



Carers Assessment and Development Officer - Portsmouth Carers Centre

Salary: Band: 8, £35,235 - £37,937 p.a, (£24,759 - £26,658 for 26 hours)

26 hours per week - days and times to be discussed at interview

Through Health and Care Portsmouth, a partnership of local organisations, we are working together to change the way we provide health and social care. Our vision is to support people to live healthy, safe and independent lives by developing and offering services that are joined up and provided in the right place, at the right time.

<https://healthandcare.portsmouth.gov.uk/about/>

The Service

Within Portsmouth Carers Service, we are in the process of further developing our services to ensure that we are delivering a person centred and strengths-based approach. Leaders and staff at all levels will be engaged in this work, to study, redesign, and continuously improve our offer.

This post is based within Portsmouth Carers Service which is located at Portsmouth Carers Centre. [Home - Portsmouth Carers Service](#)

What is the role

This role takes a lead on elements of partnership working with specific teams and organisations to improve the identification of carers and support the development of carer friendly communities and services. This may involve project management, supervising and task managing staff. You will also undertake Carers Assessments and support planning with carers in strengths-based way.

The role will support the implementation of the Portsmouth Carers Strategy 2025 - 2029 and associated action plan. The postholder will be responsible for the supervision of project staff

Who is the person?

You need:

1. Experience of working in a health or social care related field including partnership working particularly with public sector and voluntary organisations.
2. Excellent communication skills including an ability to present information in a variety of formats. The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.
3. A good understanding of the issues affecting carers in Portsmouth.
4. A good understanding of the types of services that can be useful for carers.
5. Ability to, and experience of, effecting change to improve services for the people who are using them.
6. Creative skills enabling you to promote the carers agenda in new innovative ways that will interest the target audiences.
7. Good reporting skills and an ability to evaluate data to inform service development.



8. An awareness of and ability to apply the co-production agenda.
9. Good literacy, numeracy and IT skills.
10. Able to acknowledge, respect and respond to individual differences and diversity requirements.
11. An excellent team player who is willing to support the team as well as being able to work on their own initiative and make appropriate decisions.
12. Have a positive and proactive approach to developing own skills, knowledge and learning.
13. Flexibility to work occasionally outside of office hours.
14. The ability to travel around the city and gain access to a variety of venues throughout Portsmouth including carers homes.
15. Be willing to be adaptable and embrace change.

Additional information:

How to apply: Please see attached documents at the bottom of the Job page and ensure you fully demonstrate in your application how you meet the points on the job profile.

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.