

Job Description

Job Title: Deputy Director - Adult Social Care

Reports to: Director of Adult Social Care

Purpose of the Job

To work collaboratively with colleagues within the Council, partner agencies and other organisations to ensure the delivery of excellent integrated services to residents, adopting a One Council approach at all times.

To lead the development of strategy and planning across a broad range of services.

To support and direct the delivery of a broad range of services to meet the needs of residents.

To model the Council's values and standards in carrying out this job.

Accountabilities

1. To be responsible for the development and implementation of strategies and plans for a broad range of services in accordance with the Council's priorities and objectives.
2. To pursue integrated approaches with NHS partners to facilitate coordinated responses to people's need and to further develop the 'Bexley Care' collaborative with Oxleas NHS Foundation Trust
3. To ensure that services are delivered that are customer focused, efficient and represent excellent value for money.
4. To seek continuous improvement and innovation in services so as to better meet the needs of residents within the resources available.
5. To ensure the effective management of allocated budgets and other resources and that plans for expenditure reductions are delivered.
6. To work collaboratively with colleagues within the Council, partner agencies and other organisations to ensure the delivery of excellent integrated services to residents.
7. To ensure that services are delivered in accordance with the Council's proper policies and procedures and with appropriate professional standards and expertise.
8. To provide strategic advice and support to Members, Management Board, individual Directors and service managers on the full range of issues within the scope of this job.

9. To participate in the overall management of the Council, as appropriate, and to contribute to the delivery of the Council's objectives.
10. To lead, manage and motivate staff in the Department through excellent communication, professional guidance, support and development in accordance with the Council's policies and procedures.
11. As required, to deputise for the Director of Adult Social Care and Health in all matters pertaining to the Council's adult social care duties
12. To undertake such projects, initiatives and additional duties as are required to ensure the effective management and delivery of the Council's services to residents.

Portfolio statement

The postholder will be responsible for the following service areas:

- Integrated Rehabilitation
- Integrated Services for Older People
- Mental Health
- Complex Care
- Safeguarding Adults
- Social Care Information Systems
- Co-leadership of 'Bexley Care' delivering community and mental health and care services to Bexley residents

Person Specification

Job Title: Deputy Director - Adult Social Care

SELECTION CRITERIA	ESSENTIAL/ DESIRABLE (E/D)	METHOD OF ASSESSMENT (see key)
<p>(a) <u>Education and Formal Training</u></p> <p>Degree or equivalent level qualification.</p> <p>Post graduate qualification</p> <p>Recognised Social Work qualification approved by the regulatory body.</p> <p>Professional Membership evidencing ability to function in a professional discipline at a senior level</p> <p>Registration with Social Work England or Relevant Body</p> <p>*If you have a qualification in the relevant area then the registration to the relevant body will be essential</p>	<p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>D*</p>	<p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p>
<p>(b) <u>Relevant Technical Experience and Knowledge</u></p> <p>Substantial experience in leading and developing a range of services.</p> <p>Achievement of measurable results in an environment where political and financial issues impact on service delivery.</p> <p>Knowledge of major legislative, social and economic issues relevant to the job.</p>	<p>E</p> <p>E</p> <p>E</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p>
<p>(c) <u>Other Requirements</u></p> <p>Full clearance by the Disclosure and Barring Service (DBS) together with registration for the DBS Update Service.</p>	<p>E</p>	<p>DBS</p>

KEY:

I = Interview

P = Presentation

Licence DBS = Disclosure & Barring Service Clearance

A = Application Form

PE = Practical Exercise

AT = Ability Test

DL = Driving

Applicants will be assessed against these criteria and the following high performance indicators throughout the recruitment process.

High Performance Indicators

Values	Behaviours for managers
Innovation	<p>I routinely look for innovative and cost-effective ways to improve performance and customer service.</p> <p>I champion change and deal successfully with ambiguity, enabling people to see positive and exciting possibilities for the future.</p> <p>I take calculated risks based on available evidence and my professional judgement to learn and try new things.</p>
Leadership	<p>I take responsibility for my service and for making things happen to make a difference to my service users.</p> <p>I create an environment where staff can thrive and show I value and trust staff, give praise and recognise good work.</p> <p>I inspire, lead and encourage staff to move forward.</p>
Collaboration	<p>I encourage the feeling that the team is a collective unit with shared goals.</p> <p>I engage with service partners and other areas of the Bexley organisation to understand the demands on others and seek solutions as One Council.</p> <p>I network internally and externally.</p>
Listening and Responding	<p>I seek regular service user feedback and review customer data to shape service improvements.</p> <p>I ask staff for ideas on how to improve our service and how I can improve as a manager, listen to them and act on them.</p> <p>I empower staff to make decisions and changes to improve value for money, customer service and productivity.</p>
Open and Accessible	<p>I am accessible to my service users, customers, staff and Members.</p> <p>I communicate and share a clear vision for the bigger picture as well as specific service areas.</p> <p>I outline what is expected of individuals and their contribution to the whole, and am consistent in my expectations.</p>

Impact	<p>I design services that provide value for money and deliver our outcomes, informed by evidence.</p> <p>I produce, prioritise and adapt plans to meet changing requirements.</p> <p>I set interim goals to achieve notable wins on the way to larger objectives.</p> <p>I deal with poor performance.</p>
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