

## Job Description

Job Title: Head of Learning Disabilities Services

POSCODE: CCC0586

Grade: P6

### Overall purpose of the job

As the Head of Learning Disabilities you will be responsible for adult social care, learning disability and autism integrated working with health colleagues, overseeing the delivery and quality assurance of effective delivery of the council's statutory responsibilities.

They will ensure their service areas are managed to a high quality and are cost effective, underpinned by a culture of continuous improvement driven by qualitative and quantitative data. A key element of the role will be building strong relationships which contribute to the delivery of the Council and departmental objectives and improvements in learning disability provision system wide. This will include your ability to lead initiatives in the LDP to improve practice, performance and culture that will contribute to the strategic objectives of the Adults Health and Commissioning directorate and wider council as well as those of the Integrated Care Board and Cambridgeshire and Peterborough Foundation Trust (CPFT).

### Main accountabilities

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

|    | Main accountabilities   |
|----|---|
| 1. | <p><b>Strategic leadership</b></p> <ul style="list-style-type: none"> <li>• Responsible for contributing to the development of strategic objectives and outcomes for LDP Health and social Care services across Cambridgeshire and ensure these are shared through strong leadership within the service.</li> <li>• Collaborate with the Head of Adults Commissioning, the Principle Social Worker and LDP partner organisations to ensure best practice in assessment, treatment and care and support planning is being applied to achieve good outcomes for people, involving the appropriate use of their assets and community resources to achieve value for money.</li> <li>• Provide expert knowledge of safeguarding processes, policy, and case law, ensuring policies and processes are up to date and reflect ways to practice that achieve best outcomes for people at risk, based on Making Safeguarding Personal principles.</li> <li>• Lead on CQC compliance both for regulated services and for the ASC assurance framework ensuring evidence of compliance is available and where improvements are identified actions plans are developed implemented and monitored.</li> <li>• Lead on ensuring that internal and external governance structures relating to the LDP portfolio are fit for purpose and work to link, oversee and evidence statutory activity effectively.</li> <li>• Provide leadership advice and guidance on case management and effective risk management of the most complex situations.</li> <li>• Understand the picture of safeguarding activity across all LDP areas and work effectively and proactively with internal colleagues and partner agencies to develop ways of working across the system that are based on the principles of making safeguarding personal and improve individual outcomes.</li> <li>• To lead and support system wide developments to improve the health and well-being of vulnerable adults through effective collaboration with Public Health, Primary Care, and the Integrated Care System including supporting the national LeDeR review service</li> </ul> |

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|    | <p>improvement programme by representing the LDP on the steering group and ensuring that learning from both local and national reviews and reports are implemented in practice.</p> <ul style="list-style-type: none"> <li>• To lead on change management or service development projects and complex investigations as agreed with the Assistant Director.</li> <li>• Attend, contribute and /or provide written reports, advice and information to any relevant committee, member, or board meeting as appropriate.</li> <li>• Provide leadership to ensure the effective management of resources through strong recruitment, induction, supervision, training, retention, and people management techniques.</li> </ul>  |
| 2. | <p><b>Service Delivery</b></p> <ul style="list-style-type: none"> <li>• Be accountable for activity across service areas, ensuring that managers are effectively overseeing the planning, allocation and review of workload so priorities are managed, shortfalls identified, and services delivered within capacity and within departmental and partnership policies and procedures and timescales.</li> <li>• Provide leadership to the service ensuring resources are deployed effectively and managers operate in a way that adheres to legislation, provides good outcomes for people and makes the Council and LDP an attractive place to work.</li> <li>• Be proactive in the development of the whole adult health and social care pathway through developing collaborative and influential relationships with internal Heads of Service and relevant senior managers within the ICB and CPFT.</li> <li>• Ensure best safeguarding practice is being actively supported, developed and quality assured across services and can account for itself coherently in clear written and verbal reporting.</li> <li>• Lead on embedding a proportionate, positive, yet robust approach to risk which is consistently applied so that vulnerable adults who may be subject to harm and abuse are identified and all reasonable steps are taken in a timely way to protect them in line with their desired outcomes</li> <li>• Lead on embedding and promoting a robust approach to practice around the Mental Capacity Act ensuring where individuals are deemed to have capacity their decisions are respected, even if considered unwise, and where assessed as lacking capacity decisions and actions are taken in line with the Best Interest process.</li> <li>• Ensure that a succession planning is in place, including plans to develop staff at all levels within the service areas and wider organisations to ensure a pipeline of suitable qualified and motivated staff are available to take roles that become available.</li> <li>• To ensure that a range of opportunities are created and maintained to enable staff to contribute to improving the services that support their well- being and improve the health and social care offer.</li> </ul> |
| 3. | <p><b>Performance Management</b></p> <ul style="list-style-type: none"> <li>• Lead on developing, through others, management information that enables oversight of activity across the organisation that can be used to monitor performance and outcomes and provide a firm basis for quality assurance.</li> <li>• Engage with leadership and managers across the organisation to develop understanding of management information and ensure it is being used to actively drive improved performance and outcomes and provide evidence that systems and processes designed to give assurance of best social care practice, financial process compliance are being followed.</li> <li>• Work across the Adult Health and Social Care system to implement changes in practice and ensure that they are applied consistently across, evidencing that lessons have been learnt</li> </ul>   |

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|    | <p>and changes made across all Operational Teams, in collaboration with the Principle Social Worker</p> <ul style="list-style-type: none"> <li>• Ensure accountability by embedding of all required reporting in appropriate internal and external governance structures.</li> <li>• Forecast and anticipate requirements for all activity and undertake planning and development of business cases for change or resource where needed.</li> <li>• Take line management responsibility for other team managers as needed where this alignment is needed to better support outcomes and drive service improvement.</li> </ul>   |
| 4. | <p><b>Partnership Working</b></p> <ul style="list-style-type: none"> <li>• Represent Cambridgeshire County Council (CCC) and LDP in multi-agency networks, working jointly with them in assessing, planning and implementing integrated care to promote independence and choice, admission avoidance and facilitation of discharge.</li> <li>• Deputise for the Service Director where needed.</li> <li>• Ensure appropriate attendance at wider local, regional and national events, to promote learning and best practice.</li> <li>• Provide leadership around specific reviews such as Safeguarding Adult Reviews, Domestic Homicide Reviews, Independent Review Panels for Continuing health Care, and drive forward development of recommendations for practice improvement and assurance that these are being actioned.</li> </ul>   |
| 5. | <p><b>Professional Values, Behaviours and Standards</b></p> <ul style="list-style-type: none"> <li>• Be a visible leader, widely understood to hold practice expertise for the organisation and well respected as a strong advocate for quality, continuous improvement and driving good outcomes that include the voice of people we support.</li> <li>• Lead by example both in terms of promoting positive, collaborative behaviours and practice expertise.</li> <li>• Able to act strategically as well as maintaining operational oversight of service delivery.</li> <li>• Deliver through others by developing strong internal and external relationships and shared understanding.</li> <li>• Carry out duties in a timely and responsive manner, in line with CCC Standards, the social work Professional Capability Framework (or other professional body as appropriate) and CCC behaviours – working together, integrity, respect, excellence</li> </ul> |
| 6. | <p><b>Equality, Diversity and Inclusion (EDI)</b></p> <ul style="list-style-type: none"> <li>• Visibly lead on ensuring that the organisations EDI priorities are embedded in all areas of practice, both inward and outward facing.</li> <li>• Have tangible outcomes relating to EDI set out in own and team Our Conversations</li> <li>• Ensure the services the role has oversight of have a workforce representative of the population we serve, or a plan working towards this.</li> <li>• Actively challenge discrimination and promote a culture of equality, respect and inclusivity</li> </ul>  |
| 7. | <p><b>Safeguarding commitment:</b> 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.</p>   |
| 8. | <p>Ability to contribute to our organisational commitment to becoming a Net Zero organisation by 2030.</p>  |

## Person Specification

### Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

| Qualifications Required                         | Subject                 | Essential/<br>Desirable |
|---|-------------------------|-------------------------|
| Relevant professional qualification             | Social Work or Health   | E                       |
| Registration with appropriate professional body |                         | E                       |
| Level 5 or equivalent                           | Management & Leadership | D                       |

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

| Identify                           | Describe  | Essential/<br>Desirable |
|------------------------------------|---|-------------------------|
| <b>Knowledge</b>                   |   |                         |
| Legislation & Regulatory Framework | Significant knowledge and understanding of the legislative and regulatory framework for statutory adult services and the designated specialist portfolio for the role, together with an understanding of the framework within which the NHS and local authorities operate | E                       |
| <b>Skills</b>                      |   |                         |
| Interpersonal Skills               | Excellent interpersonal skills with an ability to relate to a wide range of audiences in a manner that inspires respect, trust and confidence with evidence of strong negotiating, networking, advocacy, oral, written and presentation skills                            | E                       |
| Motivation & resilience            | High motivation, energy and personal drive, resilient and demonstrating highly developed emotional intelligence and self-awareness  | E                       |
| Strategic thinking                 | Ability to think conceptually and systemically to develop strategic responses and solve problems, focusing on delivering outcomes   | E                       |
| Decision making                    | Ability to act decisively and authoritatively within the context of an ability to accurately analyse risk and benefits in different courses of action. Ability to take responsibility as the sole decision maker when required  | E                       |
| <b>Experience</b>                  | Give an idea of the type and level of experience required <b>do not</b> specify years of experience.  |                         |
| Leadership                         | Proven experience of successful leadership and management within complex organisational relationships<br>Experience of leading statutory and provider services  | E                       |
| Financial Management               | Proven experience of successful budget management   | E                       |

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|  | A track record of achievement within the relevant specialist area across large complex organisations, including effective decision-making, policy development, design and delivery of services and projects, to support the integrate service. including multi-professional working | E         |
| Performance management   | A demonstrable track record in performance management and evidence of partnership working to secure good performance  | E         |
| Leading Change   | Experience of leading change within an organisation, with evidence of establishing a positive culture within teams and a personal commitment to diversity in the shaping of service outcomes  | E         |
| Equality, Diversity and Inclusion (applies to all roles).                    | Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.  | Essential |
| Net Zero (applies to all roles).   | Ability to contribute towards our commitment of becoming a net zero organisation.   | Essential |
| Safeguarding (applies to all roles working with children/vulnerable adults). | Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.  | Essential |
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### Disclosure level

|  |          |   |
|--|----------|---|
| What disclosure level is required for this post? | None     | Standard                                |
|  | Enhanced | <b>Enhanced with barred list checks</b> |

### Work type

|  |       |               |       |        |        |
|--|-------|---------------|-------|--------|--------|
| What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid) | Fixed | <b>Hybrid</b> | Field | Remote | Mobile |
|--|-------|---------------|-------|--------|--------|