Job Description – Director of Adult Social Services

Indicative Salary Range: £125,000 to £135,000 p/a

Reports to: Deputy Chief Executive

Job Purpose
To develop and implement effective policy and strategy on all matters relating to Adult Social Services (ASS), and to lead or support as appropriate programmes delivering the integration of health and social care. To act as a leader to the service and to a range of external agencies and partners to ensure the delivery high quality services and positive outcomes for adults in Haringey. Ensure that vulnerable people are safeguarded.

Under the Accountabilities Framework, this role has been categorised as both a partnership and an expert & advisory role with the work level of strategic direction.

Context
This role is accountable for the development and performance of the Adult Social Services. The post holder will provide a clear, decisive, fiscally responsible strategy for Adult Social Services. The post holder will work closely with the Leader, Members, their peers, the community and with partners in order to deliver goals.

Statutory Responsibilities
The Director of Adult Social Services (DASS) is an office holder under the Safeguarding Vulnerable Groups Act of 2006 and will be engaging in regulated activity by virtue of undertaking the role and will come within scope of the Vetting and Barring Scheme.

The DASS has responsibility for local authority functions relating to Safeguarding of vulnerable adults.

Specific Responsibilities
1. Ensure that the care aspects of the Director of Adults Social Services role set out in the statutory guidance issued under Section 7 of the Local Authority Social Services act of 1970 are fully discharged.
2. Be responsible for ensuring vulnerable adults in Haringey are safeguarded through robust multi-agency arrangements.
3. Design and deliver the strategic direction for the Council’s Adult Social Services.
4. Work with a range of internal and external partners to support the integration of social care and health services as agreed.
5. Accountable for assessing local needs and ensuring availability and delivery of adult social services.
6. To work collaboratively with other senior leadership team members, and partners, in order to deliver the best service possible.

7. Provide professional leadership within the Council and amongst partner agencies influencing outcomes which ensure the Council’s identified priorities are achieved and there is sustained focus on adult social care.

8. Leading the development and/or implementation of occupational and professional standards maintained across services.

9. Promoting local access and ownership and driving partnership working.

10. Ensure services are being appropriately targeted to deliver improved outcomes and represent value for money.

11. To promote and act as champion for social inclusion and wellbeing.

12. To provide professional and strategic advice to members and the leadership team on adult social care issues.

13. To act as the Council’s lead official on adult social care and as the principal point of contact with the Care Quality Commission.

14. Act as the principal point of contact for the conduct of adult social services’ businesses with national organisations (including the commission for Social Care Inspection) and ensures that information is provided as required by national agencies.

15. To Work closely with the Director of Children’s Services and Director of Public Health to improve outcomes and achieve value for money.

16. To work in partnership with local health agencies, the voluntary sector and private sector organisations.

17. Principle advisor to the cabinet member for Adult Social Care.

18. Drive significant cultural change through the service and key partners.

19. To deputise for your line manager if required.

Corporate Responsibilities

As a Director in the London Borough of Haringey the post holder will be expected to lead by example and to behave in accordance with the Haringey leadership framework and the accountabilities framework. They will be expected to conduct their duties within professional and legal standards and more specifically they will be expected to:

- Ensure that the strategic outlook, advice and guidance given considers not only internal factors but the impact of external forces;
- Be responsible to create, foster and manage effective relationships with Members;
- Work collaboratively with across all service areas with other senior managers in order to generate efficiencies and create synergies wherever possible;
- Be totally accountable for associated budget, and agree MTFPs from direct reports;
- To be a named member of the Gold Emergency Planning rota and to ensure that services the post holder is responsible for have appropriate business continuity plans and emergency response procedures;
- The post holder must ensure that Health & Safety legislation and the Council’s Health & Safety requirements are complied with and monitored within;
- Be aware of and comply with the Council’s Equal Opportunities Policy.
**Functional Areas**

- Adult Prevention and Provider Services
- Service Assessment Personalisation
- Occupational therapy
- Joint Learning Disability Partnership
- Safeguarding Services
- Business Management Services

**Signed**

Line Manager  
Date

Post Holder  
Date
Accountabilities Framework

**Strategic Direction:** Post holders will be expected to think strategically, looking forward across a typical horizon of five years they will be required to scan the external environment and anticipate the impact of external forces. Thinking involves setting policy frameworks and objectives for others to ensure integration between function and sub-functions in pursuit of collective goals.

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<tr>
<th>Core Accountabilities</th>
<th>Expert &amp; Advisory Accountabilities</th>
<th>Partnering &amp; Commissioning Accountabilities</th>
<th>Delivery Accountabilities</th>
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<tbody>
<tr>
<td>Own and delegate significant financial budgets and resources, on behalf of the Council, ensuring that they are focused towards the delivery of intended outcomes in a manner which demonstrates value for money and compliance with relevant policies and guidelines.</td>
<td>Provide strategic advice, guidance and challenge to Cabinet and members in the setting of political objectives and priorities and in developing appropriate strategies for achieving them.</td>
<td>Lead the strategic commissioning of outcomes for the citizens and communities across a broad range of services based on thorough customer and market analysis and effective service planning, design and procurement.*</td>
<td>Provide strategic leadership and oversight to the management of significant contracts for the Council acting as the point of escalation for issues to ensure that the highest possible levels of service quality are provided.</td>
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**Business Planning & Risk Management**

Lead the development of business strategies for the Council and its partners which are focused on achieving the political objectives and priorities which are focused on achieving the political objectives and priorities of Haringey and which ensure that all associated risks are identified and understood.

**Leadership and people management**

Act as a strategic leader building strong, visible and collective leadership between cabinet, senior officers and partners which builds a culture of high performance, inspires people and supports the delivery of Council objectives.

**Customer Experience**

Set a strategic focus across the Council and its partners on delivering and inclusive and outstanding customer experience to all of the citizens and communities of Haringey.

**Professional Leadership**

Ensure that authoritative professional leadership is provided across broad range of disciplines which sets a clear professional direction across the Council based on national best practice.

**Policy & Development**

Work with cabinet to develop strategic policy direction with both delivers their priorities and ensures that the Council complies with all relevant legislation and statutory requirements within an acceptable level of risk.

**Partnership Development**

Lead the development of strategic relationships for the Council with a broad range of external organisations to enable the development and delivery of effective outcomes through collaborative, joined-up working.

**Assurance & Regulation**

Provide independent assurance that the Council’s strategic decisions are being made in accordance with governance arrangements, relevant legislation and statutory requirements, and in a manner which ensures safety and security.

**Market Development**

Lead the strategic development of the broad marketplace including shaping and stimulating markets to access appropriate and relevant public, private and voluntary sectors capabilities to deliver the best possible outcomes for the citizens and communities of Haringey.

**Operational Improvement**

Provide strategic leadership to the continual improvement of operations for the Council ensuring that business processes are effective and efficient and enable the highest possible levels of service quality to be provided.

**Programme & Project Management**

Act as the accountable sponsor for strategic programmes and projects across the Council ensuring that they are initiated and governed in an effective manner in order to achieve their intended benefits and goals.
Role Types

**Partnership (Collaborative) Roles:** These roles identify and are responsible for the outcomes that need to be achieved to best meet the needs of the citizens and communities of Haringey. These roles are hybrids with shared accountability for outcomes but with little direct operational control. In order to achieve outcomes, these roles are required to work collaboratively with others, the most common example being commissioning staff that will monitor local partner activity in order to ensure the delivery of high quality results. At the lower levels, these roles undertake specific commissioning for discrete services. At the higher level, these roles set commissioning outcomes across a broad range of thematic services.

**Delivery Roles:** These roles are the more traditional ‘front line’ service delivery roles. Here, post holders are directly accountable for performance, often through the direct controls of significant resources or through managed contracts. At the lower levels, operational managers may oversee a department or team. At the higher levels, they may be in charge of a department, large operational area or the management of significant contracts and may be ultimately accountable for ensuring compliance with statutory obligations.

**Expert & Advisory roles:** These roles provide a broad service that set policy and provide advice to support and assure all of the Council’s day to day activities. They gather information required by other groups to make strategic decisions and translate this into corporate policy and strategic advice. They have little or no direct accountability for outcomes; however, what they are accountable for is the quality of advice they provide to business leaders. At the lower levels, these roles tend to focus on research and analysis and the interpretation and implantation of policies. At the higher level, post holders set strategy, develop policy and provide assurance across the Council more broadly.

Work Levels

**Strategic Direction:** Post holders will be expected to think strategically, looking forward across a typical horizon of five years they will be required to scan the external environment and anticipate the impact of external forces. Thinking involves setting policy frameworks and objectives for others to ensure integration between function and sub-functions in pursuit of collective goals.

**Strategic implementation:** Thinking is associated with the variable application of policy locally. Post holders will be required to re-shape policy to fit within the local environment, turning functional policy into reality. Thinking goes beyond the year ahead and is required to be open to external influences.

**Tactical Implementation:** Post holders will be required to translate policies into operating procedures. Thinking is essentially concerned with the year ahead, although with a clear understanding of likely longer term developments. Solutions to problems will be designed to meet set objectives in line with the existing internal or external environments.

**Operational management:** Thinking is concerned with the interpretation and tactical application of policy to support local needs, i.e., how can policies be satisfactorily applied to a particular area of the borough. In order to contribute to wider policy decisions, post holders will provide feedback on how policies impact locally.
For Recruitment Purposes - Person Specification
The post holder will be expected to demonstrate associated qualities from the Leadership Framework and the Accountabilities Framework. In addition, the successful candidate will have attained:

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<tr>
<th>Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>University degree and or relevant extensive work experience</td>
<td>x</td>
<td>x</td>
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<td>Professional qualification (e.g. Social work or Education)</td>
<td></td>
<td>x</td>
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<tr>
<td>Management qualification (e.g. MBA, MPA)</td>
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<td>Evidence of continuing professional development to demonstrate up-to-date knowledge and understanding of the legislation pertaining to the wider field of social care</td>
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<td>In-depth experience at a senior managerial level of successfully managing significant social services initiatives with a detailed understanding of the role of social services and experience of programmes targeted at disadvantaged groups</td>
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<td>Development and successful implementation of policy proposals at a corporate and strategic level</td>
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<td>Experience leading successful change programmes that focus on improved service delivery to end users and increased value for money</td>
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<td>Multiple years experience providing social care operations, policy development and management in a similar environment</td>
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<td>Substantial experience of health/social care needs assessment and service provision</td>
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<tr>
<td>Extensive experience of strategic planning and policy formulation and implementation</td>
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<td>Experience influencing and working in partnership arrangements with external public, private and voluntary sectors</td>
<td>x</td>
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