

Job Description

JOB TITLE: EXECUTIVE DIRECTOR ADULT SOCIAL CARE AND HEALTH AND WELLBEING

REPORTS TO: CHIEF EXECUTIVE

Job Purpose

To lead, develop, manage and direct Adult Social Care and Public Health ensuring the highest possible quality of service is delivered within the resources available and that all services promote independence, choice and engagement of people with care needs within their communities.

To be a fully participating member of the Council's Corporate Management Team (CMT) driving strategy and performance and identifying, and championing the delivery of the Council's vision and strategy with lead politicians, partners, community representatives, CMT colleagues, and all employees.

Organisation

The Executive Director for Adult Social Care & Health and Wellbeing is a Tier 1 post reporting directly to the Chief Executive and the post holder is a full member of the Corporate Management Team.

The post holder will be responsible for approx. 316 staff across Care Services Delivery, Mental Health and the Public Health Client team.

The Executive Director for Adult Social Care and Health and Wellbeing will have ownership of the full Adult Social Care and Public Health budget (£65 m), sharing budget responsibility with the Director of People for those services which are delivered operationally within the People directorate.

The appropriate reporting structure underneath the Executive Director for Adult Social Care and Health and Wellbeing will be determined following appointment to the post however it is anticipated that there will be up to 3 direct reports, including the appointment of a Director of Public Health.

Principal Accountabilities / Responsibilities

- To assume statutory responsibilities as the Director of Adult Social Care and line-manage the Director of Public Health and discharge the functions of the Authority as listed in Schedule 1 or the Local Authority Social Services Act 1970 and Section 73A(1) of the NHS Act 2006, inserted by section 30 of the Health and Social Care Act 2012.
- To provide strong, forward-thinking and positive leadership and management of people, financial resources and partnerships in order to deliver ever-improving performance relating to the functions for which the post holder has lead responsibility, including:
 - Adult Social Care.
 - Health and wellbeing, including Public Health.
 - The delivery of safe and effective outcomes for externally commissioned support.
- To take strategic responsibility (and hold the Director of Public Health operationally accountable) for developing a clear, target long term strategy that ensures health and social care, education, housing, jobs and economic policies and infrastructure are shaped in ways which deliver maximum improvements in health and wellbeing.
- To take strategic responsibility (and hold the Director of Public Health operationally accountable)

for minimising the adverse effects of demographic change and potential threats from poor health on the long term competitiveness of the city of Peterborough. The challenges of a growth in numbers of older people and people with disabilities will require a medium term strategy.

- To lead on and ensure surveillance and assessment of the population's health and wellbeing.
- To assess evidence of the effectiveness of health and healthcare interventions, programmes and services.
- To lead on policy and strategy development and implementation for Adult Social Care, commissioning and public health
- To provide leadership and ensure collaborative working with multi agencies relating to public health.
- To undertake any other duties and responsibilities (including taking a lead responsibility for particular issues and projects) as may be required by the Chief Executive.

Leadership

- Lead the Departmental Management Team, supporting it to effectively manage the resources of the team (within budget) and ensure delivery of corporate priorities and client requirements.
- Provide inspirational leadership to a diverse, multidisciplinary workforce, driving customer focused service delivery, embedding a culture of change, continuous improvement, common professional standards and excellent people engagement and management and ensuring that the Council meets its statutory obligations in relation to all aspects of equalities legislation.
- Lead on achieving the Council's vision to value diversity in our communities, promote an inclusive society and oppose all forms of intolerance and prejudicial discrimination, whether it is intentional, institutional or unintentional.
- Actively encourage innovation and creativity across the services managed, pushing boundaries to improve efficiency, provide value for money and achieve new ways of working.
- To deputise for the Chief Executive as required.

Performance and Risk Management

- Develop and implement performance and outcome management of the services managed and commissioned to achieve the Council's strategic priorities in terms of partnership working and collaboration, the quality of engagement with local communities and businesses, significantly increasing the Council's visibility as a strong strategic leader and catalyst for investment.
- Evaluate, review and report performance to members, stakeholders and auditors (internal and external).
- Ensure full compliance with the relevant legal, financial and procurement requirements and frameworks across the Council.

Financial Management

- Continually review and reshape service delivery to achieve financial efficiencies and maximise opportunities for income generation, whilst maintaining the highest standards of service delivery.

Job Knowledge

- Qualified to degree level or equivalent by experience.
- A relevant management or professional qualification and membership of a relevant professional body are desirable.
- Thorough understanding of the principal responsibilities and key challenges facing Local Government in the provision and management of Adult Social Care services and Health, particularly the national political context within which it operates and the current challenges and

opportunities.

- An in depth understanding and commitment to safeguarding and the issues involved in tackling inequalities and disadvantage.
- Good knowledge of best practice methodologies, local, regional and national policy developments and stakeholder knowledge to enable effective collaboration arrangements.
- Strong appreciation of the varying needs of a diverse community such as Peterborough.

Experience

- Extensive experience and proven track record at senior management level of management of Adult Social Care and Health and wide corporate management responsibilities at a senior level including financial responsibilities for large and complex budgets.
- Experience of contract specification and supervision, delivering and managing shared services and cross functional project working.
- Proven track record of leading strategic policy formulation, decision making and resource allocation and of problem solving and meeting objectives at a corporate level.
- Evidence of successful partnership development or delivery through partnerships including an ability to work with local partners to develop joint strategies for implementing government requirements and local service.
- Demonstrated evidence of significant service improvement through managing change including staff engagement, capacity building, workforce modernisation and organisational reform.
- Experience of working effectively in a political environment, demonstrating high levels of political awareness, sensitivity, confidentiality and understanding and the ability to translate that into delivering the agendas of the administration and winning the confidence of elected members and external stakeholders.
- Significant experience of the preparation, management and control of budgets for a large, complex organisation, ensuring prioritising and targeting of resources to achieve maximum value for money and income generation and maintaining customer care.
- Experience of driving performance management using appropriate quality and management methods and models to deliver efficient and effective services through collaborative working.
- Evidence of personal commitment to diversity in the workplace and in the shaping of service outcomes.

Skills

- An ability to relate to and win the confidence, trust and respect of Members, colleagues, partners and the wider community.
- Excellent leadership skills, which encourage commitment from others and promote a positive, motivated organisational culture.
- Excellent communication skills and the ability to communicate complex information both orally and in writing in a clear articulate and balanced way to a variety of audiences.
- Excellent negotiation skills and an ability to influence outcomes through reasoning, persuasion and tact.
- Strategic and logical thinker and decision-maker able to provide practical and creative solutions to the management of partnership, corporate and directorate issues.
- High intellectual and analytical abilities; able to assimilate and analyse information quickly, identifying issues, priorities and solutions and using effective models, techniques and resources to resolve issues.
- Strong financial and budgetary awareness with the ability to manage finance and wider resources within a strong performance management culture.

- Ability to use information technology to improve service delivery and reduce costs.
- Demonstrable continuous development and improvement of own leadership and professional practice.

Political Restriction

This post is politically restricted under the Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 and the post holder may not have any active political role either in or outside work.