



JOB TITLE:	EXECUTIVE DIRECTOR ADULT SOCIAL CARE AND COUNCIL HUB		
GRADE:	JNC Chief Officer	SERVICE AREA:	Adult Social Care and Hub
JOB CODE:		LOCATION:	Council House
REPORTS TO:	CHIEF EXECUTIVE		
SPECIAL CONDITIONS:	<ul style="list-style-type: none"> • Under the Local Government & Housing Act 1989 & as amended by the Local Democracy Economic Development and Construction Act 2009 this position is politically restricted (PoRP). • This post is subject to a satisfactory enhanced Disclosure and Barring Service check. • Attendance at Committees and other public meetings including outside normal office hours 		

At Walsall Council, we believe that people are at the heart of everything we do. In our work, the way we listen and respond to our customers and colleagues will determine the way we grow and bring Council's vision to life. To succeed, we must push the boundaries of customer service and added value - outstanding is the new standard and the new routine. Using evidence-based insight into solving problems, managers will create an environment that provides opportunities for all individuals and communities to fulfil their potential.

As leaders of people, managers will:

- Work collaboratively to develop strong working relationships and provide a bridge between the council and the communities it serves;
- Embrace change and strive for improvement continuously;
- Provide value for money to ensure services are delivered in a timely fashion, combining sustainability with quality;
- Challenge the status quo, enable and empower, act with integrity.
- Together, they will deliver services that the people of Walsall will be proud of.

1. Corporate duties and accountabilities:

- Every member of staff has a responsibility in the field of safeguarding and a duty to adhere to the procedures set out in the Corporate Safeguarding Policy.
- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- A priority for the Council is the protection of vulnerable people, ensuring they

are able to live as independently as possible. The post-holder will promote and engage with Council's responsibility to safeguard the welfare of children, young people and adults, and protect their right to be safe from harm.

- Through personal commitment and clear action, the post-holder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.

2. Main purpose of the job role:

The postholder is the statutory Director of Adults Social Services and as such is required to fulfil the requirements of that role as defined by DH Best Practice Guidance on the role of the Director of Social Services.

- To contribute to the effective corporate and strategic management of the Council in collaboration with the corporate management Team, Elected Members, external parties and stakeholders so as to ensure that the Council's vision and objectives are realised.
- Provide strategic leadership to develop and direct the services for which the postholder is responsible.
- Take professional responsibility and accountability for the efficiency, effectiveness, availability and value for money of Adult Social Care Services provided by and commissioned by the Council.
- Provide clear leadership both within the Council and amongst partner agencies in providing a focus on Adult Social Care and Wellbeing.
- Fulfil the statutory requirements of the Director of Adult Services.
- To oversee the strategic and policy direction of the Council, as fulfilled through the Council Hub functions.
- To provide strategic and policy support to the Corporate Management Team.
- To lead the communications, brand, marketing nudge, innovation and creativity functions of the Council.
- To establish a Council wide Hub to commission, contract manage, procure and quality assure key priorities of the Council.
- To create synergy with the customer access management response.

3. Role specific duties and accountabilities: *please refer to [role of the manager detail or advice & guidance document](#)*

Horizon Scanning

- Ensure that the allocated services are provided to the highest possible standards within the resources available and that effective systems are

developed for setting targets, managing performance, identifying and overcoming weaknesses and delivering sustained improvements.

- Deliver the councils vision, policies and priorities ensuring that these are understood and implemented both corporately and at a service level.
- To be responsible for the strategic assessment of the wider adult social care needs in the local community and that arrangements are in place to meet the assessed needs of the population and to review assessment in the future.

Leading People

- Lead key areas of corporate activity and to promote effective cross-directorate working so as to deliver integrated solutions that optimise the use of resources and continuous improvements.
- Contribute to the corporate leadership of the council in a manner that builds ownership and commitment, and promote a strong performance culture that connects strategies to action, provides clear accountability and deliver results.
- Devote sufficient time, as agreed with the Chief Executive to lead on the priorities agreed by the council.
- Provide strategic leadership and a strong sense of purpose in the services postholder is responsible
- Lead develop and coordinate strategies that will transform the outcomes, priorities and services for which-the postholder is responsible.
- Lead and develop Directors and Heads of Service. Ensure that they establish effective management arrangements, deliver their agreed targets, work in a corporate and collaborative manner, promote a strong customer focus, manage their budgets and develop their staff effectively.
- Lead and develop the working relationship with key partners, including the management of aligned commissions and budgets with other commissioners.

Managing Resources

- Develop and implement strategies in collaboration with Elected Members and the Corporate Management Team that will transform the management and quality of the services and deliver significant improvements in outcomes.
- Provide clear, balanced and accurate advice and guidance to members on the strategic issues facing the services for which the postholder is responsible.
- Ensure that the resources available to the service are planned, deployed and controlled effectively.
- Ensure that conditions exist for staff to develop and grow within a confident learning environment.
- To ensure that occupational and professional standards are maintained across Adult Social Care and within wider social care services commissioned or provided by the Council.
- Ensure that Council staff are supported and developed so that they have the required competencies to deliver services to both local and national standards.
- To ensure that a strategic workforce development plan for Adult Social Care in all sectors is in place, implemented and reviewed.
- To ensure that services that are commissioned and delivered are orientated towards individual choices and personalised care in accordance with the Care Act 2014 and associated statutory guidance.
- To ensure that services are commissioned and delivered in an integrated whole

system way in supporting communities and promoting social inclusion and wellbeing.

- To ensure that there are clear and effective arrangements in place to support joint planning, commissioning, delivery and monitoring of services involving service users, families, carers and communities.
- To ensure that there is effective collaborative and partnership working between the Council and other agencies on joint commissioning of services to prevent and meet the health and social care needs of people in Walsall.
- To ensure that robust and safeguarding adult and children systems and structures are in place across social care services and the broader community, including ensuring there is an appropriate effective statutory Safeguarding Adults Board for Walsall.

Managing Performance

- Contribute to effective corporate performance management.

Managing Self

- Through personal example, open commitment and clear action, value and diversity of the boroughs communities, ensuring quality of access and service delivery and community involvement.
- To ensure that health and safety is fully considered in policy development planning and that health and safety strategies are monitored and reviewed directorate.

4. Key Stakeholders and reporting lines

- To develop and promote strong partnerships with residents, other public and agencies, education providers, local business and the voluntary and that provide joint solutions to the regeneration of the borough, the effective and improve the quality of life for local people.
- Develop relationships with government departments, professional bodies organisations to represent and promote the councils interests and build its include ensuring required evaluation of performance is carried out, effective participation of the council and partners in national inspections of the subsequent preparation and implementation of any improvement plans.
 - To provide clear leadership within the Council and amongst partner agencies in providing a focus on adult social services.
 - To provide clear leadership within the Council and amongst partner agencies in providing a focus for regeneration, economy, place/environment, and resilient communities
 - Reporting to the Chief Executive. Acting Chief Executive from time to time. Substitute at meetings for the Chief Executive as appropriate
 - Regular liaison with and advice to relevant Portfolio Holders
 - Regular reporting to Cabinet, Council, Scrutiny committees and

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Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form =A interview=I both=A/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
Behaviours: refer to corporate behaviours document		
Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	I	3
Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	I	3
Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	I	3
Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	I	3
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	I	3
Abilities/Skills: (refer to JE guidance document)		
Evidence of successful leadership and managing corporate objectives in a complex multi-disciplined environment	A/I	3
A proven track record of delivering improvements and change	A/I	3
Evidence of personal leadership in achieving equality of opportunity in employment and service delivery	A/I	3
Knowledge of the key challenges facing local authorities including the national and political context in which the Council operates	A/I	3
Knowledge of NHS and its key challenges	A/I	3
An ability to build positive relationships with Members, partners, staff and stakeholders.	A/I	3

Specific experience leading to successful completion of complex projects and/or change management within a large organisation	A/I	3
A strong commitment to local democracy, social justice, equality and accountability to the community	A/I	3
Personal credibility and a high level of probity and integrity	A/I	3
Evidence of continuing professional and managerial development	A/I	3
Knowledge/Experience: specify type, level and qualitative (not quantitative required); if any.		
A successful record of achievement at a senior level of managing social care services in a public sector or partner organisation.	A/I	3
Evidence of management of significant risk	A/I	3
Evidence of continuous professional development	A/I	3
Qualification: Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.		
Degree level qualification or equivalent	A	3
Other Essential Requirements		
An awareness of, and commitment to, equality of opportunity	I	3
Awareness of, and commitment to, confidentiality and handling data	I	3
Prepared by:		Date: