

Job Description

SOUTHAMPTON CITY COUNCIL

JOB DESCRIPTION

JOB TITLE: Interim DIRECTOR, HEALTH & ADULT SOCIAL CARE.

ACCOUNTABLE TO: Chief Executive

A. Corporate Accountabilities

The key corporate accountabilities include the following areas:

1. Strategic & Corporate Contribution

As a member of the Management Board of Directors:

- contribute to the strategic development of the city and focus of the authority;
- manage a 'portfolio' of strategic assignments identified within the city strategy;
- propose, lead and drive, initiatives that will enable the council, as a whole, to respond to issues of current, or likely future, concern to the city or its citizens;
- contribute to the development, implementation, monitoring and roll forward of medium-term plans;
- contribute to effective Value For Money programmes and reviews.

2. Community Focus

As an effective and influential ambassador for the Council, act as a focus for community and other external contacts.

Promote, develop and maintain effective partnerships with community groups, other service providers, other local authorities, and Government to promote the city and address local and regional strategic issues.

3. Member / Officer Interface

Work with Members to assist them to determine and deliver core values towards specific services. Convert policy direction and statutory plans into service-specific strategy and action.

4. Organisational Role

In those areas assigned to the Director:

- provide leadership and guidance for the managers of units, divisions or groups setting business performance standards for managers and reviewing their performance;
- review, develop and maintain an effective and efficient organisation structure capable of responding to change and delivering responsive and cost effective services;
- communicate effectively the Council's values and decisions and the views of the Executive Board;
- ensure the core values and direction are disseminated and applied throughout the whole organisation;
- promote, through the performance management process, an organisational culture that achieves good communication and effective employee development and training;
- ensure that:
 - service managers exercise good financial management practice consistent with corporate financial regulations and standards
 - divisions and services work within allocated budgets
 - the council's financial strategy is taken into account by services and within strategic assignments.

B. Purpose of the job

1. To provide strategic leadership within Southampton City Council and discharge all the statutory responsibilities of the Director of Adult Social Services.
2. To extend the Health & Adult Social Services leadership role to embrace leadership of the Council's relationships with the NHS, health and well-being, Later Years Partnership, prevention and to contribute to corporate leadership of community cohesion and well-being in Southampton.
3. To evaluate options for future delivery of Health and Adult Social Care services, and report back to the Management Board and the Chief Executive on the appropriate recommended approach: these options to consider opportunities to reduce cost, improve efficiency and increase value for money, within the context of a consistent quality of service; it is recognized that these options will consider new ways of working with Health partners and with other local authorities.
4. To develop, with the Director of Children's Services and Learning and the Director of Public Health, a comprehensive leadership function for a City-wide preventive model of health and well-being, while extending the Council's leadership role in integrated adult health and social care commissioning.

5. As Director, to work with the Management Board of Directors, the Chief Executive and Councillors in driving forward the strategic and transformational agenda set by Cabinet ensuring that all customers receive high quality, value for money services.
6. To carry out the Director of Adult Social Services responsibilities, duties and obligations identified in Section 6 Local Authority Social Services Act 1970.
7. To undertake proper officer roles as laid down in the Council's constitution.
8. 'Horizon scan and plan' and, with the Chief Executive, lead on the council's response to strategic, cross cutting issues to ensure the council is best positioned to meet future challenges.
9. To ensure that Public Health is fully integrated into the Council through line management within HASC, and that Public Health's priorities are appropriately input into Council plans and priorities.
10. Identify and drive the necessary changes to culture and practice to take forward the strategic and transformational agenda and ensure that appropriate structures are set, implemented and maintained.
11. Build and lead successful joint working arrangements and partnerships with other Councils, internal and external service providers, and regional and local agencies to deliver high quality, cost effective services.
12. Ensure resources are deployed effectively to meet corporate and service performance priorities.
13. To provide Senior Managers with sponsorship of the projects they are delivering and appropriate line management support.
14. To develop a positive model of valuing staff, effective communication and engagement, a 'healthy' organisational culture and high personal commitment and motivation on the part of all staff to achieve the best possible outcomes for our customers.
15. To ensure that all employees are aware of the aims, objectives and achievements of the Council and the standards of behaviour and performance expected.
16. To manage and maintain a coherent framework of performance management which ensures that Senior Managers lead, inspire and develop their staff to perform to the best of their abilities to achieve corporate objectives and performance management standards.
17. To develop and maintain constructive relationships between the Council and other local authorities, central government, the business and industrial sector and principal community and voluntary organisations and agencies.

18. To ensure the Council is able to demonstrate compliance with all policies and procedures, and robust management of health and safety, equal opportunities, customer care, emergency and business continuity planning, security and work standards.
19. To avoid/manage any conflicts which may arise as a result of the strategies, policies and activities of the Council and its political leadership.
20. To be the responsible director for the development and delivery of comprehensive, strategic commissioning for adults care services across the City.
21. To be responsible for the development of sustainable multi-agency relationships that facilitate the achievement of agreed outcomes, priorities and targets.
22. To undertake any such duties and responsibilities determined by the Chief Executive commensurate with the nature of the post.

SOUTHAMPTON CITY COUNCIL

PERSON SPECIFICATION

JOB TITLE: INTERIM DIRECTOR, HEALTH & ADULT SOCIAL CARE

1. EDUCATION

The position requires the post holder to have attained relevant professional, academic and managerial qualifications appropriate to the role.

2. COMPETENCIES

The post holder must have the ability to:

- promote the city and region, locally, nationally and internationally for the benefit of its community and commercial sector;
- communicate and work in partnership with the local community, Elected Members, employees, others agencies and organisations recognising the need to respond, with sensitivity, to conflicting community priorities and limited resources;
- recognise, formulate and implement strategic issues and objectives across service boundaries and develop a clear vision of how they can be addressed;
- contribute to effective, productive and harmonious working relationships between Elected Members and officers, and with non-Executive Board members of NHS trusts; understand and apply political judgement in the context of a public service ethos;
- motivate and inspire employees, developing their commitment and loyalty to the council's aims and values by persuasion and example;
- provide the impetus for progressive, continuous improvement across service areas;
- promote a positive image of the authority and the NHS to disadvantaged groups; ensuring the effective implementation and maintenance of the council's initiatives and policies in the field of equality;

- negotiate and influence, where necessary with demonstrated impartiality, over a wide range of commercial and social issues;
- interpret and understand complex financial and budgetary issues and legislation;
- develop cost effective, value for money, services;
- develop the leadership role of the city council in civic governance beyond the council's formal statutory powers and responsibilities.

3. EXPERIENCE

The successful candidate will be able to provide evidence of experience relevant to each of the key competencies, notably in relation to:

- responsibility for the strategic management and focus of major services;
- acting as an effective and influential ambassador for the council, and as a focus for community and other external contacts;
- effective interface between Elected Members of the council and officers;
- performance management and the management of organisational change to deliver responsive and cost effective services;
- leading the directorate management team to ensure year on year improvements in the performance of the whole council;
- understanding the mechanisms needed to deliver statutory services within budget;
- understanding and having sympathy for cities and their potential.

4. SPECIFIC REQUIREMENTS RELATED TO THIS ROLE

The successful post holder must:

- be able to demonstrate underpinning personal values, attitudes and behaviour and a proven track record of commitment to a person-centred approach to adult social care.
- be able to demonstrate underpinning personal values, attitudes and behaviour and a proven track record of commitment to working effectively between a local government and the NHS and to have achieved positive outcomes for people and for the organisations.

- have a strong background in the values and practices of social care and/or health care. If only one of these, have demonstrable capacity to embrace the other.
- have had responsibility for complex operational delivery of adult social care and/or health services and the challenges associated.
- have a sound understanding, experience and proven capability in relation to adult social care and/or NHS finance and the resource management challenges associated. If only one of these, have demonstrable capacity to embrace the other.
- have a personal and professional style of approach to leadership and management which is open, engaging, purposeful and facilitative but also an ability to make, implement and sustain difficult decisions.

March 2012