

Role Profile

Job Title:	Director, Adult Social Care
Location:	Colindale
Department	Adult Social Care
Directorate:	Communities, Adults and Health
Grade:	Grade 4
Type of Working:	Hybrid
Reports to:	Executive Director, Communities, Adults and Health

- **Job Purpose:**

The Adult Social Care Director leads the delivery of all operational adult social care services for the Council. The post holder is responsible for a broad range of significant services and is required to work collaboratively across a complex, multi-agency environment with a wide range of partners to achieve the best outcomes for residents of Barnet with care and support needs.

The role is responsible for social care for older people, disabled people, people with mental health needs, integrated health and social care services for people with a learning disability, safeguarding (MASH), prevention, occupational therapy and the integrated hospital discharge team. The post holder plays a key role in the development and delivery of partnerships at the borough and Integrated Care System level, and will work with health, voluntary sector, council and other partners to achieve core outcomes.

The post holder is responsible for ensuring and continuously improving the quality of social work and occupational therapy practice. The post holder will play a key role in ensuring that co-production, equalities and human rights continue to be at the core of adult social care in Barnet.

The post is part of the Communities, Adults and Health senior leadership team and a senior role within the Council. The Communities, Adults and Health directorate includes adult social care, public health, corporate health and safety, services for sanctuary seekers, leisure and library services, parks & greenspaces, trees & woodlands, and cemetery & crematoria services.

- **Key accountabilities:**

- Lead the delivery of all operational adult social care services, ensuring that social care and occupational therapy services are high quality, effective and efficient. Drive continuous

improvement in the quality and performance of services and functions for people who draw on care & support, and carers.

- Ensure that Adult Social Care services fully adhere to multi-agency safeguarding policy and procedures and that all staff understand their role in relation to safeguarding. Ensure effective, person-centred and safe delivery of safeguarding duties.
- Ensure that co-production and engagement with people who draw on care & support and carers are embedded in planning, delivery and decision making.
- Lead and promote equalities, diversity and inclusion across service delivery and the workforce.
- Lead operational partnership relationships related to adult social care and integrated health and social care services.
- Have accountability for translating corporate objectives into the successful development and delivery of operating plans in collaboration with council colleagues, partners and people who draw on care & support, and carers.
- Be a senior lead for Communities, Adults and Health and work collaboratively with stakeholders to develop effective working arrangements to achieve high quality person centred service outcomes.
- Promote the delivery of integrated health and social care services through local partnerships, the borough partnership and at the integrated care system level.
- Be responsible for working with the appropriate Cabinet Member(s) to shape the work of the Directorate and ensure they are fully briefed.
- Ensure that there are effective systems and processes, quality assurance arrangements, controls and schemes of delegation within the service to enable high quality, best practice services with maximum levels of autonomy whilst ensuring that the Council's constitution and policies and procedures are adhered to.
- Provide leadership to a significant number of employees including managing cultural change.
- Be responsible for ensuring that services are operating in compliance with relevant legislation, statutory duties, best practice and Council policies.
- Lead for the Council on effective transitions planning for young people with complex needs through effective working with the Children and Families directorate.
- To promote the rights, interests, needs and choices of people who draw on care & support, and carers in the planning and delivery of services.
- Be accountable for managing services to achieve quality outcomes that meet the needs of residents within a fixed level of resources.
- **Management Responsibilities:**

Caring for people, our places and the planet

- To ensure that staff are focused on achieving the right outcomes first time for residents in their specific roles and that people who draw on care & support are engaged and listened to in the development of service provision.
- To provide strong, visible leadership, motivating, managing and developing staff to deliver a culture of high quality performance and continuous improvement.
- To work collaboratively with the Cabinet and Elected Members of the Council to develop and agree strategic priorities and approaches for adult social care.
- To develop long term strategic plans and priorities for services to deliver on agreed organisational strategy/objectives and ensure that agreed service outcomes are achieved.
- To prioritise the use of allocated resources (people, assets etc.) in order to demonstrate value for money and ensure that resources are best deployed to meet identified needs and achieve agreed service outcomes, including emergency and business continuity planning. To anticipate trends and changes within the operating environment and plan to manage these effectively to ensure high quality services that continue to meet customers needs.

- **Financial Responsibilities**

- To manage delegated financial budgets demonstrating value for money for service areas and delivery within agreed financial parameters, and ensure that service areas operate in compliance with relevant legislation, statutory duties and Council policies to manage risk appropriately. To ensure that strategic development is aligned to financial planning to ensure the efficient delivery of services and contribute to the long term financial viability of the Council.

- **Health and Safety Responsibilities**

- Abide by of Barnet's health and safety policy, associated arrangements, and implement the Senior manager's/Director's responsibilities set out therein.
- Complete mandatory health and safety training
- Ensure strategic/service plans take account of health and safety risks and effects on employee wellbeing
- Monitor health and safety compliance arrangements and take action where there are concerns
- Include health and safety in regular management team/board meetings
- Lead by example, monitor and enforce health and safety compliance of managers
- Ensure sufficient resources are allocated to managing risk

5. **Promotion of Corporate Values**

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

Caring / **L**earning to Improve / **I**nclusive / **C**ollaboration

6. Flexibility

In order to deliver the service effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

7. The Council's Commitment to Equality

To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

PERSON SPECIFICATION

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Criteria	Essential/Desirable	Assessed by:
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Professional Membership/Qualification		
Educated to degree level with significant recent experience of leading and managing adult social care services, especially operational and social work/occupational therapy functions.	Essential	Application/Interview
Experience & Knowledge		
Significant experience of operating at a senior management level in a complex organisation.	Essential	Application/Interview
Significant experience of strategic planning and operational delivery, including developing and delivering to a clear vision.	Essential	Application/Interview
Experience of successfully operating within statutory obligations.	Essential	Application/Interview
Experience of working within a political environment and an understanding of local authorities and the context in which they operate.	Essential	Application/Interview
Skill & Ability		
Strong leadership and people management skills within a complex environment.	Essential	Application/Interview
Strong networking influencing and partnership development skills.	Essential	Application/Interview
Strong analytical and problem-solving skills, including the ability to balance competing priorities and considerations.	Essential	Application/Interview
Demonstrable knowledge and experience of financial management for social care services.	Essential	Application/Interview
Commercial awareness and acumen.	Desirable	Application/Interview
Values & Behaviours		
Caring		
Integrity- I work with candidates and colleagues in a way that builds trust.	Essential	Application/Interview
Empathy- I say "thank you" and "well done" where appropriate, and take time to 'check in' to see if the people I work with are ok	Essential	Application/Interview
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential	Application/Interview
Learning to Improve		

Insight- I regularly rely on evidence and professional standards to support my work and decision making.	Essential	Application/Interview
Agile-I am fully empowered to act within the scope of my role	Essential	Application/Interview
Growth Mindset- I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can	Essential	Application/Interview
Inclusive		
Personal Responsibility- I am curious about what is important to others around diversity. I reflect and act upon this curiosity to improve my own understanding	Essential	Application/Interview
Engage with discomfort- I am open to and reflect on what makes me uncomfortable and use my engagement with others to challenge myself and constructively challenge others	Essential	Application/Interview
Champion Diversity- I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do.	Essential	Application/Interview
Collaborative		
One Team- I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a way of learning from and improving the way I work with others	Essential	Application/Interview
Accountable- I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet	Essential	Application/Interview
Outcomes Focused- I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards	Essential	Application/Interview