

Cardiff Council Recruitment Pack

Assistant Director Adult's Services

This document is available in Welsh/
Mae'r ddogfen hon ar gael yn Gymraeg



Letter from the Director



Dear Applicant,

Re: Assistant Director (Adults), Social Services

Thank you for taking the time to review this application pack for the position of Assistant Director of Adult Services in Cardiff. If you are motivated by making a real difference to people's lives and by the opportunity of leading social services in an ambitious capital city with the scale, sense of purpose and people to be the very best – then please read on!

This is an exciting time to come to Cardiff. As the new Director of Social Service in Cardiff, I am committed to developing a dynamic leadership team with the right values, professional experience and tenacity to take social service performance to the leading edge supporting the best possible outcomes for all our citizens.

Social Services in Cardiff benefits from being part of the newly formed People and Communities Directorate that provides for huge opportunities to work preventatively and collaboratively to support people to live the lives they want to live. There are already excellent examples in practice of the difference this approach can make such as through the independent living service and young person's accommodation gateway.

We are particularly interested in hearing from you if you are:

- passionate about understanding and building on strengths – in individuals' lives and the teams and partnerships in which we work;
- an outward looking leader, committed to developing focussed and effective partnerships, across the Council, with key partners, and with the people and communities we serve;
- a professional expert with considerable knowledge of strength based practice and experience of building teams who can embed this approach to excellent practice across all social care teams and services;
- able to motivate, support and develop the culture and practice of the whole social care workforce;
- able to translate improved practice and innovative services into business cases which deliver cost efficiencies and are cost effective;
- a skilled commissioner, with understanding of how to develop progressive services through high value relationships with providers;
- able to quickly identify the most significant risks and manage and mitigate them;
- committed to safeguarding people and can demonstrate the ability to work effectively in partnership to proactively safeguard and protect;
- passionate about the very highest standards of quality and performance, and having the right range of information available to drive continuous improvement; and,
- able to demonstrate the innovation and creativity necessary to be truly person centred;
- personally resilient and solution focused in the face of the many challenges, not least significantly reducing budgets, we will inevitably face!

Cardiff is a fantastic place to work and live – a vibrant and diverse city. The Council, through its Capital Ambition programme is committed to addressing the root causes of deprivation and inequality, which are key causes of vulnerability and can increase the need for statutory social services. You will be joining a social services department which has made considerable progress in recent years. . Across a basket of national measures, the Council's Social Services was rated as the most improved in Wales during 2015-16 and we received a very positive whole service inspection of Children's Services in March 2016. There is, of course, much more to do – to better integrate our services, to develop our



Letter from the Director



workforce, our practice and commissioning and to connect people better to the considerable assets within our communities. You will have the full backing and support of the Council's leadership team, you will be able to deliver not just sustainable social services but truly excellent public services.

Applicants not currently working in Wales should be enthused by the opportunity to lead in a public services environment with a progressive and enabling legislative framework through the Well-being of Future Generations (Wales) Act, 2015, the Social Services and Well-being (Wales) Act, 2014, and the Regulation and Inspection of Social Care (Wales) Act, 2016. Social Services leaders in Wales benefit from a supportive peer network through the Association of Directors of Social Services (ADSS) and lots of opportunities for personal development and to get involved in developing and influencing policy at a national level. Wales is a great place to realise your personal ambitions to lead in an integrated social services – adult and children – environment. As a recent national study highlighted that social workers in Wales are happier, feel better supported and stay longer.

Therefore, if you feel you have the values, skills, behaviours, energy and experience to improve the lives of Cardiff's most vulnerable citizens, then we would love to hear from you. Please call me on 02920 873803 for an informal discussion about the role. I look forward to hearing from you.

Yours faithfully

Claire Marchant
Director of Social Services





CARDIFF COUNCIL

Assistant Director, Adults Services

Salary - £83,240 per annum (Awaiting pay award)

This is an opportunity to work in a vibrant and diverse city and to complete a dynamic team. In return, we ask you to bring leadership and communication skills plus the passion and experience to deliver innovative, partnership-focused services to take both of us to the next level.

We have an energetic and committed workforce, innovative programmes of development and aspirations to be everything that a capital city service should be. We remain conscious, however, that a step change is needed in terms of the pace of change.

This post offers an opportunity to join and strengthen a high level of collaboration with our strategic partners in Education, Health, Housing and the Third Sector and with our neighbouring authorities.

The people focused Social Services and Well Being Act 2014, which took effect in April 2016, provides a distinctive Welsh policy agenda for change. This change gives greater impetus to prevention, integration, independence, advocacy and voice and opens new possibilities for creative and strategic thinkers.

An effective and integrated programme of strategic improvement initiatives has made very good progress in bringing in new thinking in relation to demand management and prevention including a Single Point Contact. Among the strides we have made are a contract for a modernised learning disability service; a recently established Regional Adults Safeguarding Board; a new vulnerable adult's accommodation strategy; positive inspection feedback in relation to DOLS and most recently Domiciliary Care.

With substantial experience of managing and commissioning at a senior level within health and social services, your experience will include a strong track record in safeguarding, leading the development of innovative practice and delivering improved standards and service quality.

Your ability to contribute to innovative delivery models that support financial sustainability against a reducing local government budget base will be an important skill.

If these challenges excite you and you are eager to join a committed management team, we would be interested in hearing from you. For further information or an informal conversation about this post please contact Claire Marchant, Director Social Services on telephone 02920 8773803.

Closing Date: 29 July 2018 at 11.59pm

Safeguarding and Child Protection are key priorities for the Council. We aim to support children and vulnerable adults to ensure they are as safe as they can possibly be. Our services and schools are committed to ensuring the safety and protection of all children and vulnerable adults, and will take action to safeguard their well-being, and acknowledge that children and vulnerable adults have a right to protection. This is supported in the general ethos of the Council and all schools.

This post is subject to a Disclosure and Barring Service Enhanced check.

This vacancy is suitable for post share.

We welcome applications in both English and Welsh.



Role Profile



Role Title	Assistant Director, Adults Social Services
Grade	Assistant Director, Spot Salary
Primary Purpose of Role	<p>To take lead responsibility for the successful and safe operations of a broad range of service areas: to manage and co-ordinate people, financial and capital resources to ensure the effective delivery of agreed priorities, change programmes and high-quality day-to-day service for customers.</p> <p>To lead, manage and develop a range of services, including integrated health services where applicable. To develop strategic commissioning intentions and working in partnership across statutory agencies, the independent and third sectors. To ensure that a comprehensive and equitable range of high quality, customer-focused, responsive and efficient adult social services are commissioned and delivered and where beneficial that these are effectively integrated and jointly managed with the University Health Board.</p> <p>To take lead responsibility for working in partnership with NHS stakeholders to ensure that citizens experience effectively integrated service delivery.</p>
Key Accountabilities	<ul style="list-style-type: none"> • To deputise for the Director when required • To lead strategic commissioning activity to ensure that all services are procured, developed and designed to meet identified needs and outcomes for our customers cost effectively • To ensure effective and robust processes for the audit of practice consistent with national and local learning and the key recommendations within relevant national enquiry reports and to ensure that this is specified within commissioned and contracted services. • To promote high professional standards of practice and accountability within the workforce and to ensure compliance with all relevant codes of conduct. • To translate strategic and corporate commitments into an aligned framework of operational plans, and to oversee the execution, review and improvement of these plans • To play the lead role in the delivery of customer-centric change programmes and projects across the portfolio of services, working with partners, other key Council Directorates and Directorates in the University Health Board, ensuring that the desired outputs and outcomes are secured • To effectively manage the people, financial and other resources of the portfolio – ensuring that they are aligned with corporate priorities and genuine customer need • To work with Operational Managers to ensure that managers across the Social Services Directorate understand and fulfil their budgetary accountabilities; guiding and supporting them to optimise budget alignment within a context of diminishing resources and changing service demand. • To facilitate and ensure the successful implementation of internal and/or external partnership arrangements • To establish and apply effective individual and team performance management systems in order to monitor, assess and improve standards and the achievement of key performance indicators • To lead, motivate and develop a team of managers across the Directorate



Role Profile



	<p>ensuring the highest levels of buy-in and execution of the Council's priorities and corporate objectives</p> <ul style="list-style-type: none"> • To lead, motivate and develop integrated health and social services management teams to optimise alignment with joint Council and UHB priorities and to ensure that citizens experience the benefits of integrated professional delivery. • To ensure that practices are put into place to promote safe and appropriately risk-managed operational delivery, both internally within council-managed services, externally within commissioned services and where applicable in relation to relevant integrated health and social services. • To lead the production of robust and meaningful business plans – providing clarity of purpose, emphasis and key deliverables for the portfolio of services • To ensure that effective communication and engagement processes are in place to share new ideas, new ways of working and to provide insight to progress and achievements
<p>Areas of Responsibility</p>	<ul style="list-style-type: none"> • All Adult Social care • Strategies to Secure effective Community Care Services • Health and Well-being including Health Partnership • Integrated Health and Council Adult Social Services
<p>Types of Measures of Success</p>	<ul style="list-style-type: none"> • Continually improving performance against key performance indicators for the portfolio • Achievement of Corporate Priorities for the portfolio • Achievement of practice standards as measured by inspectorates and regulators • Effective co-ordination of resources across the portfolio of services • Effective budget control across the portfolio, with the delivery of required budget savings



Role Profile



When preparing your written application you will need to provide evidence only for the competencies identified with an asterisk. These are the essential competencies for your written application. In responding to each of the essential competency areas, you must provide examples which demonstrate how you have successfully delivered results of a size, scope and complexity comparable to the challenges faced by Cardiff Council. These and the remaining competencies will be assessed during the remaining stages of the recruitment process.

Behavioural Competencies	Application Stage	Competency Level(s)
Putting Our Customers First	*	5
Getting Things Done	*	4
Taking Personal Responsibility	*	4
Seeking to Understand Others	*	4
Developing Potential		4
Leading Change	*	4
Initiating Change and Improvement		4
Organisational Awareness		4
Partnering and Corporate Working	*	4
Communicating		4
Analysing , Problem Solving and Decision Making		4
Equality & Diversity		4
Optimising Resources	*	4
Demonstrating Political Acumen		4





PRINCIPAL TERMS AND CONDITIONS OF SERVICE APPOINTMENT OF ASSISTANT DIRECTOR – ADULT’S SERVICES

1. CONTRACT

This is a permanent appointment.

2. CONDITIONS

Conditions of service will be in accordance with the Joint Negotiating Committee for Chief Officers of Local Authorities as adopted by the County Council from time to time, plus any other conditions or regulations determined by the Council from time to time in consultation with the recognised trade unions.

3. SALARY

The inclusive salary for this post is £83,240 per annum. National pay awards in accordance with the JNC for Chief Officers of Local Authorities will be applied.

4. PERFORMANCE APPRAISAL

There will be an annual process of performance appraisal linked to the setting and achievement of the responsibilities and accountabilities of the job; and identifying any continuing personal development needs to maintain a high level of performance.

5. ANNUAL LEAVE

Annual leave will be 27 days for employees with less than 5 years continuous service, and 32 days for employees with more than 5 years continuous service. You will also be entitled to 8 bank holidays.

6. HOURS OF WORK

The job of Assistant Director – Adult Services cannot be satisfactorily undertaken within a fixed working week and some element of unsocial hours will be required for the proper performance of the responsibilities. The inclusive salary scale for the appointment reflects the need to work in addition to and outside normal office hours.

7. SICK PAY

Occupational Sick Pay Scheme will be in accordance with the JNC for Chief Officers' Conditions of Service.

8. PENSION

Local Government Pension Scheme. You will automatically be enrolled in to the Scheme unless you obtain an opting out form from the Pensions Section.

9. POLITICAL RESTRICTION

This post is politically restricted in accordance with the Local Government and Housing Act 1989 (as amended by Local Democracy, Economic Development and Construction Act 2009).





10. CAR LOAN SCHEME

You are eligible for a loan (which is not a taxable benefit) under the Council's scheme.

11. CAR MILEAGE ALLOWANCE

If you need to use your vehicle for business purposes you will be reimbursed at the HMRC mileage rate.

12. SMOKING

The Council has a no smoking policy.

13. FLEXIBILITY AND MOBILITY CLAUSE

As a term of your employment you may be required to undertake such other duties and/or times of work as may reasonably be required of you commensurate with your grade or general level of responsibility within the organisation, at your initial place of work or at or from any other of the Council's establishments.

14. SATISFACTORY MEDICAL REPORT

A satisfactory medical report is required from the Council's Medical Adviser on initial appointment to the Council.

15. NOTICE PERIODS

This will normally be three months in writing on either side but this can be changed by mutual agreement.

16. RESTRICTIONS ON RE-EMPLOYMENT

Certain restrictions apply after termination of employment. These relate to not divulging confidential information. Also within 12 months not taking up employment or providing services for reward to a body in the circumstances outlined in the conditions of service, without the consent of the Council which will not unreasonably be withheld. These provisions do not apply if the termination is as a result of redundancy or externalisation of work and a consequent transfer to a new employer.

