

Central Bedfordshire Council

Director of Social Care, Health and Housing

Job Purpose

- To work with the Chief Executive and as a member of the Council's Management Team to develop, deliver and monitor the Council's corporate strategies, objectives and priorities.
- To act as the Council's designated Director of Adult Social Services and to fulfil the statutory requirements of the role, in accordance with DoH Guidance on the role of Directors of Adult Social Services.
- To be the lead professional advisor on Adult Social Services for the Council providing high level policy advice to elected Members, the Chief Executive and senior managers.
- To provide professional leadership and accountability for the effectiveness, availability and value for money of all adult, health and housing services in the local authority area.

Key Responsibilities

1. To provide leadership and direction for adult, health and housing services across the Council and local authority area, to secure and sustain the necessary changes in culture and practice, to ensure that services continuously improve, and are organised around the needs of service users and carers.
2. To ensure the effective provision and delivery of services through corporate and departmental planning processes, within agreed budgetary constraints, and by working in collaboration with key stakeholders, including services users and carers.
3. To determine the most cost effective use and deployment of resources in order to achieve corporate and departmental objectives. To produce and manage directorate budget plans, to ensure that expenditure and income is effectively managed and monitored, and that budgets are transparent and fully accounted for.
4. To build, maintain and develop effective relationships with key stakeholders, to ensure that there are clear and effective arrangements in place to support the joint planning, monitoring and delivery of services between different service providers in the health and social care sectors and other local partners in the wider community.

5. To engage PCT, Health and other key stakeholders in developing and delivering joint commissioning and joint strategies to meet the needs of adults.
6. To ensure that the voice of service users and carers is heard and to actively promote user involvement in service design, delivery and evaluation.
7. To oversee the development and delivery of service priorities, including the Directorates contribution to meeting corporate priorities and the Local Area Agreement.
8. To put into place and maintain effective practices and processes to monitor and improve performance against agreed outcomes.
9. To ensure that information about the services available in the area have been effectively communicated to service users, including young people with long term care needs and other potential users of adult social services.
10. To develop and maintain positive relationships with central government, regulatory bodies, and other organisations, to communicate effectively, influence strategies and plans, and to secure external funding.
11. To establish and maintain effective means of communication with all staff and maintain good relationships to promote a climate of positive industrial relations, through regular consultation and the timely resolution of issues.
12. To establish and ensure that there is a clear organisational focus on safeguarding vulnerable adults, and that adult services and adult mental health services, remain child protection focused.
13. To ensure that there is in place an effective and dynamic adult services workforce development strategy, to deliver an appropriately skilled and competent workforce, and to promote continuous service improvement.
14. To ensure that corporate policies and processes are known and acted upon by all employees.
15. To promote equality and inclusion across all service provision and in employment practices, through best practice, personal example and appropriate policy initiatives.
16. To ensure the Council is able to demonstrate compliance with its statutory obligations, including meeting health and safety legislation.

17. To promote good external relations by representing the authority at national, regional and local levels, at public meetings, and by dealing directly with press and media in accordance with corporate policy.
18. To undertake all such duties and responsibilities determined by the Council or Chief Executive that is commensurate with the level and nature of the post.

Person Specification

Experience

Extensive senior management experience with responsibility for leading and developing change within adult social services and/or health services, in a large organisation, with evidence of successful outcomes.

Experience of successful corporate management and a proven track record in the formulation and delivering of corporate objectives, policies and strategies within a large multi-disciplined organisation.

Experience of providing support and professional advice to elected Members and the handling of sensitive issues within a complex political environment

A successful record in leading and championing organisational and cultural change, creating organisational development programmes, and effective working with partners and other key stakeholders.

Experience of successfully leading, motivating and managing multi-agency teams resulting in significant service improvements in partnership with a range of providers.

Experience of making a major contribution to the preparation and management of successful inspection and assessment outcomes.

Experience of successful financial management, including the resolution of conflicting priorities, formulating budgets and applying rigorous monitoring and control procedures.

A record of success in communicating and engaging with a wide range of internal and external bodies, building effective partnerships and productive working relationships and positively promoting the interests of service users and carers.

Experience of formulating, leading and implementing successful strategies and programmes, that cross service, organisational and/or professional boundaries.

Evidence of leading major organisational and culture change to put service users and carers at the heart of service delivery.

Experience of successful management and development of staff in a large multi-disciplined organisation to harness the strengths and talents of employees at all levels.

Experience of successfully creating equality in service delivery and employment.

Knowledge Skills & Abilities

Knowledge of the challenges facing local government and an understanding of the political and corporate environment in which it operates.

Knowledge of the Government's agenda for adult, health and housing services, and a significant understanding of the legislation and statutory responsibilities of the designated Director of Adult Social Services.

Knowledge of the issues and challenges associated with ensuring that service users and the wider community are involved in the planning, design and provision of adult social care services, and are able to benefit from greater choice and independence.

Financial and commercial awareness, strong analytical skills, excellent aptitude for developing innovative solutions to complex problems.

Excellent negotiation, interpersonal and communication skills relating effectively to service users and carers, employees, elected Members, the public and key stakeholders, commanding the respect, trust and confidence.

Ability to recognise where change is needed, to embrace and create an enthusiasm for change and to work effectively with others to deliver outcomes.

Ability to operate effectively within the democratic processes ensuring effective relationships with elected Members built on mutual trust, confidence and respect.

Ability to provide strong, visible and supportive leadership, enabling, motivating and developing an integrated workforce in a culture of mutual respect.

Ability to propose, develop and implement effective strategies, making clear informed, appropriate and timely decisions, enabling the achievement of agreed outcomes for service users.

Personal Qualities, Style & Behaviour

Inspirational, highly motivated, enthusiastic leader, with a clear vision and unrelenting commitment to service users.

Politically astute and sensitive with an ability to make progress in complex policy areas.

High levels of energy, stamina and resilience.

Strong corporate orientation and a commitment to work in a broad cross cutting manner across the Council and its partners.

Personality, conduct and credibility that engages and commands the confidence of service users and carers, elected Members, colleagues and other stakeholders.

Commitment to improving equality of opportunity in services and employment.