Purpose

The role of the Coproduction Lead is to develop and support to deliver a framework that can be used by those within the organisation to ensure that coproduction is embedded in all programmes of work. The framework will emphasise power sharing and a supportive culture in line with the Foundations visions and values. The role will involve direct contact and engagement with people from within and outside the organisation to establish a strong coproduction culture.

The post holder will work alongside other members of the Foundation to develop and deliver the strategy, specifically with a focus on training the Quality of Life model and will mentor staff in delivering the co-production framework once developed.

The underpinning value of the work is to promote and embed good Quality of Life and Co-Production across the Foundation. This will include developing guidance, resources, training and interventions to support Coproduction and engagement from the people we support and their families/carers. It will also include the provision of regular training to staff and other relevant groups.

## Main Duties

### Coproduction and service user involvement

- Develop coproduction and engagement training resources and documentation in collaboration with the Practice Design and Quality of Life Lead.
- Produce a toolkit that has practical resources and guidance to support people in engaging with and understanding of transformative coproduction.
- Identify training packages and handbooks to support embedding coproduction in our work.
- Identify Experts by Experience (EBEs), and partner agencies supporting EBEs to develop and support them in their work with us
- Ensuring that all students/ service users have involvement in the development and review of their Support plans and PBS plans where relevant.
- To assist the trans-disciplinary team in their work with students/ service users using a range of coproduction interventions and techniques, including participating in

assessments and high quality observations, to support evidence-based PBS and support plans

- Support with incident analysis & debrief, sharing best practice and lessons learned.
- Work in partnership with people we support, colleagues, families and other professionals to develop/implement effective PBS plans.

### **Leadership and quality assurance**

- Baseline existing provision so that the impact of improvement initiatives can be measured over lifetime of the transformation
- Support the Foundation wide Quality of life steering group to maintain strategic oversight of the development of co-production across all our services.
- Creating objectives in line with those of the Practice Design and Quality of Life Lead and ensuring that these are met.

### **Service development**

- To work in collaboration with the Practice Design and Quality of Life Lead in the development of a framework that will facilitate understanding and adoption of co-production by all areas of the Foundation.
- Scope current coproduction work from within and outside the organisation and liaise with those involved to support continued partnership in the implementation of coproduction objectives.

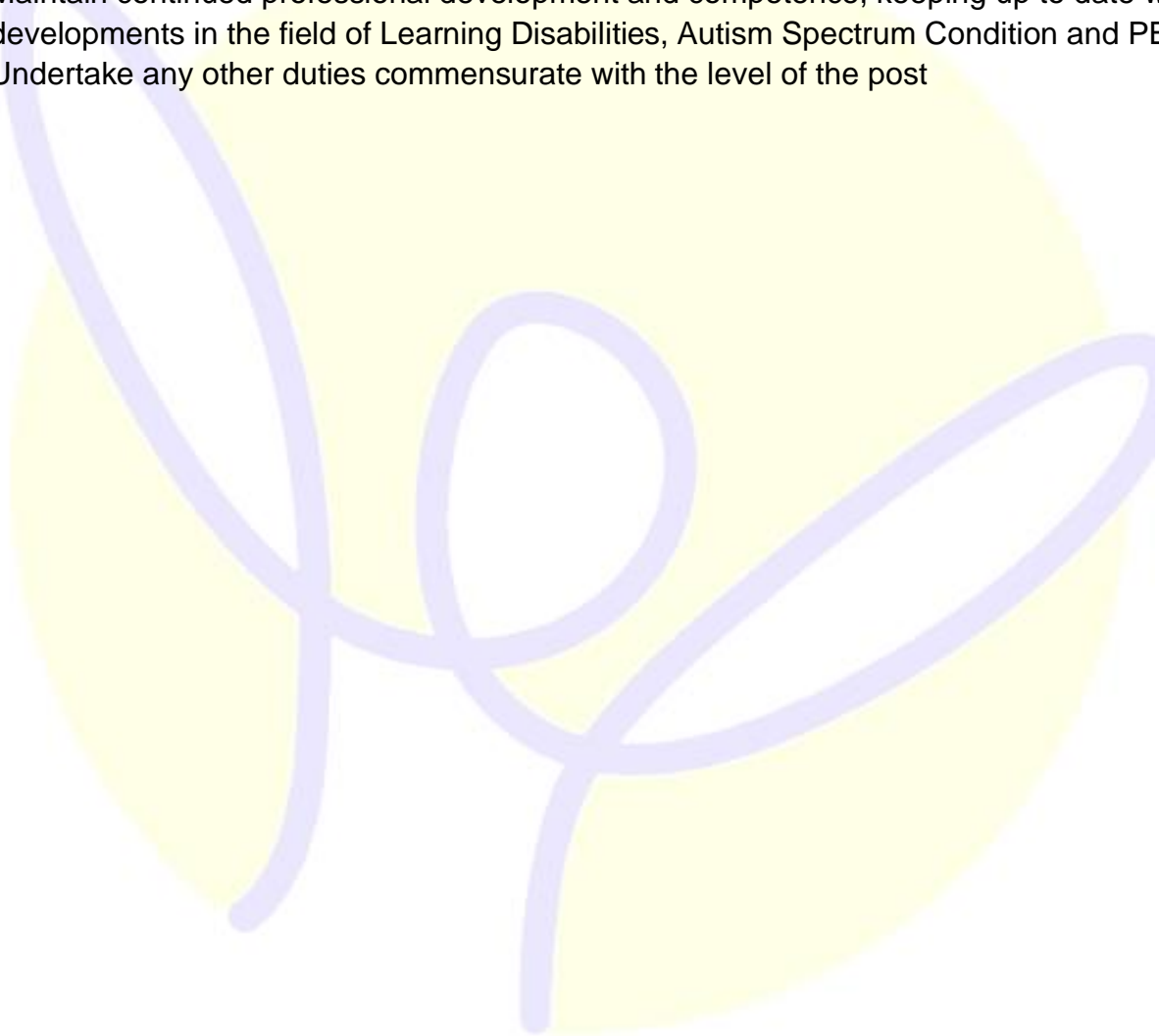
### **Communication**

- Ensuring that our data analysis and reporting to inform leadership /staff/service users/ parents/families, the team around the students/people we support, and external agencies is of high quality.
- Develop and maintain excellent communication with colleagues, families and others professionals and outside agencies.
- Support, coach, and develop skills of colleagues to use person-specific coproduction PBS strategies.
- Build and maintain relationships with relevant parties from within and outside the organisation, understanding the nuances of those parties involved.
- Provide verbal and written reports to the coproduction steering group and board and to other partnership organisations as required.
- Liaise with directorate and service leads to improve communication with service users and partner organisations.

### **Organisation**

- Manage own workload and timetable under the supervision of the Practice Design and Quality of Life Lead.
- Promote safe, ethical and respectful risk management strategies for people we support, complete relevant risk assessments and comply with relevant policies and requirements, including recording and reporting where needed.

- Ensure the rights of people we support are promoted and respected at all times in line with the Human Rights Act, Mental Capacity Act and Deprivation of Liberty guidelines and the Foundation's policies and procedures.
- Identify potential and actual safeguarding concerns and report them to the Support/Operational Manager ensuring each person is safe and protected from any form of abuse at all times.
- Maintain efficient and up to date records for all assessments and interventions and produce relevant professional reports as required.
- Be responsible for protecting and maintaining confidentiality of information at all times in accordance with current GDPR guidelines and Percy Hedley policies.
- Maintain continued professional development and competence, keeping up to date with developments in the field of Learning Disabilities, Autism Spectrum Condition and PBS.
- Undertake any other duties commensurate with the level of the post



# Person Specification

---

## Qualifications and Training

### Essential:

Educated to degree level or equivalent experience in a relevant field.

Evidence of continuing professional development

### Desired:

Hold or working towards a formal qualification (within 2 years) related to Behaviour Support or Communication such as:

- BSc in Intellectual and Developmental Disabilities or equivalent
- MSc Applied Behaviour Analysis, MA or
- MSc in Autism Studies, PBS Graduate Diploma
- PBS BTEC Level 5 (advanced professional Diploma)
- BSc / MSc Speech and Language Therapy

## Skills, Knowledge and Experience

- Understanding legal frameworks relevant to the role, e.g. Mental Capacity Act (2005), DOLS
- The ability to complete behaviour assessment tools and write reports relating to behaviour to a high standard
- The ability to communicate complex information to students/service users as appropriate, carers and the trans-disciplinary team, demonstrating empathy and ensuring that effective communication is achieved, particularly where barriers to understanding exist
- To demonstrate highly effective skills in working with students with complex disabilities, including physical disabilities, autistic spectrum conditions and challenging behaviour, working as part of a team and employing agreed management strategies
- Experience in conducting assessment and developing, implementing and evaluating interventions for individuals presenting with complex needs
- Experience of development and delivery of training, ideally related to Positive Behaviour Support and Quality of Life.
- Desire to keep up-to-date with research findings through literature review, attendance at conferences and Special Interest Groups

- Ability to carry out functional assessments
- Experience of working within services to embed PBS practices and increase adherence to the plans put into place
- Direct support experience with people with learning disabilities and/or ASD and behaviours of concern
- Has an aptitude for helping people feel safe and supported in one to one and group discussions.
- Has an aptitude for simplifying complex information and communicating the essence of views and recommendations.
- Excellent interpersonal skills
- Excellent communication skills – both verbal and written and being able to adapt communication skills to a wide variety of needs and audiences
- Excellent recording and reporting skills
- Proven ability to plan effectively and differentiate to meet individual needs.
- Well-developed organisational and self-management skills.
- Ability to prioritise and manage a varied workload
- Able to work independently and in a multi-disciplinary team.
- Commitment to participate in continued professional development (CPD)
- Commitment to provide relevant training for colleagues.

# Organisational Standards

---

The Percy Hedley Foundation operates in a demanding and often changing environment. Members of staff must be flexible, adaptable, willing to face up to changing circumstances and new opportunities. The following list of duties and responsibilities must therefore be taken as a guide and is not to be comprehensive.

## Professional Duties

- Participate in the review of the Foundations Policies, Procedures and Processes;
- Participate in arrangements for the performance development review process
- Participate in arrangements for further training and professional development
- Keep up to date with changes or developments within your professional area
- Fully participate in the induction and training programme provided by the Percy Hedley Foundation
- Contribute to the professional development of other staff, including the induction of new staff.

## Equality and Diversity

- Promote equality of access to education, training and employment opportunities for disabled people, and advocate a positive attitude
- Recognise that disabled people are individuals who have specific needs
- Employ support strategies that will empower disabled people
- Show awareness of knowledge and display non-discriminatory behaviours at all times in relation to culture, race, ethnicity, disability, gender, sexuality and age
- Recognise the importance of inclusion by using appropriate means of communication at all times
- Be flexible, trying to meet the changing needs of both disabled people and environment.

## Discipline, Health and Safety

- Adhere to and promote Percy Hedley Foundation Health, Safety and Welfare policy at all times
- Purchase equipment from a recognised source
- Report all incidents and accidents to Health and Safety Officer
- Maintain a high standard of record keeping in line with Percy Hedley Foundation policies and procedures.

## Safeguarding

- Safeguarding is everyone's responsibility.

- Percy Hedley Foundation have adopted recruitment and selection procedures, and other Human Resource Management processes, that help deter, reject or identify people who might abuse vulnerable children/adults, or are otherwise unsuited to work with them.
- The Trustees/Governing Body are committed to promoting the welfare of children and young people/adults and staff are expected to ensure that the highest priority is given to following guidance and regulations to safeguard those in our care.

### Confidentiality

- Respect confidentiality. All personal information about people using the foundations services to which you have access should be treated as confidential. Information about the people's needs, progress and assessment should only be shared with the team to aid support
- Remain objective and do not favour any gender, language or culture and comply with the Percy Hedley Foundation policy.

# About Us

---

We are an ambitious, entrepreneurial and innovative charitable business working in a person-centred way to meet the needs of people with disabilities and their families. We provide a range of high-quality services and seek out opportunities to inspire and support people with disabilities to achieve their ambitions. We believe that working together as one Foundation we achieve more than individual services would achieve alone. Our influence will be regional, national & international.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Applicants should be aware that the post will only be offered to successful candidates subject to an Enhanced DBS check as well as other employment clearances.



0191  
266  
5491



Station Road,  
Forest Hall,  
Newcastle  
upon Tyne,  
NE12 8YY



foundation  
@percyhedley.org.uk



percy.  
hedley