

**LONDON BOROUGH OF MERTON**  
**JOB DESCRIPTION**

<b>POST TITLE:</b>	<b>Integrated Head of Learning Disability</b>
<b>Grade:</b>	MG2
<b>Department:</b>	Community & Housing
<b>Location:</b>	Civic Centre, Morden.
<b>Responsible to:</b>	Assistant Director Adult Social Care
<b>Responsible for:</b>	CLDT, Learning Disability Offer Work stream of TOM Implementation
<b>Post number:</b>	<b>Date: July 2018</b>

**MAIN PURPOSE**

1. To be responsible to the Assistant Director, Adult Social Care for:
2. Providing senior leadership, influencing service design and delivery work in partnership with all stakeholders to develop the strategic plan necessary to shape the future of CLDT in Adult Services and to ensure that overall costs are not increased.
3. Developing and deriving integrated service models which address inequalities for people accessing Learning Disabilities Services and improving their health and wellbeing outcomes.
4. Providing excellent leadership, direction and effective management of the resources, and finances ensuring professional standards and best practice act as key drivers within a culture of improvement, value for money and safe practice.
5. Leading and developing staff so as to maintain the highest level of staff morale and to create a climate within the team characterised by high standards and openness ensuring that the perspective of clinical and other staff are heard and valued.
6. Developing appropriate and constructive relationships both within and external to the organisation and ensure that appropriate methods are used for the inclusion of service users' perspective within service improvements.
7. Directly managing the Community Learning Disability Team

## **MAIN DUTIES AND RESPONSIBILITIES**

1. The delivery and management of an integrated Community Learning disability service delivering Specialist Health & Social Care services for People with Learning disabilities within the context of increasing service user choice and control over the support they receive.
2. Continually question and challenge organisational status quo looking for new and innovative ways to improve service delivery and make the most effective use of resources identify and implement innovative ways to improve service delivery and make the most effective use of resources.
3. Liaise closely with the clinical lead and heads of profession to ensure that service users receive a co-ordinated service within the health and social care systems and through the clear negotiation of the interfaces between the service and partner agencies.
4. To manage staff from varying professional backgrounds, clinical and non-clinical, ensuring that individual staff performance, appraisal and development is robustly undertaken to optimise both individual and organisational performance.
5. The post holder is accountable for the performance management of staff, ensuring that all performance indicators and performance management requirements, as outlined nationally and locally are met.
6. To manage the health and social care budgets for the integrated CLDT, ensuring that income targets are achieved, cost improvement programmes delivered and financial balance maintained.
7. To engage where necessary with a diverse range of multi-disciplinary teams, including consultants, GPs, nursing staff, allied health professionals, administrative and clerical staff, senior manager and service leads Primary Care Clinicians and other practitioners
8. The post holder will have a clear understanding of governance and accountability arrangements for the services in which they are responsible for and operationally manage and will work with the Clinical Directors, Team managers, clinical and professional leads to ensure the delivery of high quality health and social care services within a framework of continuous improvement.
9. To undertake any other work appropriate to the level and general nature of the post's duties.
10. To undertake all duties with due regard to the provisions of health and safety regulations and legislation and the Council's policy framework.



11. Undertake employee investigations and appeals in line with London Borough of Merton policies & procedures.

**LONDON BOROUGH OF MERTON  
Community & Housing  
PERSON SPECIFICATION**

**POST TITLE:** Integrated Head of Learning Disability

**Grade:** MG2

**Date:** July 2018

**Qualifications and Education**

1. Educated to a higher level (degree level qualification or equivalent) or relevant experience
2. Evidence of continuing professional and/or technical development.
3. Relevant professional qualifications and training specific to Learning Disabilities

**Skills**

1. Outcomes focused and solution-oriented
2. Exhibits confidence and leadership, engages emotionally and can show evidence of influencing key stakeholders externally and internally
3. Is an authentic and inspiring leader, able to build inclusive and high-performing teams
4. Delivers excellent service to colleagues and clients
5. Excellent planning and organisational skills with the ability to set and monitor priorities for oneself and the service
6. Resilience and ability to cope within a challenging environment
7. Applies judgement in managing risk, supporting their senior leadership to deliver on commitments to savings
8. Can lead in ambiguous situations, demonstrates resilience, readily adapts to change and exhibits personal growth

## **Knowledge and Experience**

1. Understanding of the Care Act 2014 and other relevant legislation, national policy frameworks, NICE clinical guidelines and national developments within learning disabilities.
2. Substantial senior/middle management experience within a complex, multi-agency service system, including experience of extensive service change
3. Managing different organisational cultures in Health and social care including working across professional groups
4. Experience of leading involvement of service users and carers in service delivery
5. Evidenced excellent influencing and negotiation skills to drive and manage change within teams and deliver strategic priorities
6. Evidenced innovative and imaginative approach and the ability to identify new and credible options for service development
7. Proven experience of practice and culture development, applying strong analytical skills and lateral thinking to develop service plans and solutions
8. Proven stakeholder management and engagement skills, combined with evidence of political awareness and sensitivity to stakeholder needs and priorities
9. Excellent interpersonal skills with the ability to establish positive working relationships with staff at all levels, corporate colleagues, external organisations etc. to generate confidence, trust and respect