

Slough Borough Council

Job Description

Job Description Reference: ASC 1-0

Date: June 2023

Post Pay Level: SML 14

DBS requirement: **Yes - Enhanced**

Job Title: Director of Adult Social Care

Responsible to: Executive Director

Responsible for: Adult Social Care service delivery

As the council's Adult Social Care Director of Operations and a member of the Executive Director's Management Team, this post is directly responsible for:

Number of reports:

Direct reports: 4

Indirect reports: 190

Total Managed: 190+

Financial Responsibilities:

Budget of £41m

Main purpose of Job:

To lead all aspects of adult social care service delivery. This service is divided into four service areas; Reablement and Independence, Locality and Hospital Social Work Team, Mental Health and Learning Disability. The post is also responsible for developing and implementing a wide range of strategies and policies relating to adult social care. The postholder achieves this through effective leaderships of a 190 person Operations Team whilst influencing strategy and policy and implementation of corporate objectives across the organisation. This role is a key leadership position in the council as well as playing a key role in partnerships across the borough.

General Accountabilities:

- **Strategy development**

Help shape the direction of the council to drive forward the public service reform agenda and ensure delivery of its priorities and value to residents. Provide a strategic vision for the future development of the service to enable the council to meet its future challenges, fostering a culture of continuous improvement.

- **Corporate leadership**

As a senior leader working as part of a wider leadership team across the council, work together take collective responsibility and drive forward a range of cross-council initiatives which are required to ensure changes are embedded

in a sustainable way throughout the organisation. Provide corporate leadership that encourages our staff to recognise their contribution to the strategic objectives the council has set.

- **Service leadership and management**

Lead the integrated delivery, improvement, management and performance of the service, commissioning and directing activity within the council and externally as required, and ensuring overall objectives are translated into effective plans and that the service is efficient and locally responsive. Provide inspirational and professional leadership to staff, strengthening skills and competence and fostering a strong culture of standards, performance and accountability.

- **Resources / Financial management**

Ensure tight budgetary control and prioritise use of resources and assets to support the delivery of the council's corporate vision and help ensure that the council receives value for money from its expenditure. Drive and/or support the development of outcome-based commissioning models to better ensure strong price competition and transfer of risks through contracts with third parties. Champion and drive the development of commercial opportunities where appropriate.

- **Partners and stakeholders**

Actively engage, communicate and influence within the council, across partners and with the wider local and central government community to champion the council's approach to unified public services. Foster the bringing together of local services and decisions across agencies to reduce demand and help communities more independently support themselves.

- **Business change**

Lead, develop, implement and review change management programmes to deliver continual improvement. Assist the Chief Executive and Executive Directors in developing a single council-wide corporate culture to engender a strong and shared approach to delivering services and provide better support for staff to deliver savings.

- **Compliance**

Ensure that all activities within the service comply with the council's Constitution, Standing Orders, financial regulations, health and safety and safeguarding responsibilities and that effective systems operate within the service to manage performance and risk.

- **Equality and diversity**

Uphold and promote the aims of the council's equality and diversity policies to ensure non-discriminatory practices in all aspects of work, and that diversity is embedded in everything, from workforce planning and policy development to service delivery.

Specific responsibilities

1. To lead effective Adult Social Care services, taking accountability for all aspects

of planning, finance, performance, people, change and risk management within the service. In doing this, the postholder will ensure delivery of the highest quality service that can be provided to customers with the resources available.

2. To lead the development and delivery of the council's 50+ social care related strategies and policies, including assessment and care planning, mental capacity, DoLS, advocacy, careers and S107. These range for annual strategies and policies to three-year delivery cycles.
3. To contribute to the council's corporate plan and the business plan for the Executive Director's wider department, specifically contributing advice and formulating strategy relating to Care Act requirements, safeguarding and outcomes for service users. This role is responsible for translating the council's corporate plan into frontline services
4. To provide expert advice and guidance on matters of legislative requirements, safeguarding, Better Care Fund allocation, assurance, CQC / compliance requirements and ensuring best value to the council's most senior stakeholders, including the DASS, Corporate Leadership Team, Elected Members.
5. To lead and influence change and transformation programmes, including co-design and co-production with services across the council and partners, encapsulating all areas of ASC change as part of the corporate transformation programme and delivering service improvements in line with compliance and regulatory inspection requirements.
6. To take decisions of significant impact, including financial delegation of £100k. Such decisions will be informed by collaboration and engagement with other colleagues and made within the boundaries council's Constitution and financial framework, but the postholder is ultimately accountable for making such decisions.
7. To lead funding panel decisions and provide assurance and best value for care packages, resource allocation whilst clearly setting out delivery against statutory duty.
8. To provide people leadership within the directorate ensuring that professional registration is completed, workforce development is planned, health and safety is in line with HSE guidelines and appraisals and supervisions are completed.

9. To represent the council and promote its interests in local, regional and national collaboration forums. This will include on programmes and partnerships such as Transforming Care, Integrated Care Board, Safeguarding partnerships and collaborating with CQC.
10. To undertake any other duties commensurate with level of responsibility of the post.

Person Specification – Director of Adult Social Care

Qualifications	Essential/ Desirable
Educated to degree level or equivalent experience.	E
A professional social work qualification and a registered social worker.	D
Evidence of continuous professional development which reflects commitment to effective management in a large organisation.	E
Experience	
Substantial leadership experience with evidence of successfully leading a complex group of services.	E
A proven track record and demonstrable experience of successfully managing finance, risk and performance within the context of a demand-led but resource-constrained service.	E
A proven track record of leading transformational change, both within an adult social care service and driving change at an organisational level.	E
A proven track record of developing and delivering strategies relating to adult social care service delivery; postholder will be able to evidence the positive outcomes achieved.	E
Demonstrable experience of people leadership, including workforce planning, objective setting, performance management, motivating and inspiring a diverse group of staff with different backgrounds and career goals.	E
Experience of managing a provider function.	D
Experience of partnership working and system working across multiple organisations at local or regional level.	E
Can demonstrate political acumen and aptitude to adapt to a political environment.	E
Skills and abilities	
Strategic thinking and planning, able to develop clear strategies at organisation-level to achieve outcomes over a medium-to long-term timeframe.	E
Business planning, able to develop clear business and operational plans for the delivery of a high-quality internal support services to customers	E
Excellent written and verbal communication skills, able to translate complex technical concepts into simple, clear insight and advice for a diverse range of audiences	E

Ability to work collaboratively, working across departmental and organisational boundaries to develop shared solutions to deliver wider borough goals	E
Excellent negotiation skills and evidence of having successfully applied these internally (in building excellent stakeholder relationships) and externally (in driving value through supplier relationships)	E
Judgement and proportionality, able to manage competing priorities, quickly identify key factors and direct attention and resources appropriately	E
Excellent problem-solving skills, able to analyse complex scenarios and synthesise multiple strands of work into solutions that can be simply and clearly articulated to senior stakeholders including Members	E
The highest personal integrity and loyalty, supportive to colleagues, with a drive to deliver corporately on the Council's vision and values	E
Knowledge and understanding	
Expert understanding of Adult Social Care legislation and regulation, including Care Act and Care Quality Commission standards.	E
Expert knowledge of best practice in adult social care service delivery, care models, service development and innovations in relevant areas such as assistive technologies and system working.	E
An understanding of, and a personal commitment to, the vision, aims, values and priorities of Slough Borough Council.	E