

Job Description and Person Specification



This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and adults at risk, and requires all staff and volunteers to share this commitment.

Solihull Council is committed to equal opportunities and expects all staff and volunteers to recognise and value differences.

SECTION A: Role Profile

Post Title	Head of Service: Adult Social Care	Post No	New
Directorate	Adult Social Care		
Division	Service Delivery		
Band and Salary	Band J £77,866 to £82,225 per annum. Incremental progression is subject to performance.		
Responsible to	Assistant Director: Service Delivery		
Location	Based at Council House- working Borough-wide		
DBS Check	Not Applicable		
Fluency Duty	This post is covered by the Fluency Duty, as outlined in the Code of Practice on the English language requirements for public sector workers.		
Car User Status	<p>This is an essential car user post as the demands of the job make it operationally essential and there is a contractual requirement to make a suitable vehicle available to ensure the requirements of the job can be carried out effectively.</p> <p>Applicants must be able to drive, have a driving licence and be a car owner or have use of a car, however for disabled applicants, reasonable adjustments will be made where required.</p>		
Special Conditions	N/A		

Role Purpose

To provide clear direction and leadership to the Adult Social Care Directorate, for the area of responsibility within the Directorate, ensuring the delivery and ongoing development of high quality, cost effective adult social care and support services that meet statutory and policy requirements, national standards, local needs, local and national targets and the Council's vision and priorities and plans.

To ensure required activities are delivered in a timely way and result in good experiences for people who use services, alongside good outcomes, whilst also delivering within the budget agreed through the Council's Medium Term Financial Strategy (MTFS). To manage significant budgets effectively and in line with Council priorities and rules, ensuring value for money and transparency. To ensure required activities are delivered in a timely way, utilising an approach

which engages and involves local people and communities in service changes and developments.

To ensure required activities are delivered in a timely way, utilising an approach which engages and involves local people and communities in service changes and developments.

Develop and maintain effective relationships and partnership working across the council and with external partners, to maximise opportunities to enable adults to live as independently as possible, improve wellbeing and enable the experience of accessing health and care services to be as simple and joined-up as possible.

To demonstrate professional leadership and act as subject matter expert for the field, in particular, with respect to adult safeguarding.

To deputise for the Assistant Director: Service Delivery, Adult Social Care, as required.

Role Responsibilities

- To direct and oversee specified adult social care services, ensuring their quality and effectiveness.
- Line management of team managers, Assistant Team Managers, and others as required, providing direction, quality assurance, challenge, support and professional development.
- To exercise effective collaborative leadership within and across organisational and managerial boundaries.
- To manage and deploy resources, including people and information, ensuring high quality service delivery and development.
- To operate within allocated budgets, working with senior finance officers to ensure sound financial management and best value. To be accountable for budget control.
- To monitor and evaluate performance and its impact, taking corrective action where necessary and using learning to ensure continuous improvement.
- To ensure that the Council complies with statutory requirements and national and local policies.
- To demonstrate robust strategic decision making and leadership that encourages a culture that promotes autonomous skilled workers.
- To ensure the effective prioritisation, delegation and completion of your own work and that of those individual's that you line manage.
- To ensure that service capacity is regularly reviewed in order to facilitate the effective prioritisation and management of demands. Effectively implement any management of change processes.
- To represent the Council in local, regional and national forums involving high level contacts.
- To carry out negotiations on behalf of the Council, for example with other local authorities and government bodies.
- To respond directly or through the Assistant Director or DASS to requests from elected members and MPs.
- To ensure there is wide-ranging consultation and dialogue with adults, carers and their families so that service planning and provision is strengths-based.
- To play a full part as a member of the Senior Management Team for Adult Social Care working collaboratively with colleagues to shape services and implement decisions.
- To represent Social Care Services on key decision-making and advisory groups.

- To lead in-house, cross-directorate and inter-agency projects and programmes as required.
- To lead the recruitment selection and retention of staff and managers within specified services; and to contribute to recruitment selection and retention in Adult Social Care Directorate Services and other parts of the Council as required.
- To cover for colleagues in their absence and to deputise as required for the Assistant Director. This will include decision-making in line with statutory requirements and guidance and the Council’s scheme of delegation.
- Support organisational change and ensure appropriate systems of performance and development, communications, financial planning, equality measures, monitoring and review are in place.
- Evidence through day to day practice the key competencies required to be an effective leader by creating and communicating a compelling vision, agile thinking, delivering results and leading change.
- To manage and support staff through effective supervision, appraisal, performance and development reviews with a view to ensuring personal and organisational continuous improvements. To ensure the adherence to Human Resources policy and procedures.
- To act at all times in accordance with Solihull Council’s constitution, policy, procedures and other relevant regulations.
- Undertake such other duties, training and / or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- Undertake Emergency planning and Health & Safety duties commensurate with the post and/or detailed in the Directorate’s Health and Safety Policy.
- To facilitate a culture that promotes effective risk management whilst enabling positive risk taking.

Section B: Person Specification

	Essential Criteria	Desirable Criteria	Measured By
Education & Qualifications	<ul style="list-style-type: none"> • Professional Social Work Qualification or equivalent, in a relevant subject e.g. Social Work, Occupational Therapy or Allied Health Professional • Current professional registration e.g. with Social Work England • Management qualification • Evidence of continuing personal and professional development 	<ul style="list-style-type: none"> • Practice Teaching qualification • BIA, AMHP or other professional award 	<p>Application Form</p> <p>Certificates</p>
Experience & Knowledge	Substantial management experience in Adult Social Work Services or equivalent pressurised environment		Application Form
	Experience of implementing change management		Application Form

	Demonstrable experience of developing services that deliver a strengths-based approach		Interview
	Experience of developing services that support positive risk taking and making robust decisions		Interview
	Demonstrable experience of effectively managing budgets, resources and achieving savings targets		Application Form
	Experience of Multi-agency working at a management level		Interview
	Experience of implementing, monitoring and utilising performance management systems		Application form
	Experience of chairing meetings at a senior level		Interview Assessment
	Detailed knowledge of relevant legislation		Interview

Skills & Abilities	Excellent leadership skills that promote learning and continuous improvement		Interview
	Highly effective interpersonal skills and ability to respond positively to challenging situations		Interview Assessment
	Excellent planning and organisational skills		Application form
	Analytical skills		Application form
	Excellent coaching and mentoring skills which encourage reflection, progression and development		Interview Assessment
	Excellent performance management skills		Interview
	Excellent written skills including report and letter writing		Application Form

	IT skills and ability to use Microsoft Office applications effectively		Application form
	Excellent programme management skills		Interview
	Excellent budget management skills and ability to devise and implement robust strategies that achieve saving targets		Interview
	Ability to make robust evidence-based decisions		Interview
	Excellent presentation and chairing meeting skills		Interview Assessment

Core Behaviours	Excellence - With enthusiasm, you work to deliver a high-quality service from your work location, whether that be in a Council building or in a remote working location, to meet customer, organisation and personal expectations. You adopt a 'can do' attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers.	Interview
	Simplicity - You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all taking into account hybrid working.	Application form
	Trust and Respect - You are aware of your impact on others including confidentiality, team relationships and wellbeing. You value openness and listen carefully to understand the views of others. You promote the values of inclusion and diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect.	Interview Assessment
	Working Together - You work with others to reach a common goal; sharing information, supporting colleagues, both in their work and wellbeing, and searching out expertise and solutions from relevant partners and/or the communities we serve.	Interview Assessment
	Responsibility - You take ownership for your own wellbeing, work and working environment and use your initiative to deliver. You are accountable for your own performance and development, and you take responsibility for your actions and decisions.	Interview
	Leadership - Your leadership is demonstrated by delivering outcomes and inspiring your team and individuals to improve and develop within an environment that enables individuals to achieve their potential.	Interview

Other Requirements			

Compiled / Reviewed by	Lizzie Edwards, Assistant Director: Service Delivery
Date	3 June 2024

Section C: Additional Information

Corporate Parent Responsibilities

All employees should act as an advocate for our Looked After Children; fulfilling our corporate parenting responsibilities by considering Children and Young People in everything we do.

Health and Safety

Health and safety laws require all employees to help the Council maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others' health and safety and co-operate with any reasonable request to support the Council, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis.

All duties and responsibilities must be carried out in line with the Council's Corporate Health and Safety Policy and any local safety procedures.

Information Management

As an employee of the Council, the post holder will be expected to manage information in accordance with standards outlined in the Corporate Records Management and Information Security policies. They will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of Data Protection legislation and guidance.

The post holder will be accountable for ensuring that he/she is aware of relevant Council policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

Training and Development

The Council is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

Solihull Behavioural Framework

The Council expects all employees to conduct themselves in a way that is consistent with the values and behaviours set out in the Solihull Behavioural Framework.

Mobility

Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the Council they may be required.

Variations to Job Descriptions

Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Council therefore retains the right to amend job descriptions to reflect changing requirements.