

Job Family:	Policy & Advisory Strategic Implementation	Grade:	12
Job Title:	Assistant Director, People Services Directorate (Adult Social Care)	Directorate:	People
Date:	October 2019	Version:	1:1

Role Profile - Details Specific to Job Family

These roles provide a broad service that set policy and provides advice to support and assure all of the council's day to day activities. They gather information required by other groups to make strategic decisions and translate this into corporate policy and strategic advice. They have little or no direct accountability for outcomes; however, what they are accountable for is the quality of advice they provide to business leaders.

At the lower levels, these roles tend to focus on research and analysis and the interpretation and implementation of policies. At the higher level, role holders set strategy, develop policy and provide assurance across the Council more broadly.

Role Profile - Details Specific to Grade

These roles will be thinking beyond the year ahead and will be using considerable interpretative and evaluative judgement to address issues that are noticeably different from what has been encountered before. Likely to be integrating a number of teams working across a range of functions. Will be managing critical relationships with customers and suppliers/partners. Will be scanning the external environment to evaluate the relevance of new practices and applying them as appropriate.

These roles provide lead professional expertise and ensure the borough gets the advice and support it needs. They also provide assurance that the Councils resources are used in the best interest of citizens.

Brief Description of job role and department

Service Leadership

- Lead the strategic commissioning and development of social work and health assessment services for vulnerable adults.
- Lead the professional development of adults social work services in Sutton
- Strategic Lead for social services for people with learning disabilities, physical disabilities, mental ill health and well being (including dementia), and Executive operational lead and budget holder for all vulnerable adults requiring statutory social work and health assessment services in Sutton, being accountable for ensuring that the Council delivers national policy regarding these client groups.
- Strategic lead on Adult Safeguarding.
- Manage and deliver personalised adult social services to Sutton citizens, and account for performance in these areas to the Strategic Director.

- Ensure that the Council and the Borough meet statutory responsibilities and requirements for vulnerable adults, to achieve key local and national performance targets and ensure value for money.
- Work with health partners, and deliver joint or integrated services, through appropriate statutory mechanisms, for adults requiring social care and health services.

Corporate Leadership

- As a Senior Management Team Member contribute to the strategic direction and management of the Council.
- Influence the way in which services for vulnerable adults are delivered across the Council and the Borough to improve access, co-ordination, and efficiency and effectiveness, choice and control.
- Support the development of preventative services to reduce dependency on institutional models of care and support

Partnership

- Lead on the production and implementation of relevant strategies and strategic plans, in partnership with other agencies, citizens and carers, which meet the needs of vulnerable adults in these client groups.
- Lead in partnership on the development of joint strategic needs assessments for vulnerable adults.

Representative accountabilities

- Provide leadership for defined expertise/professional disciplines to ensure the Council accesses best practice and delivers quality outcomes for customers.
- Provide guidance and support to Elected Members to help them translate their political priorities into initiatives that deliver the intended outcomes for customers.
- Lead strategic Council wide programmes and projects ensuring they are managed and controlled effectively and deliver their intended outcomes.
- Lead the development of policies which will support the delivery of corporate strategies and plans.
- Accountable for significant delegated budgets and resources on behalf of the Council, ensuring they are used in a way that demonstrates value for money, a focus on delivering intended outcomes and compliance with statutory and financial regulations OR have a major influence/impact on how resources in the Council are prioritised and allocated

Budgetary accountabilities

- Budget £50m approx

Specific accountabilities

Performance Management

- Prepare, agree with Strategic Director and implement the service, annual commissioning and finance plans.
- Lead and manage the services so that they are delivered and commissioned in accordance with the Council's vision and values, objectives, strategies and policies (including in particular its equal opportunities and environmental sustainability policies), statutory and policy requirements.
- Prepare and manage revenue and capital budgets held by the service units so that they meet the requirements of the Council's medium term financial strategy and

annual performance plan, remain within allocation and make the best use of resources. Responsible for leading on charging and income collection for Adult Social Services.

- Identify areas for efficiencies and savings to achieve continuous improvement in quality, cost, cost effectiveness and fair delivery, as required by the annual performance plans, performance regimes, reviews etc.
- Lead on information governance as the Directorate's Information Asset Officer and Caldicott Guardian for Adult Social Services.
- Ensure that relevant, timely, predictive and accurate management information (financial, performance and human resource) is supplied as required.
- Ensure that the Strategic Director is informed about important or sensitive matters affecting the services, and consult with and seek advice on such matters.

Employee Management

- Lead, motivate and manage employees to deliver Council and service objectives in accordance with the Council's personnel and other relevant policies, by generating a shared sense of purpose and developing them to perform to the best of their abilities.
- Ensure that professional social work and health governance is met to a high standard.
- Appraise, set and monitor the delivery of objectives and targets for service employees, which reflect Council and Directorate objectives and ensure the delivery of service objectives.

Generic Service Responsibilities

- Maintain effective relationships with the Corporate Management Team, Heads of Services, local Health partners, Private, Voluntary and Independent sector partners and providers, Police, Probation and other agencies, service users and carers, in order to develop and implement commissioning strategies and strategic plans, leading and supporting partnership arrangements where required.
- Respond to media and press enquiries to ensure that complex and sensitive matters are handled accurately, portray the Council in the best possible light, and promote best practice widely to improve the reputation of the Council.

Member relationships

- Assist Members carry out their Ward and representational responsibilities by ensuring timely, appropriate responses and information sharing on service matters.
- Act as the key point of contact for members on matters affecting the services and relevant to the role.

Community Partnership

- Ensure effective partnership with the community through clarity of purpose, shared responsibilities, appropriate communication and consultation and by developing community capacity.
- Ensure that service users and their carers are included in, and central to the development, implementation and evaluation of service provision.

Personal

- Act in accordance with and promote the Council's core Vision and Values and behaviours.

- Help the Strategic Director develop and implement corporate strategies and policies and represent and deputise for the Strategic Director as required.
- Carry out other comparable tasks as may be reasonably required.
- To undertake the role and responsibilities of non-executive director for Encompass local authority trading company
- To support the strategic director for people to develop and work effectively in partnership with relevant partners across South West London to support and advance the strategic priorities of the council and local community.

Person specification (knowledge, skills, experience and behaviours required in the role)

- Must hold a professional social work qualification, e.g. CQSW, degree in Social Work or equivalent.
- Demonstrate successful experience or strategic commissioning and health Assessment leading to positive outcomes for vulnerable adults.
- Demonstrate successful experience of networking with other Agencies, carers and clients to deliver improved life and health outcomes for vulnerable adults.
- Demonstrates successful financial management of revenue and capital budgets; as well as delivery of charging and income collection for Adult Social Services.
- Provide effective leadership and employee engagement to provide clear forward direction to ensure effective service delivery to vulnerable adults.
- Work effectively with elected members to provide clear advice and service accountability for vulnerable adults.
- Work with the People directorate management team and corporate management team to provide effective leadership and input and outcomes for cut-cutting projects.
- Provide innovative leadership to provide efficient service delivery to vulnerable adults within a diminishing resource base.
- To understand and meet all relevant statutory obligations relating to vulnerable adults to meet national and local targets and performance indicators.
- Work with other partners (particularly health) to provide joint and/or integrated services for vulnerable adults requiring social care and health services.

Mandatory accountabilities/requirements for all LBS staff e.g.

- Ensure all health and safety standards are adhered to for the relevant work area
- Apply diversity and equal opportunities policies in the workplace
- Finance - code of conduct, fraud and compliance
- Risk management
- Council's leadership behaviours
- Information Security
- Data Protection
- Freedom of Information
- Corporate Complaints procedures
- Undertake duties consistent with the responsibilities of the post as required by the designated line manager/supervisor.