

## **JOB DESCRIPTION**

<b>POST TITLE:</b>	<b>Director, Adult Social Care Operations</b>
<b>GRADE/SALARY:</b>	<b>CO3</b>
<b>LOCATION:</b>	<b>LONDON BOROUGH OF HACKNEY</b>
<b>RESPONSIBLE TO:</b>	<b>Group Director – Adult, Health and Integration</b>

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### **PURPOSE OF THE JOB**

1. As a Chief Officer, you will be responsible for the successful delivery of the Mayor's priorities, Council's corporate objectives, and the business objectives of your designated services.
2. Working closely with the Group Director, Adults, Health and Integration to provide effective leadership and management that will contribute to the continuous improvement of the Council.
3. To actively contribute to Council-wide and Directorate initiatives that will achieve and implement the Mayor's priorities and corporate objectives.

### **SERVICE SPECIFIC ACCOUNTABILITIES**

As the Director, you will have direct responsibility for the leadership and management of the following services and functions:

- Adult Social Care Services including social work and directly provided services.
- East London Foundation Trust (ELFT)
- Integrated Learning Disabilities

Indicative budget: £70m

Indicative staffing: 600 FTE

## **Professional and Technical Responsibilities**

- The post reports to the Group Director, Adults Health and Integration, who has functions delegated to it under various Acts and the postholder must comply with the legal schemes as set out in the relevant legislation.
- To ensure all services are compliant within the appropriate legal and regulatory framework and provide assurance to the Group Director Adults Health and Integration,
- To deputise for the Group Director, Adult, Health and Integration as required.

## **CORPORATE ACCOUNTABILITIES**

1. Actively contribute to the leadership and management of the Council that will promote a one organisation approach.
2. Responsible for the division's budget, making sure it is effectively controlled within the cash limits available and that services delivered or purchased represent value for money.
3. Apply the Council's agreed project management process to deliver programmes and projects with successful outcomes, on-time and within budget
4. Drive the implementation of consistently high quality service standards, ensuring benchmarks for service development and customer service standards have been established and that performance is effectively monitored and continuously improved.
5. Ensure there is effective integration of related services within Adult Services and across the Council and that the contribution of partnership organisations and contractors are appropriately harnessed.
6. To promote equality amongst all and ensure that services are delivered in a non discriminatory way , that is inclusive of all disadvantaged groups.
7. Ensuring staff are supported and developed to manage their careers successfully and to enable and empower them to deliver improved outcomes for Hackney residents.
8. Working with the Group Director, Adults, Health and Integration develop and maintain positive partnerships with elected Members to ensure the Council's and Directorate's strategic priorities are effectively

implemented and to support Members to undertake their strategic monitoring role.

9. To promote sustainability in the management of the Directorate, including encouraging a culture of innovation and accountability amongst staff towards sustainability, embedding sustainability in strategic policies, the management of physical resources and the delivery of services.
10. To manage services in a manner that promotes equality of opportunity within teams, the delivery of non-discriminatory services and the inclusion of disadvantaged groups.
11. Work outside of normal office hours, including attendance at evening meetings or committees, for which no additional payment will be given.
12. To ensure emergency planning and business contingency arrangements are in place and to be part of the emergency planning senior management GOLD rota.

## PERSON SPECIFICATION

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### SKILLS, KNOWLEDGE AND EXPERIENCE

#### **Essential Qualifications and Technical Experience:**

Possess the necessary qualifications and experience to carry out the functions associated with the post.

#### **Leadership and Management:**

- Experience of working as a Member of a senior management team.
- Knowledge of leading and managing organisation and cultural change programmes.
- Track record of providing strong and effective leadership setting vision and direction to teams and individuals, and inspiring others to take the vision forward to achieve business and service improvements.
- Ensuring the values and statutory responsibilities within adults social care are upheld and delivered within both internally and within integrated arrangements

#### **Communication and Relationship Management:**

- Personal and professional demeanour that will inspire the confidence of fellow Chief Officers and employees.
- Experience of establishing and developing relationships with key stakeholders and creating influential networks.
- Experience of working in a political environment, building positive relationships with politicians, generating mutual confidence and respect.

- Ability to communicate authoritatively and appropriately in verbal and written form with a wide range of stakeholders at all levels.

### **Resource Management:**

- Experience of effectively dealing with poor performance or unprofessional conduct.
- Experience of managing large budgets to balance service needs and organisational priorities.

### **General:**

- Able to demonstrate commitment to the Council's vision for a better Hackney with the ability to model behaviours explicit in the Council's core values and organisations beliefs.
- Able to demonstrate a customer focused approach to the management of services within the Directorate and across the Council.
- Understanding of the effects of discrimination and exclusion with the ability to promote inclusion and equality of opportunity.
- Detailed understanding of the challenges posed for the provision of quality public services in a multi-cultural inner city area.
- Understanding of local government, the current and future issues to be faced as well as the financial, legal and political context of public sector management.

**We are also working towards our vision, which is to be a place for everyone; where residents and staff can be proud; a place that celebrates diversity and where everyone can feel valued, included and involved. In order to achieve this, we look for people who are: Proud; Ambitious; Pioneering; Open; Proactive; Inclusive.**

**Hackney Council works to eradicate discrimination on the basis of race, religion, gender, gender identity, sexual orientation, disability, pregnancy and maternity, age and marital status. We also recognise that people can be disadvantaged by their social and economic circumstances, so we will also work to eliminate discrimination and disadvantage caused by social class. We also welcome those interested in flexible working.**

**We particularly welcome applications from disabled people and black and minority ethnic people as our senior management is not representative of these groups and therefore the population we serve.**