

JOB SUMMARY

Post Title	Assistant Director Adult Social Care and Housing – Commissioning & Partnerships						
Job Family	Leadership	Pay Range	17	Line Manager	Yes	Role profile ref	HOS01
Service Area	Adult Social Care						
Line Manager	Director of Adult Social Care and Housing Needs						
Location	County Hall, Newport						

Job Purpose

- To lead all of the commissioning functions across adult social care and housing needs – ensuring that our commissioning strategies are co-produced with users, carers and providers and underpinned by outcomes based and alliance constituted commissioning approaches
- To lead the Council's duty to deliver a vibrant and high quality market for adult social care – focusing on engaging the independent and voluntary and community sectors as equal partners
- To lead the department's business development functions – ensuring that we adopt an increasingly commercial approach across key functions such as deputyship and dynamic purchasing systems
- To engage in system resilience systems and ensure collaborative working with health partners that delivers against national targets and secures improvement in service user experiences.
- To participate in the collective leadership of the department in ensuring that it adheres to corporate policies and procedures, upholds the reputation of the Council and meets departmental performance and financial targets.
- To lead on exercised relating to Fair Cost of Care and to support the application of social Care Reform

Job Context

Leadership:

Delivery of integrated commissioning strategies across all client groups and service provision across adult social care and housing needs (including service transformation that delivers financial savings and increased efficiency/effectiveness and secures the necessary changes to culture and practice).

Provide strategic leadership and management of the commissioning and partnership functions of the department, influencing people through motivation and effective communication. Including:

- Strategic Commissioning
- Brokerage
- PA Service development
- Deputyship
- Finance and Charging Assessment
- Direct Payment
- Community Equipment Provision
- Wightcare community response and assistive technologies

Ensure that safeguarding arrangements are robust across all commissioned services.

Delivery of integrated service strategies and plans.

As the lead professional advisor, to deploy strategic leadership and operational management to all service managers within the commissioning and partnerships division.

Contribute to the necessary activities and actions for system resilience for the Isle of Wight.

Secure the successful delivery of local authority objectives through effective performance management of financial and staffing resources.

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Provide strategic leadership to professional teams and effective management through coaching and mentoring as required and ensure that performance and development reviews are undertaken to secure the delivery of agreed service outcomes and for professional competence and integrity to be demonstrated at all times.

Oversee the delivery of major change/complex multi-disciplinary programmes and provide directional control as required, ensuring that the resources required to deliver projects/programmes are secured together with clear and assigned accountabilities.

Partnerships:

Actively develop partnership working between the department and other council departments, the local and regional NHS, independent and voluntary and community sector organisations and other providers for the mutual benefit of person-centred service provision.

Represent the local authority at relevant Boards, such as the Better Care Fund, overseeing the section 75 agreement between the NHS and Local Authority.

Operational Management:

Ensure that commissioning is fully compliant with all relevant legislation, codes, standards and best practice and that commissioning is based upon evidence informed service development.

Ensure that all audit and reporting requirements are fully met and that robust systems are in place to ensure full benefit is gained from audits and complaints to change practice and improve performance.

Implement and monitor the council's risk management policy, identifying and taking mitigating actions relating to high risk areas in relation to operational, financial and political issues.

Be accountable for the all related service budgets and activity for service provision and monitor and manage in accordance with organisational requirements to ensure that the service is delivered within agreed budget and savings programmes.

Knowledge, Skills and Experience

Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Significant relevant experience of managing a service/professional expertise area in a large public sector organisation (preferably local government)	<p>Lead on the delivery of a person centred focussed “can do” culture, ensuring that this is embedded throughout the service</p> <p>Lead effective performance management systems across adult social care and housing needs services so that frontline managers and staff understand and “own” their performance, are able to participate in critically constructive debates about performance data and make suggestions for any consequent changes to practice and management</p> <p>Ensure that all professional practice and operational management is person centred and strengths based</p> <p>Analyse highly complex issues where material is conflicting and drawn from multiple sources and able to act upon incomplete information, using experience to make inferences and decisions.</p>	E	
Substantial experience of service planning and delivery.	Demonstrable in-depth knowledge of services and experience of service design and delivery for all areas within the portfolio.	E	

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	Lead on specific thematic areas of directorate business at a corporate level on behalf of the Adult Social Care and Housing Needs Directorate, as agreed with the Director.		
Extensive knowledge of local government and wider sector / external influences.	Take a lead where required in regional and national initiatives and projects (e.g., via ADASS regional and national groups)	E	
Extensive and comprehensive knowledge and understanding of the service area; the requirements, systems, policy, practices, procedures, legislation and major issues facing it.	<p>Expert and specialist knowledge of all relevant legislation, including the: Care Act, Making Safeguarding Personal, Mental Health Act, Mental Capacity Act, and Homelessness Reduction Act</p> <p>Accountable for national policy implementation and national guidance implementation for all relevant services and ensure policy and guidance is reflected in the way services are developed.</p>	E	
Proven track record of effectively managing significant budgets and ensuring the delivery of services within agreed resources.	<p>Responsible for budget setting against all designated budget areas. Responsible for performance management ensuring expenditure remains within budgets and that appropriate actions are taken to monitor and ensure compliance. Identify and report cost pressures.</p> <p>Work with the Director and Leadership Group colleagues to ensure that all corporate reporting about performance, risks and finance is timely and of high quality</p> <p>Work with the Director and Leadership Group to produce annual business plans. Develop and drive the delivery of all services as agreed in the Department's Business Plan across short, medium and long term priorities.</p> <p>Identify priority areas for improvement and make recommendations through the appropriate Executive routes as and when they arise out with of formal business planning routes .</p>	E	
Proven ability to identify standards and performance requirements for own and partner organisations and deliver effective performance management.	<p>Ensure targets and performance measures are clearly defined and understood and can be effectively collected and monitored through available systems and processes. In partnership with Business Intelligence Team colleagues, develop and maintain performance reporting systems</p> <p>Ensure appropriate programme management methodologies are in place across service area.</p>	E	

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	<p>Work closely with Regulators and national bodies such as, CQC and the Department of Health and Social Care in relation to the ongoing performance and quality of local services.</p> <p>Ensure appropriate performance management mechanisms are in place across services – so that services and practice is safe, person centred and builds resilience. Ensure that timely and appropriate action is taken in relation to issues affecting quality or safety of services.</p> <p>Negotiate proposed service change and contractual change in situations where expert knowledge, sensitivity and negotiating skills are required.</p>		
<p>Significant experience of leading and sustaining partnerships both internally and externally.</p>	<p>Establish and maintain effective working relationships with internal and external partners including other Directorates, Health bodies such as ICS, NHS Trusts, independent sector and voluntary sector providers. Working within budget limits and achieving efficiency and savings targets that achieve shared outcomes.</p> <p>Delivery of health and care integration activities where identified from initial inception through to achieving outcomes</p>	<p>E</p>	
<p>Authority and credibility to work effectively in a political environment establish positive and productive relationships with stakeholders and engage successfully with colleagues, partners and customers.</p>	<p>Represent the Directorate and lead discussions where contentious issues may be discussed e.g. attendance at Cabinet and Health and Adult Social Care Overview and Scrutiny Committees – providing high quality written reports and presentations as necessary.</p> <p>Provide and receive sensitive, contentious and highly complex information to the island's MP, Cabinet member and Leader, Councillor, Chief Executive and Deputy Chief Executive as required. Meet routinely with the relevant Cabinet member(s) to ensure that they are well briefed about key issues affecting commissioning and partnerships in the delivery of adult social care and housing needs services</p> <p>Ensure outcome based delivery is achieved through political and stakeholder consensus and effective communication</p>	<p>E</p>	
<p>Excellent interpersonal and communication and presentation skills, with proven ability to communicate effectively and persuasively to a wide range of audiences both horizontally and vertically throughout the organisation.</p>	<p>Communicate in an effective way by tailoring communication to specific audiences both internally and externally to the organisations.</p> <p>Use skills of influencing, persuasion, motivation and reassurance to work with staff, partners (internal and external) individually and collectively to achieve the</p>	<p>E</p>	

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	<p>Directorate's aims and objectives.</p> <p>Manage challenging and highly sensitive situations involving significant negotiation, persuasion and influencing skills.</p>		
Proven track record of managing major projects and policy development.	<p>Lead the work with commissioners and consultation processes to achieve the introduction of new services and change across the island and portfolio.</p> <p>Develop policies, guidance and procedures to ensure consistent practices are designed and implemented to improve outcomes for those we serve</p>	E	
Proven track record of success in delivering major organisational change.	Lead and contribute to relevant change and transformation programmes across the Council, Directorates, Local Care Board and Safeguarding Adults Board.	E	
Proven leadership ability, with evidence of developing a multi - disciplinary team approach, managing staff, inspiring confidence, encouraging, motivating and influencing others.	<p>Provide effective leadership to maximise staff morale, motivation and commitment to achieving agreed objectives.</p> <p>Responsibility for all aspects of people management within the identified team structures for the portfolio and service areas.</p> <p>Ensure effective recruitment, performance management, learning and development, PDR's and objective setting. Support staff in career development and effective succession planning.</p>	E	
Proven ability to think innovatively and conceptually and deliver against this.	Evidence ability to think laterally and creatively and turn this into deliverable solutions.	E	
Evidence of enthusiasm, drive, commitment and energy demonstrated in achieving goals.	Prepare and produce concise yet insightful communications for dissemination to key stakeholders together with delivery of presentations to large groups in often pressured and politically sensitive environments.	E	
Resilient and positive in spite of setbacks.	Understanding of the need for resilience and ability to demonstrate examples in a relevant setting.	E	
Demonstrates behaviours which model the Council's values.	Ensure own behaviours, and those of their managers and staff, model the council's values.	E	
Qualifications			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Educated to degree level or equivalent standard.		E	
Post graduate qualification or ability to demonstrate equivalent ability.		E	
Relevant professional qualification	Membership of an appropriate professional	E	

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	body		
Evidence of continued professional development		E	
Other Requirements			
Participate in emergency cover rota (including) regular weekend cover as required			