

Job Title: - Assistant Director adult services

**Reference:** For P&C

**Grade:** TBC

**Values:**

The council has an inclusive culture encompassing the following values which are at the heart of everything we do. The values are:

* Valuing People
* Honesty
* Striving for Continuous Improvement
* Openness
* Commitment
* Behaving with Integrity

**Purpose of the Role:**

Adult social care is operating in a period of significant change, with the advent of integrated care systems, and a national reform agenda. The assistant director role will take forward the programme of reforms and lead on the transformation of adult services in North East Lincolnshire.

The post holder will assist the Director of adult services to perform the statutory function of the director of adult social services, ensuring the council meets its legal and statutory obligations as set out in the Local Authority Social Services Act 1970, The Care Act 2014 and oversees the statutory functions and strategic themes for adults to ensure that the Council achieves its ambition for place and people and deliver agreed transformational goals.

As a member of the council’s extended leadership team deliver the strategic vision and:

* Engage residents and build community resilience
* Lead the workforce to think commercial, enabling and outcomes
* Lead effective partner relationships and develop shared and integrated services.
* Be open to new possibilities.
* Position the council for a new future
* Safeguard the most vulnerable

# Main Responsibilities

Assist the director of adult services to provide clear and visible leadership and management to deliver better outcomes for people that will transform the area and achieve a new type of council.

Support the director of adult services in the development and delivery of the adult strategy in collaboration with health partners, to secure effective integration between health, care, children’s services and interfaces with housing

Provide accurate, timely and relevant advice to the director of adult services as appropriate on those aspects of the agenda for which the post holder has lead responsibility, including legislative changes, the social care reform agenda, and best practice/innovative approaches to improved service delivery.

Support and assist the director in budget and resource planning, including the development of effective strategies for managing demand

Assist the director to enable corporate responsiveness to elected members; ensure that overall management attention, effort and controls are commensurate to risk and opportunity across the Council’s functions and activities;

Work with the wider leadership team, health and care partners and assistant directors group as required to develop and implement transformational programmes of activity, ensuring where necessary the operational alignment of services, to realise outcomes in the priority areas for the Council and ensure that the council is prepared for future reform agendas across the health and care community, with a particular focus on quality improvement, performance and reducing inequality.

To create and develop whole-system dynamic data reporting and intelligence to enable effective and efficient service delivery, making it easier of services users to access information, advice, services and enjoy a seamless experience of their health and care journey.

To ensure the engagement of adults in NEL in the design, delivery and evaluation of services and responses to achieve outcomes

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| **Vision and Context**  (where does the job fit in the organisation.) |
| The post is situated within the adult services remit and will be part of the care and independence team, leading on the delivery of the council’s adult strategy and commissioned services within the adult health and social care agenda.  The council has unique and well-developed partnership arrangements with social care, voluntary sector, community and health provider organisations with the aim of delivering integrated support for all adults, especially those with vulnerabilities or disadvantage. The adult strategy focuses on adult wellbeing and independence, placing the individual at the centre, and using principles of rights-based care to achieve a balance between personalisation, choice and risk.  Most services are commissioned via the care and independence team, working across both health and care disciplines. Contract, performance and finance support is provided to the team from shared service teams, currently within the ICB. |

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| **Key Contacts** |
| **Internal**  Leadership Team – regular contact, to provide advice and recommendations, risk  Elected Members – regular contact, to provide advice and recommendations, risk  Service Managers – regular contact, to provide advice and guidance, risk  Other Service Managers – regular – to see technical advice and guidance i.e. HR, Finance, Legal  NELC – adult services  The role will include both formal and informal reporting to relevant portfolio holders, cabinet and scrutiny and a number of annual strategic documents.  **External**  Humber and North Yorkshire ICB  NHSE/I or successor organisation  North East Lincolnshire Health and Care Partnership  Homes England  Registered Housing Providers  Housing Charities  House builders/contractors/developers  GLLEP  Environment Agency |

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| **Dimensions & Key Metrics** |
| The role will be responsible for all Council activity in relation to adult social care, in conjunction with the director.  Budget   * Overall accountability for the delivery of the adult services budget lies with the Director of adult services; however the assistant director post will support the strategic planning, risk management and delivery of the budget c£50m   Staffing   * There are two direct reports to the assistant director post currently.   Assets   * There are no assets aligned to the post   Other contracts   * The post holder will support the team to manage over 70 provider contracts c£40 - 49m total value   Funding   * The post will support applications for external funding, assist in the management of pooled funds, including Better Care Fund * In relation to the adult social care reform agenda the postholder will be responsible for accessing new and emerging funding streams including the allocation of resources, where applicable to support providers in delivering adult social care funding * The post will ensure that relevant statutory returns relating to funding are completed in accordance with government guidelines/requirements |

# Employee Specification

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| **Experience** | **Essential or Desirable** | **Measured** |
| * Delivering or commissioning adult social care functions | Essential | Job application, interview |
| * Partnership working in complex and diverse systems | Essential | Job application, interview |
| * Delivering complex change and improvement programme | Essential | Job application, interview |
| * Experience of undertaking detailed reviews and consultations with the ability to present outcomes to inform the senior leadership and political leadership decision -making process. | Essential | Job application, interview |
| * In depth safeguarding experience | Desirable | Job application, interview |
| * Experience of managing large complex budgets | Essential | Job application, interview |
| * Experience of developing and implementing planning, commissioning and performance frameworks in a multi-disciplinary and partnership environment | Desirable | Job application, interview |
| * Experience of strategic planning and service delivery within a local government setting. | Essential | Job application, interview |
| Knowledge | **Essential or Desirable** |  |
| * Knowledge and understanding of the relevant legal, commercial, political, operational and social aspects of a diverse and complex environment | Essential | Job application, interview |
| * Knowledge and application of risk management processes | Essential | Job application, interview |
| * Knowledge and in-depth understanding of the Mental Capacity Act and Deprivation of Liberty | Essential | Job application, interview, relevant training courses attended |
| * Knowledge and understanding of the national social care agenda and experience of and ability to translate it into local solutions. | Essential | Job application, interview |
| * Knowledge and understanding of the relevant regulatory frameworks and requirements | Essential | Job application, interview, records of continuing professional development |
| * Knowledge and application of the relevant social care legislation, including human rights, equalities and diversity | Essential | Job application, interview, records of continuing professional development |
| Skills and Abilities | **Essential or Desirable** | **Measured** |
| * Management and leadership skills | Essential | Job application, interview, records of continuing professional development, relevant qualification |
| * Resilient and flexible, able to work with competing priorities and manage time pressures | Essential | Job application, interview |
| * Ability to develop and maintain good working relationships with a wide range of customers/stakeholders, developing a positive personal and organizational profile and building partnership | Essential | Job application, interview |
| * Effective communications and consultation skills, enabling inclusiveness and person- centred working | Essential | Interview process, relevant experience demonstrated in application form |
| * Effective negotiation skills | Essential | Interview process, relevant experience demonstrated in application form |
| * Politically aware and competent in working with political leaders and groups | Essential | Interview process, relevant experience demonstrated in application form |
| * Ability to write clearly and concisely on a range of topics, to a range of audiences | Essential | Job application, interview process |
| * Presentation skills, to a wide range of audiences | Essential | Interview process, relevant experience demonstrated in application form |
| * IT skills – word, powerpoint, excel, TEAMS | Essential | Interview process, relevant experience demonstrated in application form |
| * Analytical/critical thinking skills, ability to develop business cases to generate the momentum for change and delivery | Essential | Interview process, relevant experience demonstrated in application form |
| Training and Qualifications | **Essential or Desirable** |  |
| * Relevant post-graduate or professional qualification in social care and/or health services (including social work/clinical), | Essential | Relevant certificates/grades |
| * Minimum Level 5 management/leadership | Essential | Relevant certificates |
| * Qualification in adult training or similar, with ability to train others as required | Desirable | Relevant certificates |
| * Qualification in procurement, commissioning, or financial management or accounting | Desirable | Relevant certificates |
| * Prince 2 or other project or programme management qualification | Desirable | Relevant certificates |
| * Lean/systems thinking or other process design qualification | Desirable | Relevant certificates |
| * European Computer Driving Licence (ECDL) or other IT qualification | Desirable | Relevant certificates |
| * Emergency or contingency planning | Desirable | Relevant certificates |
| Working Arrangements |  |  |
| * The working arrangements include flexible working hours to a maximum of 37.5 hours per week (full time); part time or job share may be offered for this role | N/A | |
| * The postholder will be working to a “hybrid” pattern – part office based and part home working, based at the Municipal Offices, Town Hall Square, Grimsby as part of the care and independence team; |
| * The postholder will report to the Director of adult services |
| * Some duties may require the postholder to attend meetings or events outside of usual office hours, occasionally at weekends. |
| * The role will be part of the council’s emergency response arrangements; appropriate training will be provided to enable the postholder to fully participate in arrangements |

**Prepared by: Beverley Compton**

**Date: 7th June 2022**