



City of
Stoke-on-Trent

Job Description

Job Title:	Corporate Director of Adult Social Care & All Age Commissioning (<i>Director of Adult Social Services</i>)
Directorate:	Adult Social Care and All Age Commissioning
Responsible to:	Chief Executive
Responsible for:	Budget circa £165million and staff circa 950
Grade:	DIR

Job Purpose

1. To lead the Directorate in its delivery of the Council's corporate strategy, 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
 - Adult Social Care
 - Early Intervention
 - Neighbourhood Health and Care
 - Hospital Support
 - Younger Adults and Transitions
 - Provider Services
6. Through the commissioning function, to support the transformation of adult services and the delivery of improvements required in children and family services.

Key Accountabilities:

Corporate

- To determine the best models of service delivery, which delivers a high-quality customer experience and achieves high quality performance as measured by national and other relevant benchmarking data.
- To contribute fully to the work of the Senior Management Team in developing a high performing team environment based on mutual respect and support, role modelling the values of the organisation, including the development of a single corporate culture.
- To ensure that the Directorate is fully supporting the Council Leader and Cabinet portfolio holders in their leadership responsibilities, reflecting and respecting the member-led environment in which the Council operates as a local democratic organisation.
- To develop/negotiate joint approaches to local service planning and delivery in partnership with all the relevant internal and external services providers and regional and national bodies.
- To support and implement the Council's budget strategy within Government controls, including delivering on the requirements set by the section 151 officer on senior budget holders.
- To develop and maintain appropriate relationships with diverse stakeholders including; elected members, council officers, local communities, businesses, Government departments, and other external agencies in order to maximise capacity and pool resources wherever possible, including undertaking work with other LAs.
- To ensure the Council is equipped and supported to address all Government inspection and other external scrutiny in order to secure positive outcomes and high levels of achievement.
- Actively contribute to the role of the local authority as a corporate parent, in supporting our looked after children and care leavers to thrive.
- To ensure that the right systems, policies and procedures are in place which secure a high standard of probity, regularity and control at all times, including with respect to information governance.
- To lead the opportunities within the directorate for digital transformation that improves resident experience and outcomes, empowers the workforce and delivers efficiency and productivity improvements.
- To embrace and role model the council's commitment to develop a culture of continuous improvement and restorative practice.
- To ensure all employees within the portfolio have clear delivery plans, both in terms of their team as well as individually so that responsibility for achieving outcomes is shared and accountability is clear.
- To act as an ambassador for the Council, promoting and enhancing the authority's image as a Member-led authority ambitious for the city, supporting the formation of strategic alliances and developing effective working relationships on a local, regional and national basis.
- To lead on excellent 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 co-production of services.

Role specific

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

- Delivers statutory responsibilities in way that is equitable, timely and represents good value for money for the tax-payer
- Develops a clear, targeted long term strategic approach that ensures health, social care and housing needs are considered and met holistically and in an integrated way.
- Works with other Council services and partners, including the voluntary and community sector, to maximise the provision and impact of prevention and early intervention approaches.
- Provides a commissioning function that seeks to maximise independence for adults, enabling them to live fulfilling lives supported by the care they need in the right setting.
- Provides a commissioning function that enhances the provision for excellent children's services that support improvement and meeting families' needs.
- Ensures the provision of information, advice and advocacy services that empowers people to enable their needs to be met effectively, and supports their carers, with a focus on personalisation and choice.
- Develops adult care provider services in a way that optimises the balance of quality, cost and value of services, achieving the right mix of in-house and external support.
- Develop and deliver effective adult safeguarding based on [principles of prevention, timely response and partnership working.
- Supports transformation of services that maximises personal independence and wellbeing, and community support systems
- Contributes to the development of an effective Integrated Care System that effectively joins up services at the place and neighbourhood level.
- Influences national and local policy development

Finance and Staffing Dimensions

- **Gross Revenue Budget : Circa £165 million**
- **Staff: Circa 950**

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

Person Specification

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Directorate: Adult Social Care and All Age Commissioning

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

Knowledge and Experience

Knowledge and Qualifications - Technical	a	b	c
An appropriate professional qualification within the remit of the professions covered with evidence of continuous professional development.	✓		✓
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 relevant statutory and regulatory framework.	✓		✓
Experience of delivering sustained improvements in Adult Services	✓		✓

Competency Framework

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

Leading and Deciding	a	b	c
Deciding and Initiating Action Takes responsibility for actions, projects and people; takes initiative and 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.		✓	✓
Leading and Supervising 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.		✓	✓

Creating and Conceptualising	a	b	c
Formulating Strategies and Concepts Works strategically to realise organisational goals; demonstrates creativity, initiative, resourcefulness and resilience, sets and develops strategies; identifies, develops positive and compelling visions of the organisations future potential; takes account of a wide range of issues across, and related to, the organisation.		✓	✓

Organising and Executing	a	b	c
Planning and Organising Sets clearly defined objectives; plans activities and projects well in advance and take into account of possible changing circumstances; identifies and organises resources needed to accomplish tasks; manages time effectively; monitors performance against deadlines and milestones.		✓	✓

Adapting and Coping	a	b	c
Coping with pressures and setbacks Maintains a positive outlook at work; works productively in a pressurised environment; keeps emotions under control during difficult situations; handles criticism well and learns from it; balances the demands of a work life and a personal life.		✓	✓

Enterprising and Performing	a	b	c
Achieving personal work goals and objectives 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.		✓	✓
Entrepreneurial and commercial thinking Keeps up to date with competitor information and market trends; identifies business opportunities for the organisation; 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.		✓	✓