



LONDON BOROUGH OF MERTON
COMMUNITY AND HOUSING DEPARTMENT
JOB DESCRIPTION

Post Title: Assistant Director Adult Social Care

Grade: MG5

Division/Section: Adult Social Care

Location: Civic Centre

Responsible to: Director of Community and Housing

Responsible for:

Post number: **Date: May 2017**

MAIN PURPOSE

1. To give strategic and operational leadership to the commissioning and delivery of adult social care. This includes the process of first response/assessment/review, safeguarding, support planning, resource allocation into personal budgets, and commissioning support from independent sector providers.
2. To ensure that relevant statutory responsibilities are met
3. To ensure that service delivery and resources are aligned. This will include active input into the Medium Term Financial Strategy, forecasting budget demands and planning savings, and ensuring in-year delivery.
4. To create and lead the five year transformation and change plan for adult social care, using the council's Target Operating Model and any other agreed methodology, and ensuring that strategic plans reflect known national best practice
5. To give leadership to partnership working, so that services where possible can be delivered with partners in a way which offer a customer centred approach and value for money. This will especially be with the NHS and will include agreement

where necessary about shared resources such as the Better Care Fund and existing pooled budgets.

6. To be a member of the Community and Housing Departmental Management Team, taking on cross-cutting leadership tasks across the department, and deputising for the Director where required
7. To be a member of the Council's overall senior leadership team across departments, ensuring that cross council working happens where necessary and taking on relevant cross council responsibilities
8. To work actively with elected members, especially the Cabinet member for social care and health, relevant opposition spokespeople, and scrutiny members

Key Accountabilities

To ensure that the council meets its statutory responsibilities for adult social care, and to deputise where required for the DASS (Director of Adult Social Services) role

To lead the process of responding to people's needs within statutory responsibilities through the process of assessment, review, safeguarding, brokerage, financial assessment and the allocation of a personal budget. To ensure that this process is based on core principles of personalisation, promoting independence, and taking an asset based and proportionate problem solving approach.

To ensure that this process is using a management information system (Mosaic as from summer 2017) in a fit for purpose way, and that procedures mesh with this system and that they give the necessary day to day direction and support for staff.

To ensure that professional practice (especially for social work and occupational therapy but including other professions where relevant) complies with required national standards, that there is access to sound professional supervision, and that this is aligned with overall policies and procedures for adult social care.

To lead the commissioning of solutions for customers. This will include the process of strategic needs/demand assessment, options appraisals for solutions, the procurement of appropriate services following the council's procurement processes, and the review of how well these services and solutions are working. It will also include ensuring that there is a sustainable and value for money market for local people.

To ensure that there is a business intelligence system which is fit for purpose, meeting both the service's needs for robust and timely management information and any national or regional requirements for information. Within this to ensure that performance standards are relevant and up to date.

To give leadership to the planning of the social care budget as part of the council's overall MTFs. This will include the realistic forecasting of demand and cost trends, finding opportunities for savings and managing cost pressures, and having a clear view of national best practice in the use of resources.

To lead the process of in-year budgetary control, ensuring that all managers and staff are aware of the financial limits within which they operate, that there are robust processes in place to manage staffing, care package and income budgets, and that savings are delivered.

To design and lead the process of service redesign, which will draw together the deliverables in the Target Operating Model, required savings, and any relevant national requirements.

To give senior management leadership and input to discussions and negotiations with the local NHS about service integration, service improvement, and pooling budgets. To draw up and implement integration plans with NHS provider partners and with NHS commissioners. To lead on negotiations about pooled budgets including the Better Care Fund.

To work with the local NHS over relevant plans to support key issues for NHS delivery, especially delayed transfers of care at this stage.

To engage with the voluntary sector (in both its roles as service providers and advocates for local people), and with customers and their carers, to ensure that delivery of adult social care is informed by their views and also takes into account the contributions that they can make

To be a full and active member of the Departmental Management Team, deputising where needed for the Director of Community and Housing, and taking on a share of cross departmental responsibilities.

To be a full and active member of the Council's Senior Leadership Team, again where relevant taking on a share of cross council responsibilities.

To support elected members, specifically but not limited to the Cabinet member for Social Care and Health, opposition spokespeople, and relevant scrutiny members. This will include the writing of reports and being at relevant meetings to discuss relevant matters.

To ensure that adult social care both contributes to and is supported by other services and priorities across the council

To comply with all relevant standing orders and instructions from the council in accordance with its standing orders, constitution and need to comply with legislation and regulation.

To participate in on-call rotas for departmental and council senior management

To perform any other duties commensurate with the overall responsibilities of this post.



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COMMUNITY AND HOUSING DEPARTMENT
PERSON SPECIFICATION

Post Title: AD Adult Social Care

Grade: MG5

Division/section: Adult Social Care

Ability, skills and knowledge

- A proven track record of achieving and managing cultural and organisational change and of leading improvement across adult social care services.
- Experience of partnership and multi-agency working.
- A record of innovative achievements in partnership and joint working with partners and stakeholders, preferably including with NHS partners
- Experience of managing a large, diverse and complex workforce. Ability to motivate and develop staff to achieve good performance
- Sound financial management experience with the ability to analyse services in terms of their unit costs, value for money and market context.
- Track record and experience of overseeing complex casework including safeguarding and mental capacity issues
- Degree and a relevant professional qualification – social work, occupational therapy, nursing
- The ability to develop and maintain effective partnership arrangements both internal and external to the organisation.
- The ability to identify opportunities through multi-agency working that deliver improvements.
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- A comprehensive understanding of the complexities of risk as it applies to vulnerable adults and safeguarding.
- Excellent verbal and written communication skills with the ability to be sensitive to individuals and groups, and adeptness at handling the media professionally when representing the Council.
- Knowledge of all relevant legislation
 - A grasp of the national agenda relating to adult social care

Personal Qualities

- An inspiring leader, who demonstrates their commitment to the Council's vision, mission and overall direction.
- Excellent interpersonal, negotiation and influencing skills with partners
- Personal drive and tenacity to motivate, empower and support individuals and teams to achieve the Council's objectives.
- Confident and willing to challenge traditional assumptions and provide evidence to support change and drive forward improved ways of working.
- Enthusiastic, energetic and resilient with a high level of self determination to meet the needs of adult social care customers and carers.
- Action orientated, able to demonstrate a readiness to make decisions, take the initiative and originate action.
- Politically aware and sensitive, with an ability to make progress in complex policy areas.
- Committed to self-development and development of others.
- Able to adapt successfully to changing requirements, constraints and resources.