

Job Description

Job Title: Assistant Director Safeguarding, provider services & Well Being

Overall purpose of the job

To report directly to the Corporate Director Adults (DASS) for West/ Northamptonshire.

A core member of the Strategic Leadership Team for Adult Services responsible for the strategic planning, engagement, operational & statutory delivery of key services and accountability for the financial & budgetary management & control of the budget for Adult Social Care (approx. £100 million for each unitary)

To develop and deliver high quality services for local people in partnership with all key stakeholders ensuring that best possible outcomes for people who use services and their families are delivered

As strategic service lead the role bears accountability for ensuring services, practice & standards meet statutory requirements and that all professionals work together to deliver Making Safeguarding Personal to promote and secure the safety of local residents

The role requires leadership of key strategic programmes across the services with key partners in order to deliver the vision & outcomes required whilst anticipating and planning for demand in the short, medium and long term

To deputise for the Corporate Director as required representing Adult Social Care with assurance, credibility and integrity at all times

Key Service areas aligned to this role are:

- Principal Social Worker
- In House Provider Services (Specialist Domiciliary Care/Specialist Day Services/Residential Care/Bed Based Reablement Services)
- Safeguarding (Leadership & Co-ordination)
- DoLS
- Assurance & Quality Team
- Well-being & Prevention Services (including Assistive Technology and Occupational Therapy Services)

Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

	Main accountabilities
1.	<p>Statutory Requirements:</p> <p>To ensure that services are of a high quality and that practice and standards meet statutory requirements with all professionals working together to deliver Making Safeguarding Personal to shape and promote the safety of local residents</p>
2.	<p>Strategic Leadership:</p> <p>Provide strategic leadership and direction for the delivery and development of Adult Services and provide assurance that the best possible outcomes are being delivered for people who use services and family carers.</p> <p>Contribute to and lead the development and delivery of strategies, business plans and operational service plans aligned to Corporate and Directorate plans and priorities</p> <p>Provide ongoing accountability for performance and delivery to agreed actions and plans</p>
3.	<p>Performance:</p> <p>To be transparent and accountable across all aspects of service delivery, quality & performance for key service areas.</p> <p>Set clear objectives & outcomes and establish short, medium and long term business, performance & quality targets.</p> <p>Provide regular updates and position statements as required and agreed</p>
4.	<p>Resources:</p> <p>To be accountable for the Financial & Budgetary management & control linked to the specified areas of service for this post</p> <p>Contribute to and shape the development, establishment and delivery of the overall budget framework for Adult Services</p> <p>Provide assurance that all resources are being maximised to provide high quality care and support in response to local needs and demand, including innovation, income maximisation, effective asset management and ongoing improvements to business processes.</p>

5.	<p>Risk:</p> <p>Accountable for the leadership and management of services, safeguarding, and providing assurance that risks are identified assessed & mitigated, across the allocated group of services.</p> <p>Meet strategic priorities, delivering planned and agreed outcomes.</p> <p>Ensure that statutory, financial and reputational risks are identified, mitigated, tracked and reported at appropriate levels and in a timely way</p>
6.	<p>People:</p> <p>Provide leadership & management driving the improvement of corporate and service performance by ensuring that resources are focussed on agreed priorities and meeting local needs and demand</p> <p>To ensure that there is a competent and confident work force with an appropriate level of skills and expertise</p> <p>Develop and embed a culture which delivers positive results through support, guidance, robust challenge, disciplined execution and continuous improvement</p> <p>To performance manage where required in a clear, timely and professional way</p>
7.	<p>Strategic Partnerships:</p> <p>Lead, develop and maintain strategic partner relationships across all key stakeholders in order to drive and support the effective delivery of joint approaches underpinned by jointly agreed plans and protocols in order to make a positive impact of the quality of life for local people</p> <p>To lead the service area in partnership with key stakeholders to promote positive partnership working in order to identify and act upon potential opportunities for strategic alliances, innovation & improvement</p>
8.	<p>Political:</p> <p>Ensure that relevant and best practice advice, guidance and information is available and shared in an understandable, professional and timely way as required to Cabinet, Scrutiny and Elected Members</p> <p>To work with regulators and key stakeholders in a clear, transparent & accountable way on all relevant and appropriate issues</p>
9.	
10.	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

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Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Degree-level or equivalent in a relevant subject or equivalent by experience.	In a social care, health or business related subject	Essential
Professional or Management qualification	ILM Level 5 or equivalent Related to health, social care or management management role or extensive role or extensive experience in management of experience in management of similar functions	Essential
Professional qualification in health or social care		Desirable

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
Knowledge		
	<ul style="list-style-type: none"> Detailed & extensive understanding of the legislative frameworks and statutory requirements relating to adult social care services. 	Essential
	<ul style="list-style-type: none"> Comprehensive knowledge and understanding of financial & budgetary management & control requirements for Adult Social Care and its fit with the overall Corporate budgetary position 	Essential
	<ul style="list-style-type: none"> Detailed understanding of the scope of the Care Act and the remit and requirements of the Care Quality Commission 	Essential
	<ul style="list-style-type: none"> A good understanding of the operational, commercial and social community aspects of a 	Essential

	<p>similar, diverse and complex environment across adult social care</p> <ul style="list-style-type: none"> • Understanding of best practice models across social care with an ability to successfully generate new and innovative business case to implement transformation and manage change effectively • Understand the importance of and commitment to incorporating the public, private and voluntary sectors in service delivery. • Understanding of the commercial market for adult social care and an ability to successfully generate new business opportunities to maximise income and resources 	<p>Essential</p> <p>Essential</p> <p>Essential</p>
Skills	<p>Excellent interpersonal and written communication skills</p> <p>Interpersonal: Sufficient to impart understanding and gain acceptance of new concepts and proposals and to be a credible representative at a multi-agency, multi-disciplinary forum at a range of strategic and operational levels</p> <p>Written: The preparation of complex reports, guidance, presentations and correspondence to stakeholders</p> <p>Able to engage a diverse range of people who use services partner organisations and staff</p>	<p>Essential</p> <p>Essential</p>

	to promote good relations and equality.	
	Excellent problem solving skills and experience of handling conflict and managing sensitive issues to achieve positive outcomes.	Essential
	Ability to forge, maintain and develop positive working relationships with current and new Stakeholders.	Essential
	Ability to assess & mitigate risk whilst effectively developing and managing services / strategic priorities	Essential
	Ability to shape services by creatively thinking and being innovative to address priorities and meet customer needs.	Essential
	Ability to establish and develop monitoring systems for the continuous development of people and services, establishing effective team working for the delivering of high quality and commercially viable services. To performance managed effectively	Essential
	Ability to give clear direction and role model Directorate & Council values.	Essential
	Ability to demonstrate awareness / understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	Essential
	Ability and willingness to travel both inside and outside of the Borough as required	Essential
	Ability and willingness to travel both inside and outside the area as required.	Essential
	The ability and willingness to participate in an out of hour's rota.	Essential

	High level written and oral communication skills	Essential
Experience		
Strategic Management	Experience at third tier or above and service delivery within the public or health sector Or Demonstrate similar complex organisational experience at a high level e.g. Assistant Director level. Understanding of how to engage and develop best practice approaches	Essential
Budget Management	Experience of managing a large and complex budget and driving the responsibility throughout the management structure with accountability for budgets	Essential
Complex and Political Environments	A solid understanding of the relevant legal, commercial, political, operational and social community aspects of a similar diverse and complex environment Experience of working with an accountable organisation with complex stakeholder and supplier relationship	Essential
People Management	Ability to manage a number of complex teams assuring focus on delivery, best practice and continuous improvement Ability to establish and maintain highly performing teams	Essential
Equal opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	Essential
Safeguarding <i>(include for roles working with children/vulnerable adults)</i>	Demonstrate an understanding of the safe working practices that apply to this role, and the delivery of Making Safeguarding Personal	Essential
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Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	Fixed	Flexible	Field	Home
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Job context

Adult Social care is made up of a large and complex range of services which serve the needs of some of the most vulnerable people within the community

The aim of Adult Services is to provide strengths and place based access to services which offer a wide range of care and support which is safe and sustainable and which helps to support a lifetime of health, well-being and care in the community

The vision for the services places the customer at the heart of all activity and to deliver the best possible outcomes in order to promote and sustain independence and resilience for as long as possible

Adult Social care is delivered in a context of increasing demand and rising complexity of needs set alongside financial constraints and significant levels of pressure to respond to demands from the NHS system

There is a requirement to deliver within budget constraints deliver required outcomes and remain a good performing service. This requires skilled and innovative leadership and an increasing level of joint and integrated working arrangements with health and other public sector agencies

All 3 Assistant Directors in Adult Services have key roles in driving forward significant levels of transformation & innovation to ensure that services are sustainable for the future delivering through strategic partnerships across a wide, complex and varied set of services and a significant workforce of 600 staff

Organisation chart (include grades)

Please provide an organisation chart which includes the manager of the post, its peers and direct reports.

Proposed Functional Org Chart NASS

