

## Kent County Council

### Job Description:

## **Corporate Director – Adults Social Care and Health** (Statutory Director of Adult Social Services)

Date: January 2017

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<b>Directorate:</b>	<b>Adults Social Care and Health</b>
<b>Grade:</b>	<b>KR19 (revised range)</b>
<b>Responsible to:</b>	<b>Head of Paid Service Member of the Corporate Management Team</b>

### **Job Purpose**

Discharge the statutory obligations of the Director of Adult Social Services.

Identify, lead and commission strategies to deliver the Council's and Government's vision for the provision of Social Care to Adults and Disabled Children and Public Health to ensure that the needs of the local community are achieved.

Ensure that the Caldicott Guardian principles are incorporated into the Council's policies, procedures and staff practice and that the Caldicott Guardian role is delegated to a suitable senior manager, as appropriate.

### **Accountabilities**

Corporate Directors will work within the KCC Organisational Responsibilities for Senior Officers. In addition, as members of the Corporate Management Team and working closely with Cabinet Members, Corporate Directors will work together to enable organisational responsiveness to elected members; secure the best approach to resource stewardship for the council's budget and finances; ensure that overall management attention, effort and controls are commensurate to risk and opportunity across the council's functions and activities; and enhance the reputation of Kent as a place as well as Kent County Council as the democratic agent of change in the region.

Identify and deliver commissioning strategies to ensure effective assessment and services are in place.

Ensure that adults' safeguarding is an organisational and universal priority, through effective performance monitoring and management within the directorate and through wider communication and engagement across KCC.

Provide strategic advice and support for relevant bodies such as the Kent Vulnerable Adults

Safeguarding Board.

Shape the strategic transformation of Adult Social Care and Public Health and direct the delivery ensuring that the maximum budgetary and service improvements are achieved.

Work in partnership with Health to enable full integration of health provision into the Council's services and to ensure the delivery of the government's new agenda on health and public health as it continues to emerge.

Create such working arrangements as are necessary with the Corporate Director Children, Young People and Education and Lead Cabinet Members to ensure that statutory compliance is achieved and any overlaps are managed effectively and in compliance with legislation and best practice.

Ensure the council's compliance with the relevant statutory obligations and statutory guidance relating to vulnerable adults. Ensure that these obligations and responsibilities, including appropriate training, are complied with by the directorate as well as internal and external commissioned providers.

Actively review all services provided by this post to ensure the most effective and efficient delivery models are employed including consideration of outsourcing, co-sourcing or in-sourcing.

*This job description sets out the accountabilities specific to the role. These should be read in conjunction with KCC's Constitution and the Organisational Responsibilities that apply to the Corporate Director, Director and Head of Service roles.*

### **Direct Reports**

Director of Older People and Physical Disability  
Director of Disabled Children, Adult Learning Disability and Mental Health  
Director of Public Health  
Head of Strategy and Business Support  
Portfolio Delivery Manager

# Organisational Responsibilities

All Corporate Directors, Directors and Heads of Service have an explicit responsibility to work as part of a team to deliver, collectively, the agenda of the County Council. These are fundamental elements of their role not an addition and are summarised as follows;

## Whole Council

- Seek to improve the lives of all residents in Kent and the economy of Kent
- Act as corporate parent to the Council's looked after children
- Take an active role in promoting and ensuring the Council's responsibilities for safeguarding are met.
- Understand, communicate and contribute to the delivery of KCC's strategic aims
- Meet statutory obligations and promote and ensure compliance with policies and procedures and the Council's Code of Conduct (Kent Code).
- Advise elected Members and support the democratic process
- Promote the Council brand and enhance the overall reputation of the Council
- Understand and monitor the measures of performance, including customer insight, which define successful outcomes for KCC services.
- Maintain and ensure a relentless focus on the customer
- Act to support the Council-wide need to deliver services within budget, thereby avoiding an overspend that could damage the financial viability of the Council
- Overcome professional and service silos to achieve the County Council's objectives.

## Integration of Services

- Focus resources where they have the biggest impact
- Deliver services that are flexible and adaptable
- Integrate services within KCC and work with partner agencies to ensure a seamless customer experience
- Fully and inclusively engage all staff in the delivery of services, demonstrating the Council's leadership values and competencies.

## **Embedding Commissioning and Engaging Relevant Markets**

- Establish an outcome focused organisation
- Meet the financial regulations and standing orders of KCC
- Challenge the status quo and engage with the market to constantly improve.
- Ensure all services are delivered effectively and efficiently
- Proactively and continuously seek to improve service delivery
- Proactively manage risk to avoid inertia whilst not exposing the Council to needless and avoidable challenge or loss

## **Managing Change**

- Understand and support the Authority's overall change agenda
- Deliver required outcomes of service specific change on time and to budget
- Understand the quality of staff, support their development, nurture those with talent
- Identify the skills for the future and the level of staff through robust workforce planning
- Identify and deal with underperformance.
- Deliver to agreed budget and income targets.

# Recruitment Selection Criteria

## Qualifications:

- Relevant Management or Professional qualification and membership of a relevant professional body.
- Evidence of continuing professional development.
- Educated to degree level or equivalent.

## Knowledge and Experience:

- Expert knowledge in a relevant professional area and proven track record of using professional expertise to develop and deliver strategic objectives and expected outcomes.
- Excellent knowledge and understanding of statutory requirements for services within the remit of this role.
- Extensive experience and successful track record of the following;
  - strategic leadership and planning in local government and/or other large and complex organisation.
  - effectively managing a range of services within budget in a complex and changing environment.
  - transformational change and achieving solutions to enable delivery of services in partnership with other bodies both internal and external.
  - working and influencing the direction of Adult Social Care and Public Health within a highly political environment.
  - achieving improvements in service delivery across a wide range of services.
- Planning and performance monitoring across agencies in a commercial environment.
- Commissioning and decommissioning services.
- Evaluating impact of interventions and service delivery programmes over time, with supporting data analysis.

## Skills and Abilities:

- Able to understand strategic 'big picture' issues and set a clear direction, goals, and a culture of high aspirations and commitment to the success and priorities of the Adult Social Care and Health Directorate.
- Able to establish strong positive relationships across the organisation at all levels including a relationship of both personal and professional credibility and trust with senior leaders and elected Members.
- Able to establish strong positive relationships across partner and other external organisations that command professional confidence and enable effective delivery of services.
- Able to lead, influence and implement strategic policies and decisions.
- Able to develop and implement strategies designed to deliver innovative service design.

- Able to demonstrate effective motivational leadership and vision to staff at all levels, including a positive attitude to change in order to maintain and improve services in a constantly changing environment.
- Able to command respect, influence and negotiate at a strategic professional and political level both locally and nationally in order to ensure the best interests of the Council are met.
- Able to demonstrate a high level of personal resilience and focus in order to ensure the delivery of excellent services to the public.
- Highly developed communication and presentation skills, including the ability to write well organised and clear reports with good use of evidence, supported by data.
- Able to produce well focused strategic and business plans which are costed and supported by well-developed performance frameworks.
- Able to be a good member of the senior team, to collaborate and take shared responsibility for the work and success of the whole directorate and the Council.