

JOB DESCRIPTION

Job Title	Drugs and Alcohol Partnership Manager		
Directorate	Resources, Strategy and Transformation		
Reporting to	Service Manager – Public Health Specialist		
Grade	9		
Evaluation ref:	AT1256	Job Family ref:	
Role Purpose			
<p>The Drugs and Alcohol Partnership Manager leads the development, coordination and delivery of Somerset's Strategic Drugs and Alcohol Partnership, ensuring that the national <i>Harm to Hope</i> strategy is effectively translated into local action. The role provides expert leadership to strengthen multi-agency collaboration, influence policy, and guide the development of key strategies including the Somerset Strategic Drug and Alcohol Partnership Strategy, the Council Plan, and related programmes. A central purpose is to improve health outcomes, reduce health inequalities, and ensure statutory and regulatory duties are fully met through evidence-based planning, performance management and compliance with national reporting requirements.</p> <p>In addition, the role drives high-quality partnership working by developing and delivering action plans, managing complex projects, and optimising resources to secure effective and sustainable outcomes. The post holder promotes meaningful engagement with partners, communities, and people affected by substance use, ensuring their insight shapes service design and delivery. A significant element of the role is supporting the Drug and Alcohol Related Death process, enabling learning, prevention and continuous improvement across the system. Ultimately, the manager acts as a key leader and influencer across Somerset's public health landscape, fostering strong networks and ensuring coordinated efforts to reduce substance-related harm.</p>			
Accountabilities			
<p>Lead the development, agreement and delivery of Somerset's Strategic Drugs and Alcohol Partnership plans, ensuring alignment with national policy (including <i>Harm to Hope</i>) and local priorities.</p> <p>Project-manage the implementation of agreed partnership actions, producing timely local, regional, and national reports demonstrating progress, impact, and compliance with statutory duties.</p> <p>Identify opportunities for partnership improvement, including scoping, planning and managing complex change activities across multi-agency systems to strengthen effectiveness.</p>			

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Review performance outcomes, data and user feedback to ensure services meet population needs and inform continuous improvement across the programme of work.

Develop and maintain customer, stakeholder and community engagement mechanisms, ensuring feedback informs service design and improves levels of satisfaction and accessibility.

Resolve complex partnership problems and conflicts, ensuring positive outcomes and effective delivery of the Strategic Drug and Alcohol Partnership Strategy and associated action plans.

Optimise and manage financial and other resources, ensuring strong financial governance, value for money, adherence to budget, and the delivery of required quality standards.

Support and coordinate the Drug and Alcohol Related Death Review process, maintaining links between review panels, partnership workstreams and wider public health mortality prevention initiatives.

Operate and maintain effective information and communication systems, providing high-quality business intelligence to support robust decision-making and strategic planning.

Build and sustain strong personal networks across partner agencies, using influence and persuasive communication to negotiate, collaborate and drive shared service objectives.

Knowledge / Experience / Skills

	Essential	Desirable
Knowledge		
Strong understanding of national and local substance-misuse policy frameworks, including how national strategies (such as <i>Harm to Hope</i>) translate into local partnership delivery.	X	
Comprehensive knowledge of multi-agency partnership systems, including how public health, local authorities, NHS bodies, and policing structures collaborate to reduce substance-related harm.	X	
Detailed knowledge and understanding of using data and evidence to support public health and wider health and wellbeing interventions	X	
Experience of working with clients who misuse substances (knowledge gained through practice).		X

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Experience of working with people who do not traditionally engage with statutory services, supporting knowledge of barriers to engagement.		X
Experience		
Substantial managerial experience and skills gained at a senior level, including making a contribution to the corporate management of an organisation where required.	X	
Minimum of 2 years' experience in health promotion/public health or similar field (health, education, care, or voluntary or community system)	X	
Significant understanding and experience of working with communities and advocacy	X	
Significant knowledge and experience of the development, agreement and delivery of service plans	X	
Demonstrable experience of partnership working including the ability to influence and, where appropriate, lead multi-agency groups and projects to deliver services and initiatives.	X	
Sound understanding and practice of multi-disciplinary working.	X	
Experience of advocating for minority communities	X	
Experience of working with clients who misuse substances		X
Experience of working with people who don't traditionally engage with statutory services		X
Experience of reviewing and preventing premature deaths		X
Change management experience.		X
Qualifications / Registrations / Certifications		
Degree or equivalent professional qualification in a relevant field.	X	
Evidence related to Continuing Professional Development	X	
Skills		
Ability to work to deadlines and to motivate others to work effectively and demonstrate a duty of care	X	
Sound analysis and decision-making in dealing with complex service delivery and/or policy development matters	X	
Demonstrable experience of engagement with communities and customer feedback channels to shape and inform improved customer services	X	

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Demonstrable experience of operating equality and diversity measures in the local commissioning and delivery of services.	X	
Track record of the flexible use of financial and other resources (including the service commissioning framework and opportunities for income streams) in the delivery of services on time and within budget.	X	
Sound understanding and experience of the use of information and communication systems to inform operational decision making and recommendations/actions concerning service improvement	X	
Significant experience of the operation and achievement of performance management and quality assurance models	X	
Excellent verbal and written communication skills	X	
Competent in the basic suite of Microsoft office software and able to self support and problem solve IT challenges	X	
Working Conditions		
<p>Hybrid working in place but will need to be able to travel and work with partners across Somerset and occasionally attend regional or national meetings, so will need independent means of travel</p> <p>Normal Office hours with some flexibility to meet users and support groups at their usual times of meeting, or outside their working hours</p>		
Dimensions of the role		
<p>This role is a technical role and initially will not directly line manage staff but will need to matrix manage colleagues from public health, Somerset Council, NHS Somerset, and partner organisations in terms of project development and delivery</p> <p>Creation of partnerships and close working links with other agencies through contact at both a frontline and strategic level. This includes close working with Directors, Managers, Police Commanders, Specialist and NHS services. Key partnerships are with Councillors and colleagues, health commissioners and providers, police, schools, voluntary and community sector, users and members of the public etc.</p> <p>Close contact and working with the SRO of the Somerset Strategic Drug and Alcohol Partnership</p> <p>Strong links to the police commander for Somerset who leads the drug and alcohol partnership work within the Avon and Somerset police work</p> <p>Contacts with senior and operational staff within Somerset Council including the Directors, Strategic and Service Managers across all functions – e.g. children's, adults, public health, finance, HR, data and intelligence.</p>		

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Contact with Public Health Consultants and Specialists with particular requirement for close working with the Public Health Specialist leading work with substance misuse providers and across teams working to reduce preventable deaths e.g. suicide and homelessness mortality prevention.

Key relationship with targeted population groups and communities and a support role around user engagement

Keeps up to date with current research and literature and translates this into operational developments.

Key relationship with targeted population groups and communities and a support role around user engagement.

Working Arrangements

Somerset Council's Dynamic Working Strategy will be applied to this position.

Corporate Accountabilities

To be added by Reward team.

Date: