



RECRUITMENT PACK

DEPUTY CHIEF EXECUTIVE OFFICER



WELCOME

Dear Candidate,

This is a pivotal time for all of us working in social care. The pandemic has highlighted what we in social care always knew, that adult social care plays a key role in our society's wellbeing and Skills for Care has an important role to play in equipping those who work in the sector to deliver safe, effective, personalised, and responsive care.

It is also a pivotal time for Skills for Care. With a CEO who started at the beginning of the pandemic, a new Chair who started last year, several new senior Leadership Team members and many other passionate and talented colleagues, as well as a new strategy and a track record of high-quality work, this is an exciting time to work with us.

We are seeking an energetic and passionate leader, who enjoys driving transformation and has a successful track record of understanding what it takes to build and support successful cultures and organisations. The primary purpose of the role will be to act as a deputy to the CEO on operational matters, working with other directors to enhance our leadership approach and continually refine our culture. They will work with other Directors to enhance our operations and culture so that we embed our strategy and new ways of working including working with the Directors to embed commercial acumen across Skills for Care. The role will lead strategic oversight and direction of internal operations and have overarching responsibility for governance, HR, finance, compliance and supporting business development and growth and our commercial work across the group including our trading subsidiaries Affina Organisational Development and Skills for Care Solutions.

You will be a visible leader with a highly collaborative style to support our operations to be effective. You will be a leader who drives change, sets clear direction and inspires multi-disciplinary teams. You may not come from the social care sector but you will have a passion for making real change in adult social care. We will be looking to your expertise, honesty and leadership ability as we galvanise our staff and stakeholders and work across the sector to enhance the quality of care.

Commercial acumen and highly effective communication and interpersonal skills are also a must. We need someone who can balance an emotionally intelligent leadership style with integrity and professionalism and the focus to get the job done. Whatever your background you will share our vision for a diverse and inclusive social care workforce that is supported and equipped to deliver their very best. This is a role rich in both complexity and opportunity. If you believe that you bring the leadership agility to deliver real impact in the sector, we'd like to hear from you.

Best wishes,

Oonagh Smyth
Chief Executive



ABOUT US

Skills for Care is the strategic workforce development and planning body for adult social care in England. We work with employers, Government, and partners to ensure social care has the right people, skills, and support required to deliver the highest quality care and support, now and in the future. .

We respond and adapt to the emerging trends and needs within social care, using data and evidence to drive forward widescale change. We provide best practice, tools, resources, and intelligence to support workforce recruitment, capabilities, and culture. Established in 2001, Skills for Care is the strategic workforce development and planning body for adult social care in England. We work with employers, Government and partners to ensure social care has the right people, skills and support required to deliver the highest quality care and support now and in the future.

Our role is to work across the whole system to understand the key drivers of workforce change using insight, data and evidence. We provide managers and those involved in the delivery of social care with guidance on best practice, tools, resources and intelligence to support workforce recruitment, capabilities, and culture. This combination of strategic and operational activity is the cornerstone of our reach and insight into the sector.

Our vision is of a fair and just society where people can access the advice, care and support they need to live life to the fullest. We know that we can't deliver this without collaboration – one of our core values. By working with our partners we're able to bring together a vast array of expertise, support, and influence – which in turn increases the impact and reach of our work. Convening and developing networks is one of our core strengths.



OUR VALUES

IMPACT

Inclusive - We work together to create Inclusive positive cultures where people are supported to feel safe, valued and respected.

- You will show a deep commitment to equality, diversity and inclusion and create inclusive environments. You will deeply embody our values, embed them deeply and live them visibly. Skilled in being diplomatic, respectful, and confidential.

Motivated - We are Motivated to make a difference for people who work in and draw on adult social care.

- You will think strategically but not be afraid to work with colleagues on things that need to be done, driving the achievement of our strategic ambitions.
- You will be able to inspire and lead to think broadly, and value diverse perspectives and linking activity to strategy

Passionate - We are Passionate and proud to be part of a sector that makes such a valuable contribution to society.

- You will bring energy, passion and thought leadership and play a key role in making that transformation happen.
- Be a positive leader - an ambassador for our strategy, for collaboration and cross team working, contributing to a positive culture which allows and encourages learning in everyone you meet

Ambitious - We are Ambitious, for adult social care because we know what a difference it makes to people's lives and our communities

- You will create and leverage visibility and strong relationships and partnerships with key stakeholders internally and externally.
- As a member of the senior management team, you will contribute to driving forward our strategy and organisational change, using our strategy to set direction for our transformational work, always listening to and being led by the evidence and what works.

Collaborative - We are Collaborative, recognising our strengths and those of others, working together to achieve positive change.

- You will work collaboratively with Board members and committees, drawing on their skills and expertise and using governance appropriately to highlight risks and guide on future direction and priorities.
- You will take a collaborative approach from the very beginning to use the skills across all relevant teams to improve the ultimate impact of the work. Recognising, valuing, and getting the best from a wide range of colleagues with a wide range of skills will be key to this role.

Trustworthy - We are Trustworthy, honest in how we work and transparent in what we want to achieve.

- Taking an objective and whole organisational approach to decision making in area of expertise, continually striving to enhance and contribute to the success of our corporate portfolio.

JOB DESCRIPTION

Job title: Deputy Chief Executive Officer

Reports to: Chief Executive Officer

Line reports: Director of Finance; Director of People; Commercial Director, Chief Operating Officer of Affina Organisational Development

Key Responsibilities:

- Leading on organisational transformation so that Skills for Care achieves our ambitious strategy.
- Deputising for the CEO.
- Leading the income generation strategy of Skills for Care and working with other directors to oversee the allocation of resources to deliver our strategy.
- Supporting the CEO to co-ordinate decision-making across the leadership and management teams to ensure decisions are made in a timely manner informed by the appropriate level of evidence.
- Leading the development of our Senior Management Team (which reports into the wider Leadership Team) to support the development of this key group of leaders.
- Ensuring that the charity meets and exceeds its legal and regulatory obligations.
- Our leaders and managers are our biggest asset and change agents. You will bring strong, compassionate leadership and management to your team and other colleagues in the organisation.



ABOUT YOU

YOU WILL HAVE ...

- Experience of operating at Director level, effectively managing similar functions and multi-disciplinary teams.
- Experience of leading transformation and change.
- High-level commercial understanding of how to manage complex budgets and balance income and expenditure over the long-term.
- A proven track record of delivering system and process improvements at an organisational level.
- Successful experience of leading, developing and managing multi-functional teams and of motivating and developing people at all levels.
- A passion for social care and developing your profile externally.
- Have excellent communication skills, working with multiple stakeholders at all levels inside and outside Skills for Care. Matrix management will come easy to you.
- A clear and motivational leadership style with the vision to shape, empower and maintain a high-performance culture in which people thrive and are trusted to deliver to shared objectives.
- Exceptional interpersonal and relationship building capability – collaborative and with a strong impact focus.
- Experience of representing an organisation at national events.
- High level of networking and inter-personal skills – can maximise relationships at a range of levels of seniority/responsibility with employers and other key stakeholders (including civil servants).

YOU WILL ...

- Be able to easily secure the confidence and trust of others; able to manage the business of the charity and deputise for the CEO.
- Be an able storyteller you will provide a clear and compelling strategic narrative so that our people understand and collectively embrace our ambitions, priorities and ways of working.
- Be able to communicate complex concepts and new ideas clearly, consistently and persuasively to key internal and external stakeholders at all levels.
- Bring exceptional attention to detail and ability to work simultaneously on multiple priorities.
- Have strong listening and questioning skills; able to take account of and respond to information from a range of sources when developing plans.

THE ROLE IS NOT FOR YOU IF YOU:

- Need a lot of direction.
- Do not like change or ambiguity.
- Prefer to implement a one size fits all approach.
- Do not like to work with others or build external relationships.

TERMS OF APPOINTMENT

CONTRACT

This is a full-time permanent contract

SALARY

The salary for this role is c£95,000 per annum on a full-time permanent basis.

LOCATION

Home based, with expectation of some travel within England.

SKILLS FOR CARE BENEFITS



HOW TO APPLY

We hope you will consider making an application. If you have questions about the appointment and would find it helpful to have an informal conversation, please contact **Juliet.Brown@starfishsearch.com** and we will be happy to arrange a call. To make an application, please go to **<https://starfishsearch.com/jobs/skills-for-care-dep-ceo/>** and click on the apply now button, with the following prepared:

- Your CV (no more than three sides).
- A supporting statement (no more than two sides) that sets out why you think this role is the right move for you and how you meet the first part of the About You section in this pack.

We would also be grateful if you would also complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

Skills for Care supports the principle that everyone should have the same opportunities for employment, development, and progression. All applications will be considered on their own merit and our recruitment process is competitive and transparent. We particularly welcome applications from BAME candidates and disabled candidates as we are actively looking to increase the diversity of our Leadership Team which is currently not as representative as we would like it to be.

Skills for Care is a Disability Confident Employer and is committed to a positive approach towards employing people with a disability. We will seek to make reasonable adjustments wherever possible during all stages of recruitment process to accommodate the needs of a disabled job applicant. Skills for Care will interview all people with a disability that meet the minimum essential criteria for the position laid out in the skills matrix. If you have a disability, and you require any specific assistance or adjustments to enable you to apply for this role please contact Starfish Search at **jonathan.grice@starfishsearch.com**.

KEY DATES

Closing date:	3rd March 2023
Preliminary interviews:	w/c 20th March and w/c 27th March 2023
Final Panel interviews:	w/c 17th April 2023

