

## City of Wolverhampton Council

### Job Description

<b>Job Title:</b>	<b>Director of Adult Social Care</b>
<b>Strategic Theme:</b>	Families
<b>Working Style:</b>	Flexible
<b>Salary:</b>	Grade 14
<b>Disclosure Barring Service Clearance:</b>	Enhanced – Adults

#### Job Purpose:

As a member of the senior leadership team the post holder will attend, and contribute proactively, to the Strategic Executive Board (SEB). The post holder will be accountable to the Deputy Chief Executive will provide strong corporate leadership to facilitate the delivery the of the Council's approved policy objectives and priorities.

The postholder will provide leadership and direction to services, programmes and projects allocated by the Deputy Chief Executive and will support, challenge and lead resources, sometimes in a matrix manner, in order to deliver the required outcomes.

The postholder will operate in a large, complex and dynamic business environment with responsibility for a portfolio of services that will be under constant review to enable the business to respond in an agile way to opportunities, challenges and a constantly changing environment.

As Director the post holder will be responsible for leading the service area to improve assessment, care management and provider services within the context of the transformation of Adult Social Care by following the Council plan of key performance measures.

#### Role Specific Responsibilities:

Lead Adult Social Care services, working in partnership with key stakeholders including the CCG and NHS provider services to maximise the council's ability to support and deliver councils priorities and vision.

Develop and deliver strategic direction for Adult Social Care services ensuring services contribute to improving outcomes for families and meet legal and statutory obligations.

Ensuring the Council Commissions services in an integrated way and/or on behalf of the local Clinical Commissioning Group for Adult Social Care.

Work collaboratively with the prime provider, Black Country Mental Health Trust for Mental Health to deliver the Better Care programme.

Lead and deliver an adult’s transformation programme, implementing a strategy and improvement plan to benefit adult social care in our city.
Ensure protection for vulnerable Adults in Wolverhampton and implementation of the M.A.S.H through the implementation of making safeguarding personal.
To operate in a matrix manner, supporting and leading on strategic priorities as set by the Strategic Executive Board and Cabinet.
To ensure that clear, adult’s strategic objectives are monitored and achieved and that these reflect the priorities of the council.
Ensure the provision of Welfare benefits and financial assessment.
Ensure the provision of Telecare, equipment and adaptations, provider services – younger adults and older people and reablement.
<b>Role Specific Accountabilities</b>
<p>As a member of the Council’s Senior Management Group, the post holder will be required to be accountable for leading Adult Services, currently;</p> <ul style="list-style-type: none"> <li>- Adult’s Social Care</li> <li>- Children’s &amp; Adults Safeguarding</li> <li>- Adult Mental Health</li> <li>- Multi Agency Safeguarding Hub</li> <li>- Adults with Physical and/or Learning Disabilities including transition to adulthood</li> <li>- Welfare Rights</li> <li>- Adult’s Commissioning</li> <li>- OneWolverhampton integrated care system</li> </ul> <p>To have accountability for the below statutory functions either assigned directly to the postholder or their service leads:</p> <ul style="list-style-type: none"> <li>• Director of Adult Social Care (DASS)</li> </ul>
<b>Corporate Commissioning Responsibilities:</b>
With regard to Adult services, the post holder will be accountable for:
Developing and implementing the Council’s strategic approach to the commissioning and procurement of services, actively exploring all provider opportunities across the market, ensuring the provision of high-quality services at minimum overall cost.
Developing and implementing the Council’s approach to commercial trading of services, exploring all opportunities across the market, ensuring the provision of high-quality services at minimum overall cost.
Ensuring the implementation of priorities set by the Council and SEB in relation to service delivery continues to reflect the needs and priorities of service users and local communities, working across service boundaries as necessary in order to ensure alignment and integration of services and achieve maximum financial efficiencies.

<p>Ensuring the effective management of financial, human and physical resources in the relevant service areas in order to ensure value for money, including reporting as appropriate to the Cabinet and Council in accordance with the Council’s financial regulations and timetable and that schemes of delegation are properly developed and maintained.</p>
<p>Ensuring employees of the Council are developed and supported to create conditions for high performance and innovation and to enable them to reach required competences to deliver services to both national and local standards.</p>
<p><b>Corporate Management Responsibilities:</b></p>
<p>In addition to the above, the post holder will be responsible for supporting Strategic Executive Board and the Chief Executive in respect of:</p>
<p>Developing and implementing the Council’s approach to supplier engagement and contract management, whether provided through in house service delivery units, shared service delivery mechanisms, strategic partnerships or commissioned directly from the private, voluntary or social enterprise sector.</p>
<p>Social Value and ensuring that the best possible outcomes for residents are realised from every pound the Council spends with third parties. That the spend with third parties maximises the impact of each pound on the local economy (Wolverhampton Pound) and supports the creation of opportunities for high quality sustainable employment for local people.</p>
<p>Embedding equalities into everything we do, continuously seeking opportunities to improve inclusivity and fairness within our city and council.</p>
<p>Contributing and leading on the embedding the council climate change commitment to be carbon neutral by 2028.</p>
<p>The strategic direction of the Council and driving forward transformational change programmes across the organisation through focussing on delivering quality services and value for money.</p>
<p>Developing, supporting and promoting a culture of continuous improvement and customer focus across the Council, identifying weaknesses and ensuring remedial action as necessary.</p>
<p>The development of the Council as an organisation that embraces modern business methods, flexible management arrangements and agile working to enable fast and effective organisational change, to meet increasing customer expectations and improve value for money.</p>
<p>Championing customer focus, ensuring that policies and systems are in place to inform, receive and where possible, act upon feedback from service users, communities, partners, and employees.</p>
<p>Providing managerial leadership and support to service delivery managers which ensures achievement of positive outcomes for the service and the City as a whole.</p>
<p>Supporting Elected Members in undertaking their roles as community leaders.</p>

<p>Developing and fostering effective partnerships across the Council, the wider public sector, other agencies, the business sector and the community to deliver benefits for customers, service users, citizens and the organisation.</p>
<p>Contributing to the strategic planning process to ensure that the Council's vision and plans are fit for the future and responsive to changing circumstances.</p>
<p><b>General Responsibilities:</b></p>
<p>As a member of the Council's senior management team, the post holder will be required to:</p>
<p>Where required (and approved) act as the statutory officer to the Chief Executive and the Council as determined with regard to responsibilities falling in the remit of the post.</p>
<p>Take the lead role as directed on key corporate and cross-cutting projects and other issues or initiatives.</p>
<p>Adopt a collaborative and supportive approach, to colleagues across the Council and in partner organisations, providing strategic advice, assistance and support and leading by personal example as a role model of commitment and excellent performance.</p>
<p>Maintain up-to-date professional knowledge, relevant professional accreditation and ensure awareness of all strategic service and legislative developments.</p>
<p>Promote effective communications and act as an ambassador, both internally and externally, in order to support the council's objectives and promote the reputation of the Council and the City.</p>
<p>Participate as required within the Council's corporate resilience, emergency planning and business continuity arrangements.</p>
<p>Ensure active compliance with all relevant Council policies and procedures in the fulfilling of duties and responsibilities of the post.</p>
<p>Undertake all duties in accordance with the highest standards of behaviour as set out in the Council's management competency framework.</p>
<p><b>Dimensions:</b></p>
<p><b>People:</b> The job involves direct high responsibility for supervision, direction, co-ordination and development of other employees.</p>
<p><b>Finance:</b> The work involves being accountable for expenditure from an agreed budgets. The responsibility includes setting and monitoring the relevant budgets and ensuring effective spend.</p>
<p><b>Physical Resources:</b> the work involves handling and processing of considerable amounts of computerised information where care, accuracy, confidentiality, and security are important.</p>

<b>Special Features:</b>
<p>Post holder must comply with the Council's Equality and Health &amp; Safety policies and the Data Protection Act 1998.</p> <p>Any other duties appropriate to the grade of the post, subject to any reasonable adjustments under the Disability Discrimination Act.</p> <p>Politically restricted post, as per Local Government Officers (Political Restrictions) Regulations 1990.</p> <p>Post holders will be required to demonstrate the behaviours and attributes that support the Council's core values.</p> <p>The City of Wolverhampton Council is committed to Corporate Parenting. Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection to children who are looked after.</p>

<b>Signed</b>	
<b>Print name</b>	
<b>Date</b>	

## Role Specification

### Knowledge, Experience and Qualifications:

The post holder will be able to demonstrate, with evidence where required;

- Extensive local authority experience underpinned by relevant professional and managerial qualifications.
- Substantial experience at senior managerial level, including leadership responsibility for a large and complex multi-functional service portfolio.
- Experience of successfully implementing major change in a large and complex organisation, including the successful introduction of relevant business principles.
- Detailed understanding of and sensitivity to the political judgements influencing both the overall objectives of the City Council and ability to work with all political parties.
- Detailed understanding of the major strategic challenges facing local government and the public sector, along with a high level of awareness of the opportunities available for improved collaboration and partnership working required in order to respond to increasing service demands and substantial reductions in available resources.
- Extensive experience of providing sound strategic advice that informs and facilitates successful policy formation and aligns resources to corporate priorities.
- Demonstrable experience of working effectively in partnership with other organisations and agencies towards mutually beneficial objectives.
- A track record of corporate working and embedding a strong culture of performance management across a department.
- Relevant experience in providing services to support corporate activities at a service level
- Expertise in managing the council's statutory responsibilities
- Successfully promoting equality of opportunity both in employment and service delivery.
- Excellent oral and written communication skills

<b>Management Competency Framework</b>		
This table identifies and describes the generic behaviours and the technical skills and knowledge required for managers in this role.		
<b>Competency</b>	<b>Assessment</b>	<b>Weighting</b>
	<b>S – Shortlisting I – Interview AC – Assessment Centre</b>	<b>Low – 1 Medium – 2 High - 3</b>
<b>1. Thinking flexibly, using initiative</b>  <b>Definition:</b> The ability to think strategically, view events, issues or proposals from different perspectives to find creative solutions.	<b>S//AC</b>	<b>3</b>
<b>2. Thinking analytically, using information</b>  <b>Definition:</b> Managing information and intelligence to inform and/or formulate strategy.	<b>S//AC</b>	<b>3</b>
<b>3. Communicate and engage with people, standards and behaviour</b>  <b>Definition:</b> Builds belief and confidence in self and others.	<b>S//AC</b>	<b>3</b>
<b>4. Manage your resources and plan for high performance</b>  <b>Definition:</b> Demonstrates how increased performance is influenced.	<b>S//AC</b>	<b>3</b>
<b>5. Develop effective partnerships and collaboration</b>  <b>Definition:</b> Demonstrates how customer-focused changes provide opportunities for greater joint activity with local partners.	<b>S//AC</b>	<b>3</b>
<b>6. Understand how the organisation works</b>  <b>Definition:</b> Aims to deliver right services, first time, every time.	<b>S//AC</b>	<b>3</b>

<b>7. Achieve outcomes for customers and communities</b>	<b>S//AC</b>	<b>3</b>
<b>Definition:</b> Demonstrates activity that focuses on the customer and contributes to culture change		
<b>Technical and Professional Competencies</b>		
Knowledge of key national strategic and policy drivers relating to Local Government and Adult Services policy and legislation.	<b>S/I</b>	<b>3</b>
Knowledge and experience of social care services to vulnerable people including safeguarding services.	<b>S/I</b>	<b>3</b>
Knowledge and experience of commissioning to support the provision of vulnerable services.	<b>S/I</b>	<b>3</b>
Excellent oral and written communication skills.	<b>S//AC</b>	<b>3</b>
Ability to demonstrate good organisational skills.	<b>S/I</b>	<b>2</b>
Evidence of managing services in a complex organisational context.	<b>S//AC</b>	<b>3</b>
<b>Experience</b>		
Senior management experience achieving measurable service improvement.	<b>S</b>	
<b>Qualifications</b>		
Educated to degree level or equivalent.	<b>S</b>	<b>3</b>
Relevant professional qualification.	<b>S</b>	<b>3</b>
Track record of continuous personal and professional development.	<b>S</b>	<b>3</b>