**ROLE DESCRIPTION – EXECUTIVE DIRECTOR, ADULT SOCIAL CARE**

**Key information**

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| **Zone** | **Pay Level** | **Directorate** | **Reports to** | **Location** | **Relationships** |
| 1 | 16 | AdultSocial Care  | ChiefExecutive | Slough Borough Council offices. Some travel may be required | Chief Executive; CLT; ALT; members; government and national bodies;community representatives; external agencies and partner organisations; staff; customers; trade unions and staff representatives |

**Core Accountabilities**

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| **Direct Reports** | **Indirect Reports** | **Operating Budget** | **Capital Budget** |
| 3 - 4 | c. 200+ | c. £100m across SBC, allocated budget of c.£2 - £30m, | Shared accountability |

**Main Accountabilities:**

You will lead our adult social care directorate, ensuring delivery of our adult social care and health strategy, developing innovative new ways of working with partners, underpinned by strong financial planning and targeted investment.

As an experienced adult social care professional, you will have excellent leadership and communication skills and a proven track record of delivery and resource management in the context of local health and social care systems. You will have the ability to develop productive working relationship internally and with external partners and providers.

Carry out all duties with due regard to the council’s customer care; equalities; information governance, data protection, health and safety and Emergency Planning & Awareness (including to provide assistance where available)policies and procedures.

**Role Purpose**

• As part of the corporate leadership team, work alongside elected members, community partners and residents to deliver our vision to create a world class organisation and a vibrant and sustainable town, in which residents thrive. Executive Directors champion the priorities of the council, challenge constructively to bring about change, embrace the opportunities to safeguard the future and vitality of the town and our people.

* Provide strategic leadership to ensure that adult social care positively supports the council’s values and objectives including promoting prevention, early intervention and resilience to improve outcomes for local people, promote health, wellbeing and independence and reduce dependency on public services.
* Work collaboratively with Slough’s community and voluntary sector and NHS (primary and acute) on the co-design and delivery of services.
* To lead the development of service strategies and best practice in commissioning and build on synergies across the directorate with Public Health, Housing and the NHS to improve health, wellbeing and independence for local people.
* To act as the directorate and council lead and advocate on all matters relating to adult social care strategy, commissioning, operations and transformation.
* Take accountability for ensuring the council provides highly effective assessment and support services and safeguarding arrangements that protect vulnerable adults.

**Responsibilities**

Strategic Leadership & Collaboration

• Provide strategic leadership and work collaboratively across SBC with members, partner organisations, agencies and partnership arrangements to empower and inspire community- led actions which enable our communities and people to thrive

• Demonstrate cohesive, inspiring and visible leadership to our workforce, ensuring they they are enabled to work across organisational boundaries and are supported to achieve outstanding results

• Embrace collective accountability across SBC for high-quality outcomes, results and behaviours

• Support directorates across SBC, working collaboratively with directorate leadership teams across the council.

• Take responsibility for specific service areas and statutory functions, and for other services as required.

Strategy Development

• Shape strategic plans to drive forward the public service reform agenda and deliver SBC’s

priorities, demonstrating and evidencing continuous improvement in practice

• Demonstrate clear understanding of business choices available to SBC in the delivery of services taking a risk-based approach to options analysis to inform decision-making, including managing and delivering sensitive or confidential communications

• Lead or facilitate effective, open and transparent engagement in accordance with Council governance requirements, maintaining a robust audit trail of decision-making processes for future reference that will stand up to the rigours of good governance and scrutiny

Relationship Management & Networking

• Reach our different communities to understand and embrace their experiences, aspirations and perspectives to inform planning and decision-making

• Maintain and build on our strong relationships with the community and voluntary sector, seeking their support to develop and deliver services that reflect the changing needs of our communities.

• Proactively seek and incorporate data, insight trends and impacts whilst developing plans for service provision to reflect a responsive approach to meeting the changing needs of our communities within the constraints of resources available

• Provide expert professional advice to the Chief Executive and member portfolio holder(s), demonstrating a high level of political awareness and sensitivity

• Proactively network and engage with a wide range of partners and external agencies to identify learning opportunities and examples of best practice based on the experiences of others that can be built upon for the benefit of Slough residents and businesses.

Financial & Resource Management

 • Constructively and proactively contribute to business and annual planning processes.

Ensure realistic performance indicators and targets are appropriately resourced.

• Determine most cost-effective use and deployment of resources to achieve corporate and functional objectives, ensuring compliance with statutory and financial obligations, and minimising waste

• Establish systems to manage performance and analyse use of resources

• Ensure compliance with SBC’s financial and management control policies and criteria

• Maintain detailed budgets, managing revenue and expenditure in accordance with financial requirements and audit recording as appropriate.

Culture

• Create and role model a positive and supportive culture within and across SBC, encouraging flexible and modern ways of working

• Utilise relevant policies and procedures to maintain a safe and secure work environment for employees and visitors to Council premises

• Encourage collective and individual accountability for equalities, health and safety and staff wellbeing, challenging any inappropriate behaviours as necessary

• Work inclusively with a diverse range of stakeholders and provide leadership on equality issues to proactively promote equality of opportunity and remove barriers to accessing services.

* To willingly undertake any other duties commensurate with the general level of responsibility of this post .

**Skills, Knowledge & Behaviours**

Leadership

• Ability to clearly articulate a shared purpose and direction, aligned to SBC’s vision,

strategies and plans

• Role model and shape SBC’s behaviours and leadership expectations and ensure that all

activities are consistent with organisational and public service values

• Ability to set ambitious goals for oneself and team members aligned to business objectives to deliver successful and measurable outcomes

• Drive transformational change using innovation and creativity to future-proof the organisation going forward

• Develop or revise delivery models to provide services that are valued by residents and businesses

• Experience of leading engagement strategies with residents, the community and voluntary sector and other key stakeholders to support a strong and vibrant Slough.

Managing People

• Experience of ensuring that people are engaged, motivated and supported to fulfil their potential

• Experience of providing and receiving feedback, dealing appropriately with sensitive situations through coaching conversations.

• Ensures all team members are clear on performance expectations, how they are progressing and provides appropriate and constructive support and actions as needed.

Customer Service Delivery

• Experience of delivering excellent customer service to internal and external customers, in line with our Customer Commitments

• Understands customers’ needs, expectations and experiences to improve and enhance the

services we provide.

Working Together

• Ability to work collaboratively with the chief executive, corporate and directorate leadership teams and other stakeholders to shape strategic plans to deliver Council priorities, achieve objectives and deliver high performance outcomes

• Recognise, manage and diffuse workplace tensions arising from managing competing priorities fairly and effectively, seeking to find solutions and establish harmonious working relationships

Continuous Improvement & Transformational Change

• Determine most cost-effective use and deployment of resources to achieve corporate and functional objectives, ensuring compliance with statutory and financial obligations, and that effective systems operate to manage and record performance and risk

• Focus on solutions, exploring opportunities to identify innovative and creative approaches and best practice to deliver transformational change to improve outcomes for the people of Slough

• Is open to new approaches and different ways of working to strive for continuous improvement

• Drive effective collaboration across SBC and leads engagement strategies with residents and other stakeholders to support a vibrant Slough

• Constructively challenges where there are issues, risks or inefficiencies and supports finding solutions

• Develops fit for the future delivery models that demonstrate value for residents.

• Is open to feedback and seeks out personal opportunities to learn and grow

**PERSON SPECIFICATION – EXECUTIVE DIRECTOR**

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| **Qualifications** | Essential / Desirable |
| Recognised social work qualification or relevant professional qualification. | D |
| Membership of a relevant professional body | D |
| Demonstrable and evidenced commitment to, and active participation in, continuous professional development | E |
| **Experience** |  |
| Demonstrable successful senior management experience in a large, complex, multi- service organisation. | E |
| Proven track record of successful leadership, working across professional or technical disciplines | E |
| Experience of leading and managing significant organisational change with evidence of achieving tangible benefits, including implementing new organisational structures, systems and new ways of working. | E |
| Experience of working successfully in partnerships | E |
| Experience of financial and budgetary management with the ability to formulate financial strategies that provide value for money and puts stakeholders at the centre of financial decisions. | E |
| Proven track record of embracing digital approaches and new ways of working that have brought about tangible organisational benefits | E |
| Experience of working directly with elected members in a political environment and responding appropriately to challenge and scrutiny | D |
| **Knowledge and understanding** |  |
| Understanding of the workings of local government including in-depth knowledge of major legislative and other matters facing local government both current and in the future | E |
| Understanding of, and commitment to, equality of opportunity in its widest sense; possesses knowledge of best practice in inclusive leadership and removing barriers for opportunities and access to services | E |

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| Understanding of and commitment to the development of policies to promote sustainable economic development and builds community resilience. | E |
| Understanding of the local government constitution and frameworks for decision- making | D |
| **Skills and abilities** |  |
| Evidenced ability to interpret and analyse complex performance and finance information as a basis for driving improvements and change | E |
| Lead and manage people effectively and motivate and empower others | E |
| Ability to meaningfully contribute to strategic decision-making, including making evidence-based decisions in a fast-paced environment | E |
| Facilitate change and oversee continuous improvement | E |
| Experience of developing and enhancing productive and collaborative working relationships with colleagues and stakeholders for mutual benefit | E |
| Lead and manage projects and performance to achieve tangible results within allocated resources | E |
| Demonstrable excellent communication, negotiating, influencing, advocacy and coaching skills; written, oral and presentation skills that take account of the audience and deliver the right message and achieve desired outcomes | E |
| Evidence of successes achieved from networking across a range of stakeholders that gains their respect, trust and confidence and supports reciprocal working | E |

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| **Work-related personal qualities** |  |
| Able to apply creativity and innovation to thinking and initiatives to support change and meet desired outcomes. | E |
| Personal resilience and resources to deal with pressure in a rapidly changing environment | E |
| Personal integrity and commitment to public service and the values of theCouncil, and to continuous improvement at all levels | E |
| Strong sense of accountability and taking ownership of tasks and mistakes and ensuring lessons are learnt | E |
| Able to work irregular hours to meet the demands of the role | E |
| An enthusiastic and effective ambassador for the council and communities | E |
| Committed to upholding and exemplifying the Brilliant Basics framework and encouraging others to do so | E |
| **Other work-related requirements** |
| This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required. Conversing at ease with Members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post | E |
| Enhanced DBS check with relevant barred list/s | TBA |
| Is this post politically restricted? | Yes |