



## Job Description

**JOB TITLE:** Corporate Director: People & Communities

**REPORTS TO:** Chief Executive

### Job Purpose

To lead, develop, manage and direct services relating to adult and children's social care, commissioning and operations, public health, education and skills, community safety and housing being responsible for:

- The professional leadership, strategy and effectiveness of local authority adults and children's services, public health, education and skills, community safety and housing services
- Securing the provision of services which address the needs of all vulnerable adults, children, young people and communities
- The provision of statutory local authority functions relating to adults and children's services, public health, education and skills, community safety and housing services
- Integrated commissioning and delivery with partner agencies; particularly health and the police

To identify, lead and commission strategies to deliver the Council's vision for the provision of Social Care to Children's and Adults' ensuring that the needs of the local community are achieved.

To assess, plan and commission services for the whole population in the Council's area in partnership with other Council Departments, statutory agencies and organisations and in consultation with the wider community, including independent and voluntary sector organisations involved in health and social care for adults, children and families.

As the Council's statutory Director of Children's Services and Director of Adult Social Services, to advise the Chief Executive, Leader of the Council, relevant Lead Member or Lead Members, Corporate Leadership Team and Council on the following matters:

- Children's safeguarding and social care
- Adults' safeguarding and social care
- Schools services and special educational needs
- Youth services and youth offending
- Early intervention and prevention
- Complex families and chaotic adults
- Personalisation
- Joint working with health partners
- Public health

- Community Safety
- Housing

### **Statutory Officer Role**

The post holder will hold the statutory post of Director of Adult Social Services and will exercise the Social Services functions of the Council as set out in Schedule 1 of the Local Authority Social Services Act 1970.

The post holder will also hold the Statutory Post of Director of Children's Services and will exercise the functions as set out in Section 18 of the Children Act 2004.

The post holder has direct access to the Head of Paid Service, Cabinet and Members in order to fulfil their statutory functions.

### **Organisation**

The role is a Tier 1 post reporting directly to the Chief Executive and is a full member of the Councils Corporate Management Team.

The role has several distinct areas of operation as noted above.

Key member accountability is to the following Cabinet Members:

- Adult Social Care
- Communities & Environmental Capital
- Children's Services

Direct responsibility for the budgets of each of the service areas above. The gross budget for this directorate is in the region of £89m (revenue) and £4.7m (capital).

### **Staff**

The staffing numbers across the teams fluctuate, and some posts are filled on a temporary basis, but the estimated headcount across the services is 954 employees broken down as follows:

- Children's Services 280
- Adult Social Care & Well Being 270
- Communities 404

The post holder will have 5 direct reports.

### **Principal Accountabilities / Responsibilities**

Corporate Directors will, as members of the Corporate Management Team, work together to enable corporate responsiveness to elected members; secure the best approach to resource stewardship for the council's budget and finances; ensure that overall management attention, effort and controls are commensurate to risk and opportunity across the council's functions and activities; and enhance the reputation of Peterborough as a place as well as PCC as the democratic agent of change in the region.

As the Council's statutory Director of Children's Services and Director of Adult Social Services, to advise the Chief Executive, Leader of the Council, relevant Lead Member or Lead Members, Corporate Leadership Team and Council on the following matters:

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- Complex families and chaotic adults
- Personalisation
- Joint working with health partners

Champion and support strategic cohesion in the delivery of children's services by maintaining and developing key links between specialist children's services, education services, early intervention and preventative services via bodies including the Local Safeguarding Children Board.

Identify and deliver commissioning strategies to ensure effective assessment and services are in place to support young people with social care needs during childhood, transition to adulthood and that a framework of safeguarding is in place to protect them.

To lead and direct the development and enhancement of a broad strategic commissioning framework to deliver highest quality services for the people of Peterborough delivering an integrated whole systems approach to commissioning:

- To work with the Chief Executive to lead and be responsible for the Council's People Commissioning Strategy.
- Ensure that children's and adult's safeguarding is a corporate and universal priority, through effective performance monitoring and management within the directorate and through wider communication and engagement across PCC.
- Direct the strategic delivery of Children's and Adult Social Care to ensure that the maximum budgetary and service improvements are achieved.
- Work in partnership with Health to enable full integration of health provision into the Council's services.
- To be a member of the Local Safeguarding Children Board and the Vulnerable Adults Safeguarding Board.
- Undertake such other duties as the City Council may reasonably require commensurate with the seniority of the post.

## Leadership

- To lead the Departmental Management Team to effectively manage resources of the team ensuring delivery of corporate priorities and service user requirements.
- Provide inspirational leadership to a diverse multidisciplinary workforce, driving customer focused service delivery, embedding and culture of change, continuous improvement, common professional standards and excellent people management and engagement 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, unintentional or institutional.
- Actively encourage innovation and creativity across the services managed pushing boundaries to improve efficiency, provide value for money and achieve new ways of working.
- Ensure the relevant professional and occupational standards and standards of conduct are maintained across Health and Adult Services provided or commissioned by the Council.
- Manage all the Council's staff involved in planning, commissioning and/or providing Health and Adult Services and ensure their welfare and professional development. This includes shared responsibility for staff appointed to jointly funded posts between the Council and other agencies/organisations involved in Health and Adult Services or healthcare.

- Manage the performance of Health and Adult services, managers and staff through formal objective setting and performance appraisal.
- Act as the principal point of contact within the local authority for the conduct of Children, Health and Adult Services business with national organisations, including the Care Quality Commission (CQC) and Ofsted.

### **Performance and Risk Management**

- As a member of the Corporate Management Team to be accountable for the overall management, resources and performance of the City Council.
- To ensure that management plans and strategies are regularly reviewed and updated to support performance improvement.
- To monitor the performance of the City Council services and to lead corrective action where performance falls short of policy objectives.

### **Financial Management**

- To exercise any functions of the Council that are delegated to the post holder under the Council's Officer Scheme of Delegation.
- To work closely and constructively with executive councillors, relevant portfolio leads, scrutiny chairs and political group leaders/spokespersons in providing information and through the council's decision making processes.
- Ensure that national standards in respect of corporate governance, probity and workforce are upheld.
- To ensure that the policies of the City Council and the services provided or commissioned by the City Council are fit for purpose and mutually reinforcing.
- Ensure that the services provided or commissioned by the Council are efficient, effective and value for money.
- Plan, direct and monitor, in consultation with the Corporate Director of Resources, the preparation of annual revenue and capital estimates within the budgetary allocation agreed by the City Council.
- Actively monitor the arrangements for the management of the Directorate current at any particular time, and to advise the City Council of any changes in the organisation which he/she considers desirable to secure the retention of an appropriately qualified and trained workforce which takes full account of changing needs and resource availability.
- Inform the Chief Executive of all matters affecting the performance of his/her role as Chief Executive of the City Council including giving advance notice of Executive business.
- Appraise the Chief Executive, the Executive Members and relevant group spokespersons of matters arising which are particularly sensitive in nature or controversial.

### **Job Knowledge**

- Qualified to degree level or equivalent by experience.
- Thorough understanding of the principal responsibilities and key challenges facing Local Government in the effective commissioning and delivery of people services and the appropriate role to be played by the providers of services other than Local Authorities.
- Thorough understanding of the role of communities in local democracy, and of the tools and powers available to provide the right opportunities for communities to actively participate in society.
- 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.
- Strong understanding of social policy and the impacts of social exclusion in society.

## Experience

- Extensive experience and proven track record at senior management level of successfully developing and delivering people services, including joint commissioning and collaboration with partners, in a complex stakeholder environment [either in local government or other large and complex organisations].
- Extensive experience of providing leadership and direction to and across a diverse range of services.
- Evidence of developing and encouraging innovative ideas to drive improvement in the delivery 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 strategic policy direction within large complex organisations such as local authorities.
- 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 service directorate 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 services.
- 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.