


GLPC Job Description

	Job Title	Autism Coordinator
	Directorate	Care, Health and Wellbeing
	Department	Adult Social Care
	Grade	SO1
	Reports to	Head of Learning Disability and Mental Health
	Staffing Responsibility	N/A

Job Purpose:

- To create and coordinate the Brent Autism Pathway, working in partnership with people with lived experience and ensuring the service meets the need of Brent residents.
- Lead on the design, development, delivery, and coordination of Brent Council's Autism Pathway and monitor the delivery of a range of services specific to service clients aged 16+
- Report to the Council's lead officer for the overall delivery and future development of Brent's Autism Pathway in line with national developments to support successful inclusion.

Principal Accountabilities and Responsibilities:

1. Ensuring regular on-going communication and feedback to key stakeholders and communities.
2. To act as the lead individual coordinating relevant meetings. This includes coordinating relevant papers, setting up the meetings, briefing key stakeholders on agenda items and designing and managing a system that tracks outstanding actions and progress.
3. To organise and lead on research, co-production and design of training materials related to autism.
4. To maintain a detailed knowledge of the services available to Autistic individuals in the borough and where to signpost for other areas of advice and guidance, including housing, welfare, benefits, employment support.
5. To develop knowledge and skills that contribute to the overall enhancement of the service through attending relevant training courses.
6. Engage with other Local Authorities and partners to research and critically evaluate different models that have been implemented in other areas.
7. Promote positive understanding, awareness and attitudes towards autism, mental health and wellbeing as part of day-to-day duties.

8. Take accountability for change projects, apply proven project management methodologies, tools, and techniques to deliver rapid, demonstrable, and sustainable improvements.
9. To support the lead officer by ensuring effective communication of progress from engagement to the realisation of a project plan across the department and at key stakeholder meetings, monitor the success of communicating key messages and identifying solutions to overcome barriers to this.
10. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.
11. Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection, Health and Safety and Emergency Planning & Awareness (including to provide assistance where available) policies and procedures.
12. Employees should embed environmental sustainability into their work, actively contributing to Brent becoming a carbon-neutral borough in 2030.
13. Undertake any other duties commensurate with the general level of responsibility of this post.

DBS Status	Nil
Politically Restricted <i>(delete as appropriate)</i>	No

Person Specification

<p>Specify the qualifications essential to the role, experience, skills and abilities required on the basis of the Job Description.</p> <p><i>All criteria are essential</i></p>	<p>To be identified by: Application Form(A) Test/assessment (T) Interview (I) (Please indicate all that apply)</p>
<p>Qualifications and Professional Membership requirements:</p> <p>N/A</p>	
<p>Knowledge (please specify all essential criteria):</p> <ul style="list-style-type: none"> • Knowledge of The Equality Act 2010 principles • Knowledge of The Care Act 2014 principles • Knowledge of autism spectrum disorder, local resources and relevant policies and regulations in the UK 	<p>A/I A/I A/I</p>
<p>Experience (please specify all essential criteria):</p> <ul style="list-style-type: none"> • Experience in coordinating and facilitating meetings with senior managers. • Experience of gathering and analysing data for performance monitoring purposes. • Experience of working with different systems and ensuring accurate and up to date information is provided and consistent across all systems. • Experience of working with a range of stakeholders both internally and externally. • Competent at IT with experience of systems plus Microsoft programmes. 	<p>A/I A/I A/I A/I A/I</p>

<p>Skills and abilities (please specify all essential criteria):</p> <ul style="list-style-type: none"> • Ability to work on your own initiative and particularly use your initiative in resolving issues whilst keeping management fully informed and seeking guidance as needed. • Ability to engage with multi-agency partnership program initiatives and strategies to achieve a common goal. • Ability to challenge to ensure information provided meets expected standards and provides confidence. • Excellent verbal and written communication and experience of high-level report writing and presentation of reports to varying audiences to senior management. • Ability to work under pressure and meet tight deadlines. • Willingness to work flexibly and respond to the needs of the business when required. • A commitment to promoting inclusivity and providing effective support for individuals with ASD in the local community. 	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
--	--

<p>List desirable criteria:</p> <ul style="list-style-type: none"> • Previous experience working with individuals with autism in a local government or community support capacity. • Project management experience 	<p>A/I</p> <p>A/I</p>
---	-----------------------