

Cardiff Council Recruitment Pack

Director Social Services

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



Letter from the Leader



Dear Applicant

Thank you for your interest in this exciting and challenging role.

Cardiff has been reinvented over the past quarter of a century as an internationally recognised capital city. This success can be seen in the rapid growth of the city's population with Cardiff now one of the fastest growing and most highly skilled major British cities. It can also be evidenced by strong performance in a number of headline economic indicators with unemployment down, employment growth up and visitor numbers having doubled over the last decade.

However, the proceeds of Cardiff's growth over recent decades have not been felt by all of the city's residents. The gap between the most and least prosperous communities in Cardiff is substantial. Similarly, while Cardiff's population growth is a sign of strength for the city, unless it is well-planned and well-managed it will put the city's physical and social infrastructures under real strain. This risk to the city's productivity, quality of life and standard of public services must be addressed. Tackling inequality and managing growth sustainably will therefore be at the heart of the Council's agenda.

The administration also recognises that it must deliver for Cardiff during a period of unprecedented financial austerity for the Council, and its public service partners. Protecting the services that are most important to residents will mean challenging old ways of working and embracing change where we are convinced it will deliver better services for the people of Cardiff.

As an organisation we must move away from dealing with problems in isolation and begin to integrate frontline teams that are empowered to address the day-to-day issues we know need solving. In the same way, individual directorates can no longer operate as silos: the Council must act as one seamless team to drive improvement across the city.

More broadly, the Council must work across the public services to deliver lasting solutions to complex problems. Removing the barriers that prevent people from getting a job, delivering the best outcomes for children in our care and helping people to live independently all require services to be delivered without boundaries. It demands a relentless focus on service integration to deliver the outcomes that we want to achieve.

A successful capital city is also a national, not just a regional, asset. We must be an outward-looking city, working with all our partners to make sure that Cardiff's success is shared with local people, regional partners and the country as a whole. Cardiff must be a capital city that works for Wales.

The Administration has therefore set out in its policy statement- 'Capital Ambition'- a programme of action to create opportunity, manage growth and reform public services whilst ensuring that the benefits of success are felt by all residents.

We invite you to take up the challenge with us.

A handwritten signature in black ink, appearing to read 'Huw Thomas'.

Councillor Huw Thomas
Leader of the Council



Letter from the Chief Executive



Dear Applicant

Cardiff Council is committed to working with partners in the public and third sectors to continue to improve our services and support our most vulnerable citizens, including looked after children, older people, individuals with learning or physical disabilities, those living with mental ill-health, or substance misuse. We are also committed to providing the highest quality of social care possible, in practice and delivery, in line with the administration's Capital Ambition commitments.

We are continuing to experience severe financial pressures that require services to be challenged to deliver extremely high levels of savings and to meet demand pressures in the area of social services, which continue to increase. For example, the number of citizens in Cardiff aged between 65 and 84 is projected to rise by 45% over the next 20 years, and the number over 85 years old expected to nearly double.

The post of Director of Social Services will make a crucial senior-level contribution towards enabling the Council to respond positively to the demand pressures, costs and budgetary challenges associated with the provision of social services to support vulnerable adults and children in Cardiff by reshaping sustainable social services for the future

The post-holder will discharge the statutory duties and responsibilities of the Director of Social Services role and have line management responsibility for two Assistant Directors covering the full spectrum of adults and children's services respectively. The successful candidate will also be responsible for reporting personally on an annual basis to the Cabinet and Council on the achievements and improvement priorities of Social Services in Cardiff and ensuring that effective performance management processes are in place across the directorate.

You will be required to demonstrate professional leadership in managing the breadth and complexity of social services risks and challenges, including ensuring that the Council's safeguarding arrangements are robust and effective. You will also play a lead role in the continued development of integrated health and social care services on a regional or national footprint, based on effective partnership working with health services and other local authorities.

You will be joining an experienced, talented and committed Senior Management Team providing the professional leadership needed to deliver the administration's Capital Ambition agenda. It is an exciting opportunity.

Yours sincerely

Paul Orders
Chief Executive





CARDIFF COUNCIL

Director, Social Services Salary of £122,412 per annum

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. 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.

We need an individual who is focused on adults and children, who values high professional standards and who can translate values and vision into practice and delivery. Working closely with all social care professionals and partner organisations, you will continue to develop service improvement and respond to the council's strategic agenda.

Much effective work has been done to ensure that we refocus on delivering improved outcomes for adults and children in need and looked after children. There is still much to achieve but we are highly optimistic of success.

You will be an experienced and qualified social work practitioner with extensive experience of managing social services at a senior level. That experience will have prepared you to take on a broader role. Here we will offer you scope, support and opportunity to grow into the role.

The total salary is **£122,412** per annum.

If you are ready for a broader role you can apply [here](#). For a confidential discussion please contact Paul Orders, Chief Executive on 02920 872401

Closing Date: 29 January 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.

Note: The selection process for this role will involve initially an Assessment Centre, with shortlisted candidates being invited back for interview. It is envisaged that these processes will take place with Assessment Centre on 16th or 19th February 2018 and final interviews in early March 2018.



Role Profile



Role Title	Director, Social Services
Grade	Director Spot Salary
Primary Purpose of Role	<p>To provide strategic analysis and robust advice to the Cabinet Members for Social Services regarding best options and methods to deliver relevant aspects of the Council's Corporate Plan ; also to ensure the effective and efficient implementation of the Cabinet's strategic choices with a firm focus on achieving continually improving outcomes in the field of Social Services with particular emphasis on the safeguarding role.</p> <p>To embrace the Corporate priorities across the Council and be part of a cohesive Corporate team.</p>
Key Accountabilities	<ul style="list-style-type: none"> • To translate the Council's stated vision and priorities into a set of aligned and effective strategies for Social Services • To provide high-quality advice and insight for the Cabinet Members for Social Services regarding the most effective models for delivering the relevant corporate priorities and responding to emerging needs • As a key member of the senior management team, to undertake cross-cutting responsibilities throughout the Council • To take a lead role in the formation and on-going development of deep-rooted strategic partnerships and relationships that will place Cardiff's Social Services at the forefront of the City Region • To identify and make the most of existing and potential synergies across the work of the Council's Social Services and other services, plus those of partner organisations • To take a lead role in optimising the use of the Council's resources by creatively using risk-managed partnerships, collaborations and commercial ventures to best deliver the key services needed by the people of Cardiff and the City Region • To accurately advise the Chief Executive and Cabinet Members how and where to make efficiencies, cuts or investments in Social Services that will best serve the people of Cardiff and the City Region. • To assess the strategic impact of shifting service demands in a diverse City Region, prominent financial pressures and a commitment to the provision of improving standards, and to advise the Cabinet Members of all of the options (including innovative responses) and associated implications • To lead a management team; creating, implementing, monitoring and reviewing the performance of Social Services and ensuring that significantly improved outcomes in the lives of service users are secured. • To promote and lead a culture that realises Cardiff's aspirations to becoming Europe's most liveable capital city in all aspects of its Social Services • To scan the external context and to advise the Cabinet Member for Social Services and how to position the portfolio for emerging changes, challenges and opportunities • To be accountable for all of the statutory duties and responsibilities of the authority's Director of Social Services.



Role Profile



Areas of Responsibility	<ul style="list-style-type: none"> • All Social Services for children and adults • Youth Service and Justice • Children and young carers • Strategies to secure Community Care Services • Health and Well-Being including Health partnerships • Integrating Health and Social Care
Types of Measures of Success	<ul style="list-style-type: none"> • Continually improving outcomes in the lives of people in Cardiff and the City Region • Achievement of Corporate Priorities for the Social Services portfolio • Effective management of resources – improvement of portfolio performance, whilst achieving required financial savings • Satisfaction of the Cabinet Member with quality of advice offered in relation to key portfolio choices

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	*	5
Taking Personal Responsibility	*	5
Seeking to Understand Others		5
Developing Potential		5
Leading Change	*	5
Initiating Change and Improvement	*	5
Organisational Awareness		5
Partnering and Corporate Working	*	5
Communicating		5
Analysing, Problem Solving and Decision Making		5
Equality & Diversity		5
Optimising Resources	*	5
Demonstrating Political Acumen		5





PRINCIPAL TERMS AND CONDITIONS OF SERVICE APPOINTMENT OF DIRECTOR SOCIAL 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 total spot salary for this post is **£122,412** 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. The process is separate from any scheme relating to either pay or performance related pay.

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 Director – Social 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. An opting out notice is available from the Pension 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).



Terms & Conditions



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**

HMRC rate of 45 pence per mile will apply.

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.

