

Job Description

JOB TITLE: DIRECTOR FOR COMMUNITIES

REPORTS TO: CHIEF EXECUTIVE

Job Purpose

To commission all adult social care, public health, children and family services and community safety and cohesion ensuring that services (including in-house provision) are procured and delivered within budget, council and national policies and frameworks.

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 Director for Communities is a Tier 1 post reporting directly to the Chief Executive and the post holder full member of the Corporate Management Team.

The post holder will be responsible for approx. 510 staff including Children's Services Strategic Commissioning and Prevention, Neighbourhoods (including Public Health) and Adult Social Care Strategic Commissioning.

The Director for Communities will be responsible for a gross budget in the region of £83m. There will be a joint and shared responsibility with the Executive Director Children's Services and the Executive Director Adult Social Care and Health and Wellbeing for those services which are delivered operationally within the Communities directorate.

The appropriate reporting structure underneath the Director for Communities post will be determined following appointment to the post.

Principal Accountabilities / Responsibilities

- Support the Chief Executive in developing the overall people strategy in conjunction with the political direction as determined by the Council.
- Lead and direct the development of a broad strategic commissioning framework that shapes future collaboration, contracting and procurement requirements and plans and manages the market in Peterborough to deliver services for the people of Peterborough.
- Working closely with the Executive Directors for Adult Social Care and Health and Wellbeing and Children's Services, be responsible for developing the Joint Strategic Needs Assessment (JSNA) and Health and Wellbeing Strategy.
- Prepare and implement the People Commissioning Strategy and Business Plan and contribute, as appropriate, to other relevant strategic policies and plans ensuring effective commissioning systems are in place to deliver excellent outcomes for all people.
- Ensure the effective management and deployment of all appropriate commissioning budgets in line with agreed financial processes, envelopes and savings across the Council, including contract budgets for People Services and pooled budgets where appropriate.
- Lead the People Partnerships ensuring effective collaboration and commissioning within

Community, Prevention and Early Intervention, Re-ablement and Specialist services providing leadership, professional responsibility and accountability for the effectiveness, sufficiency, sustainability and value for money of people services.

- Develop and implement a commissioning framework to drive the delivery of improved outcomes and value for money, including; needs assessment, service user voices and other stakeholders, resource envelope, levels of commissioning, activity effective interventions, community and market engagement and management to promote a coherent, innovative and effective development agenda for commissioning in people services.
- Ensure a strategic approach to early help and prevention through specialist and early intervention services and re-ablement contracting activity, developing services through contract specifications, involving service providers and other stakeholders and ensure effective management, and monitoring of people services contracts, to deliver effective outcomes.
- Ensure effective People Partnership and collaborative arrangements and champion the people's agenda within the Health and Well Being Board and other relevant partnerships within the Council and wider Peterborough landscape.
- Lead on community, private, voluntary and independent sector engagement promoting and developing capacity to deliver effective people services within the sector.
- 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.
- Ensure the effective management and deployment of all appropriate commissioning budgets in line with agreed financial processes, envelopes and savings, including contract budgets for people services and pooled budgets where appropriate.

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 people services, particularly in the effective commissioning of people services and the appropriate role to be played by the providers of services other than Local Authorities.
- Good knowledge of best practice methodologies, local, regional and national policy developments and stakeholder knowledge to enable effective collaboration and commissioning arrangements.
- Strong appreciation of the varying needs of a diverse community such as Peterborough.
- An understanding of NHS strategic policy changes and drivers and particularly the role of Clinical Commissioning Groups is desirable.

Experience

- Extensive experience and proven track record at senior management level of successfully commissioning people services, including joint commissioning and collaboration with partners, in a complex stakeholder environment (either in local government or other large and complex organisations).
- Evidence of developing and encouraging innovative ideas to drive improvement in the commission of services.
- Demonstrated evidence of listening and responding to the voice of those who use the services, their families and carers.
- Proven experience of influencing regional and national policy, including funding allocations, to benefit local priorities.
- 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.