

**Job Description:** Assistant Director: Adult and Disability Services**Job Grade:** HS2**Job Purpose:**

Lead and manage delivery of excellent services. Lead on the programme for implementing new delivery models for the services, with a focus on ensuring that effective provision is maintained and improved, driving major transformation and efficiencies, promoting innovation and improving customer experience.

Key service areas*:

- All age disability
- Mental health
- Older people

*The service areas, with accountabilities, will change with transformation. Flexibility is required to manage capacity.

Reports to:

Managing Director for Disability

Key Accountabilities:

- Work closely with stakeholders and partners to:
 - Develop and implement robust arrangements to monitor the timeliness and quality of social care practice to ensure older people live well.
 - Ensure people with disabilities live independent lives.
 - Develop and deliver a coherent, integrated framework, in partnership with the NHS partners and other agencies, ensuring the most appropriate care arrangements.
 - Ensure effective support arrangements are in place for mental health related conditions.
- Develop robust business plans for services as they transition, considering the implications for staffing levels, facilities and other resources to support service delivery.
- Work with the Strategic Hub to identify, evaluate and develop commercial opportunities.

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- Develop and implement innovative business and service models that will deliver greater efficiency, high performance, greater citizen choice and commissioning based outcomes.
- Ensure effective governance arrangements, financial health, service levels and long-term performance of any alternative delivery models.
- Manage the budget associated with this post. The budget will be set out in the Accountability statement.
- Manage Senior Managers and Officers who report to this post.

Knowledge:

- A qualified social worker with significant operational management experience.
- Strong commercial awareness and focus.
- A thorough understanding and practical knowledge of current social care issues, legislation and statutory frameworks affecting adult's services.
- A comprehensive understanding of the complexities of risk as it applies to adults and safeguarding.
- An understanding of working within a political environment.

Experience:

- Experience of effectively leading health and care service, providing challenge, guidance and support as required, and leading and managing large social care teams.
- Experience of establishing robust systems for the delivery of effective adult's social care practice and policy.
- Proven track record of managing and delivering a range of complex programmes and projects in adult's social care.
- Leading the successful delivery of large, complex, inter-related work-streams in order to drive major improvements and efficiencies.
- Proven track record of managing and delivering a range of complex programmes and projects leading to improvements in outcomes.
- Demonstrable experience of building positive relationships and working across boundaries and in partnership with the public, voluntary and private sector.
- Experience of designing and delivering service and business models that respond to the needs of the community.

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Skills:

- Ability to identify commercial trends and developments to maximise opportunities and realise improvements and efficiencies.
- Ability to lead and drive the implementation of change across a diverse range of services.
- Ability to lead and manage teams to ensure that efforts are focused on meeting the needs of service users, carers, partners, customers, and the Council.
- Ability to work across service boundaries in order to engage key stakeholders in shaping future service models.
- Highly developed interpersonal, negotiating and influencing skills