

**HEAD OF FUNCTION FOR ADULT SOCIAL CARE  
INTEGRATED ADULTS AND SOCIAL CARE SERVICES  
Locality, Prevention and Discharge, and Enablement and Independence Services**

**Purpose:** Manage the assessment of need, care delivery / planning, review, personalisation and safeguarding of adults to the highest standards within available resources to promote independence, choice and control.

| <b>Key Results Areas</b>  | <b>Critical Success Factors</b>  | <b>Skills, Know How and Experience</b>  | <b>Competencies</b>   |
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| <ul style="list-style-type: none"> <li>• Manage the social work assessment and care planning and / or The Enablement and Independence Service and review strategies, policies and processes to meet the highest standards of professional practice.</li> <li>• Manage social work safeguarding strategy, policy and processes to meet the highest standards of professional practice, in line with the Care Quality Commissions framework.</li> <li>• Take the lead responsibility for the protection of vulnerable adults.</li> <li>• Lead the development of social work/social care to reflect best practice and meet the requirements of regulatory bodies.</li> <li>• Lead the personalisation of social work/social care.</li> <li>• Ensure that all services are delivered within legislative requirements and performance frameworks.</li> <li>• Develop partnerships with other agencies including health, housing, children's services, local authorities, the voluntary sector and representative bodies.</li> <li>• Work with regional colleagues to drive sector led improvement and benchmarking of quality services</li> <li>• Ensure that Members are aware and have the opportunity to comment on service changes through portfolio briefings.</li> <li>• Develop innovative solutions to changes in Government policy, need and resources in consultation with community groups.</li> <li>• Liaise with Trade Unions to manage the consultation and negotiations process in terms of implementing changing practices within the service area.</li> <li>• Chair complex HR meetings and take a strategic leadership role across the service</li> </ul> | <ul style="list-style-type: none"> <li>• Achievement of Best Value.</li> <li>• Continued strategic shift of services.</li> <li>• Development and maintenance of Partnership arrangements.</li> <li>• Compliance with:-</li> <li>• Legislation</li> <li>• Care Quality Commission Single Assessment Framework</li> <li>• User satisfaction.</li> <li>• Member satisfaction.</li> <li>• Budgetary control.</li> <li>• Safeguarding vulnerable adults.</li> </ul> | <ul style="list-style-type: none"> <li>• Professional Social Work, Nursing or AHP degree level qualification and/or extensive senior management experience in a Local Authority Adult Social Care Service Management qualification.</li> <li>• Experience of working with adults in need and vulnerable adults.</li> <li>• Senior management and budgetary experience.</li> <li>• Knowledge of the national and local agenda for care services.</li> <li>• Experience of internal and external partnership working.</li> <li>• Experience of managing diverse multi-disciplinary teams.</li> <li>• Understanding of the political structure with committee decision making.</li> <li>• Experience of developing strategies and commissioning.</li> <li>• Experience of building effective working relationships with trade unions.</li> </ul> | <ul style="list-style-type: none"> <li>• Directing Strategy</li> <li>• Corporate Responsibility</li> <li>• Building a shared vision</li> <li>• Change Leadership</li> <li>• Managing Service Delivery</li> <li>• Business Acumen</li> <li>• Facilitating Change</li> <li>• Communication and Engagement</li> <li>• Developing teams and individuals</li> <li>• Managing performance</li> <li>• Personal impact</li> <li>• Making things happen</li> <li>• Customer Focus</li> <li>• Communication</li> <li>• Team Working</li> <li>• Flexibility</li> <li>• Learning and Development</li> </ul> |

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| <ul style="list-style-type: none"> <li>• Create the conditions to facilitate co production with service users, employees and partners</li> <li>• Facilitate equality of access and experience across the services</li> </ul> |  |  |  |
| <p><b>Dimensions:</b><br/> Locality, Prevention and Discharge, and Enablement and Independence Services have 476 employees; £49,398,832 net budget. Provide Senior Manager cover on the Children's and Adult's EDT rota</p>  |  |  |  |