

JOB DESCRIPTION

Job Title:	Head of Service: HUB, Early Intervention and Prevention, Adult Community Team		
Directorate:	People Directorate	Salary:	£67,776 - £73,393 FTE Plus £729 London Weighting
Section:	Adult Social Care	Grade:	BG-B 55 - 60
Location:	Time Square	Work Style:	Flexible

Key Objectives of the role

To work in a senior leadership capacity with the People Directorate to lead on and manage a multi-disciplinary team of health and social care practitioners.

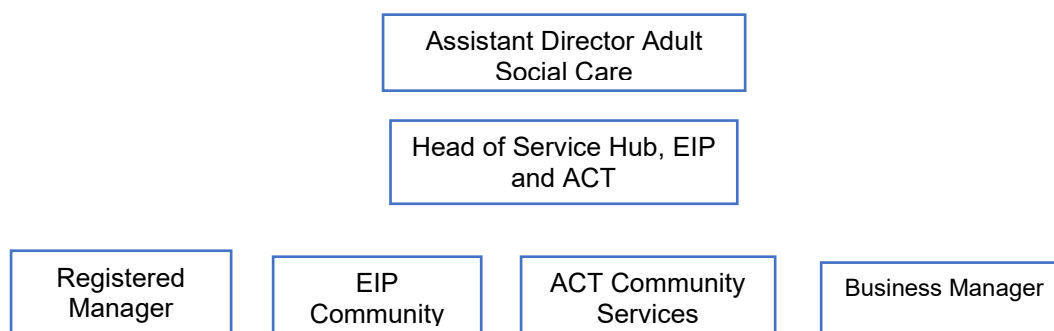
Delivering social care and Care Quality Commission regulated reablement services for older people and adults with long term conditions. As well as leading adult social care teams through the assurance process and continual improvement of services.

The role also extends to the management of the Sensory Needs Service, Blue Badge assessment and administration and Disabled Facility Grants.

Support the Assistant Director of Adult Social Care Operations in formulating the strategic direction, priorities and plans for the service in line with service and corporate responsibilities.

To deputise where appropriate for the Assistant Director of Adult Social Care.

Designation of post and position within departmental structure



Daily and monthly responsibilities

- Strategic Management and Leadership
 1. To ensure that positive outcomes for individuals are at the heart of all planning and activity within the service, and to advocate this approach in all aspects of work undertaken.
 2. To work with partners within the Council, NHS and the wider community to promote and facilitate equitable access to eligible adults enabling them to access all local facilities to meet their individual needs.
 3. Provide strategic operational leadership, direction and effective management of services and staff, ensuring professional standards and best practice as key drivers within a culture of continuous improvement and value for money.
 4. Lead transformational change across the service area.
- Operational Management
 1. To manage and develop the provision of relevant services, including assessment, commissioning and provision, to meet current and future needs.
 2. To lead and direct performance monitoring and management to ensure continual improvement.
 3. Ensure full compliance with statutory regulations, policies and procedures, best practice and professional standards within Adult Social Care and relevant partners such as health and in relation to Human Resources.
 4. To work in partnership with other Bracknell Forest Council departments and services and NHS organisations to manage whole systems capacity and ensure timely hospital discharge and hospital avoidance.
 5. In partnership with departmental colleagues develop, monitor and review care coordination processes to ensure their effectiveness and efficiency, and ensure effective personalised support arrangements.
 6. To follow appropriate financial procedures and manage the relevant devolved budgets ensuring balanced budgets at year end. This will involve ensuring that all staff are aware of and understand the principles of budgetary control.
 7. Ensuring continued focus on intermediate care and social reablement and developing independence through promoting direct payments, self-directed support and achieving excellence in a personalised approach in all aspects of care and support and service delivery.
 8. To ensure the principles of equality, diversity and inclusion are adhered to in all areas of service delivery and employment.

General

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

Scope of role

- Budgetary responsibility for staffing budgets and commissioned budgets of circa £12m.
- Commitment to the Council's Equal, Diversity and Inclusion at all times.
- Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times
- Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	<p>Social Work or Occupational Therapy qualification with up to date registration</p> <p>Previous experience at a senior leader level</p> <p>Experience of managing multi-disciplinary integrated teams</p>	<p>Management qualification.</p> <p>Project management qualification.</p>
Competence Summary (Knowledge, abilities, skills, experience)	<p>Experience of ensuring the delivery of person centred, strength-based care and support.</p> <p>A sound understanding of the professional, legal and policy issues relevant to Adult Social Care and Health.</p> <p>Ability to plan imaginatively formulate a strategic vision for the service and its implementation.</p> <p>Understanding of the issues involved in successful integration of Health and Social Care Teams.</p> <p>Experience of managing a large budget effectively, identifying and delivery efficiency targets.</p> <p>Understanding of and commitment to the requirements of the General Data Protection Regulation (GDPR).</p> <p>Ability to lead and inspire staff.</p> <p>Ability to be innovative.</p> <p>Good expressive skills, both verbal and written.</p> <p>Experience of managing and monitoring large budgets effectively within a local government context, across borders accountability for debt management for individuals and organisations.</p>	

	<p>Experience of working effectively within a multi-agency partnership and having the ability to problem solve.</p> <p>The ability to analyse complex issues and to think creatively and strategically then translate strategies and policies into actions.</p> <p>The ability to manage and supervise staff to required levels</p>
Work-related Personal Requirements	<p>The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment.</p> <p>The ability to lead a team of people to support the achievement of positive outcomes.</p> <p>Excellent planning and organisational skills, with the ability to prioritise work and ensure deadlines are met.</p> <p>The ability to communicate with individuals across the organisation and partnership agencies including elected members.</p> <p>Effective communication skills, both oral and written.</p> <p>Experiencing of working as an effective member of a team and independently.</p> <p>Understanding of local government.</p> <p>Strong leadership skills combined with a principled approach to service delivery.</p> <p>Determination to improve services.</p> <p>Self-motivated and positive approach.</p> <p>Initiative to solve both routine and non-routine problems.</p>
Other Work Requirements	<p>A satisfactory enhanced Disclosure and Barring Service check.</p> <p>The ability to converse</p>

easily with members of the public
and respond effectively to questions
in spoken English

This post is exempt from the
Rehabilitation of Offenders Act 1974

To attend meetings outside of core
hours as a representative of the
organisation when necessary.

Anything that is applicable to the role
that is out of the norm.

**Role models
and
demonstrates
the
Council’s
values and
behaviours**

Our values define who we are. They
outline what is important to us. They
influence the way we work with each
other – and the way we serve our
residents and engage with our
communities.

We make our values real by
demonstrating them in how we
behave every day.

All staff should hold a duty and commitment to observing the Council’s Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.

