



## Job Description

<b>Job Title:</b>	Assistant Director, Adult Social Care
<b>Directorate:</b>	Social Care, Health Integration and Well-being
<b>Post Responsible To:</b>	Director – Social Care, Health Integration and Well-being
<b>Post Grade:</b>	Divisional Head 4 (£91,779 - £96,313)

### Job Purpose

- As a key member of the Senior Management Team, to participate in the planning of a range of council services and support Elected Members in realising and delivering the Council's Stronger Together priorities.
- To lead the effective development and delivery of services in the following areas and to manage operational risks effectively and proactively:
  - Adult Social Care
  - Younger Adults
  - Learning Disabilities
- To develop business plans, strategies, policies and procedures to deliver appropriate quality services to support the Council's core services.

### Key Accountabilities

- To be a member of the Directorate Management Team and to participate in the overall management of the Directorate through that team.
- To be responsible for the operational leadership of the Adult Social Care Service ensuring the Council's service plan in this area incorporate relevant strategies and policies to meet statutory requirements and improve people's quality of life.
- To ensure that as far as possible people are supported in their own homes, services are local, easy to access and designed around the needs of the client, their families and carers, who are involved in their planning and review.
- To provide advice to Elected Members, City Director on matters relating to strategy and development.
- Represent the Council at national, regional and local levels.
- Provide strategic advice and support to the Director of Social Care, Health Integration and Well-being and other Directors and Assistant Directors to develop and implement strategies, policies, plans, systems and resources to maintain efficient and effective operation of all areas of the Directorate.
- Promote a clear sense of direction and purpose to enable the Council to translate vision, values, policies and priorities into practical and effective action.
- To develop and support effective partnership and joint strategic planning with partners.

- Developing integrated health and care services with the NHS
- To lead on effective planning to meet the wide variety of challenges within the Directorate and to deliver successful outcomes to meet Partnership, Corporate, Directorate and Service priorities in respect of vulnerable adults
  - Leading the development of strategic partnerships including:
    - Health and Wellbeing Board
    - Adults Strategic Partnership
  - Lead the operational teams delivering:
    - Rehabilitation Services
    - Domiciliary Care
    - Older People's Long Term Support
    - Physical Disability Team
    - Dementia Team.
- To drive service and business transformation opportunities to achieve continued excellence and efficiency and improved customer service
- To establish and develop the effective delivery of services in order to achieve top quartile performance.
- To promote the management, motivation and development of management teams and appraising the performance of appropriate managers in accordance with agreed objectives and targets.
- To direct the effective management of services to provide an optimum level of service provision in accordance with national priorities, the Council's policies, budget allocation and statutory requirements.
- To ensure the application of Value for Money principles in respect of financial management and service delivery.
- To ensure that the Council is equipped and supported to address all Government inspection and other external scrutiny in order to secure positive outcomes and high levels of achievement.
- To monitor and identify national policy and legislation on Social Care, providing strategic advice thereon and ensuring service provision in Stoke-on-Trent is appropriately aligned.
- To secure and control effectively the necessary resources within designated areas of activity to meet Corporate, Directorate and Service objectives.
- To promote a clear focus on quality assurance, service accessibility and responsiveness, maximising customer involvement and feedback, to contribute to the development of sound leadership and a high performance management culture within the Directorate.
- To ensure that functions are delivered in a manner compliant with the requirements of the Data Protection Act, the Health and Social Care Act 2012 and the Care Act 2014, and any other legal or professional standards of confidentiality and propriety.
- To develop joint approaches to local service planning and delivery in partnership with all relevant internal and external service providers, in particular with the CCGs and the NHS Provider Trusts, and maximising opportunities for co-ordinated and integrated services and management arrangements to enhance service delivery.
- To direct the production of regular reports on strategy and operational activity and performance for the Director, Portfolio holders, Cabinet, performance meetings and appropriate Scrutiny Committees.

- To act as an ambassador for the City Council, promoting and developing the Authority's image, forming strategic alliances and developing effective working relations with partnerships, other related organisations, government departments, client groups, business and industry and voluntary sector groups.
- Undertaking any further work relevant to the post as required by the Director of Social Care, Health Integration and Well-being.

### **Strategic Management**

- Provide clear and timely operational and strategic advice, guidance and support to the Director of Social Care, Health Integration and Well-being, Cabinet, Portfolio Holders, City Director, Elected Members and the Senior Management Team and contribute actively to, and lead where appropriate on, the development of corporate policy and strategic decision-making.
- Lead the development of new and creative strategy and policy within designated areas of activity to meet Council, Directorate and Service objectives and to deliver top quartile performance in all areas of operation.
- Review and implement service strategies in line with strategic priorities, for example in the corporate Stronger Together plan, the annual report of the Director of Public Health and the annual plan of the CCG.
- Develop and manage market provision to ensure a sufficient range of high quality provision is available to meet local need.

### **Resource Management**

- To develop high standards of practice, the operation of effective systems and processes and the continuous improvement of all designated services to contribute to the achievement of Corporate and Directorate aims.
- To ensure the effective recruitment and performance management of designated teams and individuals in accordance with Corporate and Directorate procedures and aims.
- To develop and maintain appropriate relationships with Elected Members, Council officers, and other partners and stakeholders within and beyond the Council to meet Corporate and Directorate aims effectively and efficiently.
- To ensure a customer focused approach to the planning and delivery of services and developing a positive working environment through the active involvement of staff in shaping the development and delivery of services to develop a valued, confident, skilled, innovative and flexible workforce.
- To promote good industrial relations, e.g. through staff consultation and regular contact with Trade Union representatives at all levels.

### **Finance and Staffing Dimensions**

- Gross Revenue Budget : £94.244m
- Staffing – 507.33fte



# Person Specification

**Job Title:** Assistant Director, Adult Social Care

**Minimum Essential Requirements - Evidenced by:** **a:** application form **b:** test **c:** interview

	<b>a</b>	<b>b</b>	<b>c</b>
<b>Knowledge and experience</b>			
An appropriate professional qualification, relevant to the job role, with evidence of continuous professional development.	✓		
A thorough understanding of the statutory and regulatory framework within the service area.	✓		✓
Experience of consistent achievement as a senior manager in one of the service areas including evidence of a clear understanding of the statutory and regulatory functions relating to public standards and provision in the public sector.	✓		✓
Experience of leading and managing large projects including significant programme of change which had major impact on staff and processes.	✓		✓
Experience of promoting equal opportunities and delivering best value through innovative, integrated, client and community focused service provision.	✓		✓
Experience in developing effective working relationships, partnering with other agencies.	✓		✓
Experience of successfully operating and negotiating with outside agencies.	✓		✓
Experience of strategic management and achieving sustainable improvements, with the ability to translate strategic objectives into operational plans.	✓		✓
Experience of effective budget management at a high level and accountability for strict monitoring of resources.	✓		✓
Experience of commercial and business acumen, exploiting new opportunities to achieve output related change and an outward customer facing and community focus.	✓		✓

## Competency Framework

Should you be shortlisted, you will be assessed on the following competencies and you will need to demonstrate/evidence how you meet the criteria.

<b>Leading and Deciding</b>			
<b>Deciding and Initiating Action;</b> Takes responsibility for actions, projects and people; takes initiative and works under own direction; initiates and generates activity and introduces changes into work processes; makes quick, clear decisions which may include tough choices or considered risks.		✓	✓
<b>Leading and Supervising;</b> A strong leader with energy, flair, resilience and credibility, Provides others with a clear direction; inspires, leads, motivates and empowers others; recruits staff of a high calibre; provides staff with development opportunities and coaching; sets appropriate standards of behaviour,		✓	✓

<b>Supporting and Co-operating</b>			
<b>Adhering to Principles and values;</b> Upholds ethics and values; demonstrates integrity; promotes and defends equal opportunities, has a personal and professional commitment to trust, builds diverse teams; encourages organisational and individual responsibility towards the community and the environment.		✓	✓
<b>Interacting and Presenting</b>			
<b>Relating and Networking;</b> Easily establishes good relationships with customers and staff; communicates well with people at all levels; builds wide and effective networks of contacts.		✓	✓
<b>Persuading and Influencing;</b> Gains clear agreement and commitment from others by persuading, convincing and negotiating; makes effective use of political processes to influence and persuade others; promotes ideas on behalf of oneself or others; makes a strong personal impact on others; takes care to manage one's impression on others.		✓	✓
<b>Creating and Conceptualising</b>			
<b>Formulating Strategies and Concepts;</b> Works strategically to realise organisational goals; demonstrates creativity, initiative, resourcefulness and resilience, sets and develops strategies; identifies, develops positive and compelling visions of the organisations future potential; takes account of a wide range of issues across, and related to, the organisation.		✓	✓
<b>Analysing and Interpreting</b>			
<b>Writing and Reporting</b> Writes convincingly; writes clearly, succinctly and correctly; avoids the unnecessary use of jargon or complicated language; writes in a well-structured and logical way; structures information to meet the needs and understanding of the intended audience.		✓	✓
<b>Adapting and Coping</b>			
<b>Adapting and Responding to Change;</b> Adapts to changing circumstances; tolerates ambiguity; accepts new ideas and change initiatives; adapts interpersonal style to suit different people or situations; remains calm and focussed; shows an interest in new experiences.		✓	✓
<b>Enterprising and Performing</b>			
<b>Achieving personal work goals and objectives;</b> Accepts and tackles demanding goals with enthusiasm; works hard and puts in longer hours when it is necessary; seeks progression to roles of increased responsibility and influence; identifies own development needs and makes use of developmental or training opportunities.		✓	✓
<b>Entrepreneurial and commercial thinking;</b> Keeps up to date with competitor information and market trends; identifies business opportunities for the organisation; maintains awareness of developments in the organisational structure and politics; tenacious drive for continuous improvement, demonstrates financial awareness; controls costs and thinks in terms of profit, loss and added value.		✓	✓