



City of  
**Stoke-on-Trent**

## Job Description

<b>Job Title:</b>	Director of Adult Social Care, Health Integration and Wellbeing <i>(Director of Adult Social Services)</i> [potential also to act as Director of Public Health if suitably qualified]
<b>Directorate:</b>	Adult Social Care, Health Integration and Wellbeing
<b>Responsible to:</b>	City Director
<b>Responsible for:</b>	Budget circa £150million and staff circa 950
<b>Grade</b>	£132,822 to £146,105

## Job Purpose

1. To lead the Directorate in its delivery of the Council's vision of Stronger Together, supporting all five key priorities, with a particular focus on supporting the city's residents to fulfil their potential and supporting vulnerable people in our communities to live their lives well.
2. To ensure a One Team approach in the design and delivery of services that are well governed, efficient and fit for purpose.
3. To fulfil the requirements of the statutory role of the Director of Adult Services
4. To lead the development and delivery of services in the following areas:
  - Integrated commissioning
  - Quality Monitoring and Improvement
  - Population Wellbeing
  - Adult Social Care
  - Early Intervention & Hospital Support
  - Younger Adults
  - Provider Services
  - Wellbeing
6. Through the commissioning function, to support the transformation of adult services and the delivery of improvements required in children and family services.
7. To act as the Director of Public Health if suitably qualified (see Appendix A). If not qualified, then providing line management for separately appointed Director of Public Health while recognising and supporting distinct statutory role and accountabilities.

## **Key Corporate Accountabilities**

- To act as an ambassador for the city and for the Council, promoting and developing the authority and the city, forming strategic alliances and developing effective working relationships on a local, regional and national basis.
- To translate the council's Stronger Together vision and priorities into operational plans, monitoring their progress on a regular basis, identifying exceptions and risks and putting in place appropriate strategies to address issues.
- To work with colleagues and partners to determine the best models of service delivery, which deliver good outcomes for our residents and achieve high quality performance as measured by national and other relevant benchmarking data. This may include developing and negotiating joint approaches to service planning and delivery in a complex partnership setting.
- To ensure the voices of our residents are heard and that they help us shape services at an individual and strategic level.
- To provide clear and timely operational and strategic advice, guidance and support to elected members and senior management team, actively contributing to corporate policy and strategic decision making.
- To initiate, develop, implement and evaluate strategies, policies, business plans and procedures which secure safe, robust and sustainable services.
- To ensure the Council is equipped and open to inspection / external assessment in order to maximise opportunities to learn and enhance outcomes and levels of achievement.
- To implement the Council's budget strategy within Government controls, identifying and proposing methods and means of optimising and generating resources.
- To develop and maintain appropriate relationships with diverse stakeholders including elected members, council officers, local communities and other external agencies, in order to maximise joint effort and pool resources wherever possible.
- To develop and co-ordinate the directorate's performance management system linked to corporate approach, promoting effective leadership and management, motivating and leading activities within the portfolio and beyond as part of One Council, One Team.
- To have oversight and direction, in consultation with Portfolio holders, of the Directorate's financial and staffing resources.
- To ensure all employees providing services are aware of their shared responsibility for improving outcomes and sharing information.
- To ensure all employees are developed and supported to enable them to reach required competencies to deliver services to both national and local standards through systematic and targeted performance management.
- To promote good employee relations through staff consultation and regular contact with Trade Union representatives at all levels.
- To promote equal opportunities with our communities and staff through personal example, open commitment and clear action.
- To develop a positive working environment encouraging active involvement of employees in shaping the development and delivery of services.

## **Role specific accountabilities**

The Director of Adult Social Care, Health Integration and Wellbeing will understand and enhance the health of the people of Stoke on Trent and the care needs of vulnerable adults and older people and adopt an approach which:

- Understands the link between economic success and good health and takes a long term approach to strategic improvement in both

- Develops a clear, targeted long term strategic approach 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
- Minimises the adverse effects of demographic change and potential threats from poor health on the long term competitiveness of Stoke-on-Trent. The challenges of a growth in numbers of older people and people with disabilities will require a medium term strategy.
- Robustly challenges the level, distribution and quality of services they directly commission or provide, including adult care, leisure, museums and bereavement care.
- Provides a commissioning function that enhances the provision for excellent children's services that support improvement and meeting families' needs.
- Promotes and supports partnership working by public, private and voluntary/community organisations on key priorities
- Supports transformation of services that maximises personal independence and wellbeing, and community support systems
- Fosters community leadership which effectively enables Members to engage effectively with their communities with respect to health and care, and intelligently holds the NHS and the local authority to account, considering changes being introduced through the Integrated Care System
- Influences national and local policy development

#### **Key Result Areas:**

1. Stewardship of all directorate services and budget, achieving quality, value for money and positive outcomes for residents.
2. Assuming not DPH, working with and through the DPH, helps produce an independent annual report on the health of the population, progress on improving health and reducing inequalities and making recommendations
3. Assuming not DPH, supports and enables the DPH as principal adviser to Health and Wellbeing Board and in developing a Health and Wellbeing Strategy based on the assessed needs of the population and proven interventions to improve health
4. Assuming not DPH, supporting the DPH in statutory oversight of the the ring-fenced public health budget
5. Providing and commissioning high quality adult social care services.
6. Commissioning high quality children's services to client requirements
7. Leading the transformation of adult care, leisure, museums and bereavement services.
8. Supporting corporately the development of restorative practice, locality working and asset-based development.
9. Supporting the development and work of the Integrated Care System to delivery strong performance, including promoting integrated commissioning and integrated place-based provision.

#### **Additional Ability to act as Director of Public Health**

We are open and would indeed welcome applications from individuals who are also suitably qualified to act directly as the Director of Public Health. The additional responsibilities are described in Appendix A. Individuals who do wish to undertake both roles will need to demonstrate clearly how they will be able to give equal weight to their different responsibilities and how they would put in place suitable professional support to give full assurance with respect to discharge of different statutory duties.

### **Finance and Staffing Dimensions**

- **Gross Revenue Budget : Circa £150million**
- **Staff: Circa 950**

**These duties are neither exclusive nor exhaustive and you may be expected to undertake duties and responsibilities, as directed by the City Director.**

## Person Specification

**Job Title:** Director of Adult Social Care, Health Integration and Wellbeing

**Directorate:** Adult Social Care, Health Integration and Wellbeing

**Minimum Essential Requirements** - Evidenced by: **a:** application form **b:** test **c:** interview

### Knowledge and Experience

	a	b	c
<b>Technical</b>			
An appropriate professional qualification within the remit of the professions covered with evidence of continuous professional development.	✓		✓
Experience of commercial and business acumen, exploiting new opportunities to achieve output related change and an outward customer facing and community focus.	✓		✓
Experience of consistent achievement as a senior manager in business and customer service.	✓		✓
Experience of leading a significant programme of change which had major impact on staff and processes.	✓		✓
Experience delivering best value through innovative, integrated, client and community focused service provision whilst promoting equal opportunities.	✓		✓
Experience in developing effective working relationships with diverse stakeholders and operating and negotiating with outside agencies.	✓		✓
Experience of strategic management and achieving sustainable improvements, with the ability to translate strategic objectives into operational plans.	✓		✓
Experience of effective budget management at a high level and accountability for strict monitoring of resources.	✓		✓
A thorough understanding of the statutory and regulatory framework covering business and customer service and experience of leading adult services through inspection.	✓		✓
Experience of delivering sustained improvements in Adult Services	✓		✓
Experience and ability to use ICT tools to a basic standard (e.g. Word/ Excel/ PowerPoint), Outlook, Blackberry (or other), PC/Laptop, other ICT systems etc.)	✓		✓

### Competency Framework

Should you be shortlisted for an interview, you will also be assessed on the following competencies, where you will need to demonstrate/evidence how you meet the criteria.

<b>Leading and Deciding</b>			
<b>Deciding and Initiating Action;</b> Has strength in judgement and personal responsibility; takes responsibility for actions, projects and people; works under own direction; initiates and generates activity and introduces changes into work processes; makes quick, clear decisions which may include tough choices or considered risks.		✓	✓
<b>Leading and Supervising;</b> Has strength in acting as a catalyst; a strong leader with energy, flair, resilience and credibility, provides others with a clear direction; inspires, leads, motivates and empowers others; recruits staff of a high calibre; provides staff with development opportunities and coaching; sets appropriate standards of behaviour.		✓	✓

<b>Supporting and Co-operating</b>			
<b>Adhering to Principles and values;</b> Has a strong moral compass; upholds ethics and values; demonstrates integrity; promotes and defends equal opportunities, has a personal and professional commitment to trust, builds diverse teams; encourages organisational and individual responsibility towards the community and the environment.		✓	✓
<b>Interacting and Presenting</b>			
<b>Relating and Networking;</b> Has a strength in rapport building; easily establishes good relationships with diverse stakeholders including elected members, customers, staff and partners; communicates well with people at all levels, including members, partners and trade union representatives; builds wide and effective networks of contacts.		✓	✓
<b>Persuading and Influencing;</b> Has a strength in persuasion; gains clear agreement and commitment from others by persuading, convincing and negotiating; makes effective use of political processes to influence and persuade others; promotes ideas on behalf of oneself or others; makes a strong personal impact on others; takes care to manage one's impression on others.		✓	✓
<b>Creating and Conceptualising</b>			
<b>Formulating Strategies and Concepts;</b> Has strength in strategic awareness; works strategically to realise organisational goals; demonstrates creativity, initiative, resourcefulness and resilience, sets and develops strategies; identifies, develops positive and compelling visions of the organisation's future potential; takes account of a wide range of issues across, and related to, the organisation.		✓	✓
<b>Adapting and Coping</b>			
<b>Adapting and Responding to change</b> Has a personal strength in resilience and reconfiguration; adapts to changing circumstances; tolerates ambiguity; accepts new ideas and change initiatives; adapts interpersonal style to suit different people or situations; remains calm and focussed; shows an interest in new experiences and challenges.		✓	✓
<b>Enterprising and Performing</b>			
<b>Achieving personal work goals and objectives;</b> Has personal strengths in pride and growth; accepts and tackles demanding goals with enthusiasm; works hard and puts in longer hours when it is necessary; seeks progression to roles of increased responsibility and influence; identifies own development needs and makes use of developmental or training opportunities.		✓	✓
<b>Entrepreneurial and commercial thinking;</b> Has personal strengths in improvement and prevention; demonstrates commercial and business acumen; keeps up to date with competitor information and market trends, maintains awareness of developments in the organisational structure and politics; tenacious drive for continuous improvement, demonstrates financial awareness; controls costs and thinks in terms of profit, loss and added value.		✓	✓