

# Cardiff Council Recruitment Pack

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## Director Adults, Housing & Communities

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.

There has never been a greater need for integration across public services than now. In the face of the Covid-19 pandemic, the response from public, private and third sectors partners in Cardiff has been genuinely inspiring. We have supported our citizens and provided solutions to rapidly emerging challenges across organisational boundaries, building on strong existing foundations.

The Council's commitment to work "across the public services in order to deliver lasting solutions to complex problems" has led to real progress over recent years with a focus on integrated service development designed around the needs of the individual, family and community. The development of a range of integrated preventative and support services is particularly important in relation to older people where 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 demand pressures and costs associated with an ageing population are significant and projected to increase.

We now want to take the next step towards the delivery of a whole system approach; bringing together Adult Social Care, Housing and Community Services to ensure that council services are accessible across the full spectrum of need and making partnership integration easier to deliver.

The new post of Director, Adults, Housing & Communities will have strategic responsibility for integrating a wide range of essential care, accommodation, support and advice services for the diverse communities of Cardiff. Leadership across professional boundaries and the ability to deliver change will be crucial. You will be able to simplify complex structures, bring together assessment processes and redesign services to meet need holistically and efficiently. You will also make a crucial senior-level contribution towards enabling the Council – and Cardiff more broadly – to respond positively to fundamental challenges, formulating a cohesive cross-council approach to the development of a change agenda that is vital to the Council's reputation, service delivery role and financial resilience.

The post-holder will have line management responsibility for the Assistant Director of Adult Services, and an experienced and committed directorate management team covering the full spectrum of Housing, Advice and Community Services. The post-holder will also have overarching managerial responsibility for a net revenue budget in the region of £159m, along with a gross Housing Revenue Budget of £85.3m.

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

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





## CARDIFF COUNCIL

### **Director, Adults, Housing & Communities** **Salary of £130,859 per annum**

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

You will provide strategic leadership and direction on the integration of services provided to people across Cardiff, including the provision of analysis and robust advice to Cabinet Members and Councillors on the best options and methods to deliver relevant aspects of the administration's Capital Ambition commitments and the Council's Corporate Plan.

The role requires an individual who is able to lead strategic and transformational change in public service delivery, which ensures the effective and efficient implementation of the Council's strategic choices and achieves continually improving outcomes in the lives of people within Cardiff.

This is an excellent opportunity to become part of a senior management team in a large and diverse leading public organisation within the capital city of Wales. To support our citizens and communities, we have over 15,000 employees delivering over 700 individual services to over 350,000 residents.

Are you ready to play a part in Cardiff's future?

The total salary is **£130,859** per annum.

If you are ready for this challenging but rewarding role, you can apply [here](#).

For a confidential discussion, please contact Sarah McGill, Corporate Director, People & Communities on (029) XXXX

**Closing Date: XXXX 2020 at 11.59pm**

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 the Assessment Centre and interview processes will take place during January 2021.**



# Role Profile



<b>Role Title</b>	Director, Adults, Housing & Communities
<b>Ref</b>	
<b>Grade</b>	Director Spot Salary
<b>Primary Purpose of Role</b>	<p>To provide strategic analysis and robust advice to Cabinet, Scrutiny Committees and the Council regarding the 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 fields of Community, Adult and Housing Services.</p> <p>To embrace the Corporate priorities across the Council and be part of a cohesive Corporate team.</p> <p>To ensure compliance with the requirements of the Social Services and Well-being (Wales) Act 2014 and all relevant legislation and guidance in the delivery of Community, Adult and Housing Services.</p>
<b>Key Accountabilities</b>	<ul style="list-style-type: none"> <li>• To translate the Council’s stated vision and priorities into a set of aligned and effective strategies for Community, Adult and Housing Services</li> <li>• To provide high-quality advice and insight for the Cabinet Members and Councillors regarding the most effective and efficient models for delivering the relevant corporate priorities and responding to emerging needs</li> <li>• To take a lead role in the formation and on-going development of deep-rooted strategic partnerships and relationships that will place Cardiff’s Community, Adult and Housing Services at the forefront of service delivery nationally</li> <li>• To ensure and promote the application of all safeguarding policies and associated processes and procedures</li> <li>• To identify and make the most of existing and potential synergies across the work of the Council’s Community, Adult and Housing Services and other services, plus those of partner organisations</li> <li>• To take a lead role in optimising the use of the Council’s resources by creatively using risk-managed partnerships, collaborations and/or commercial initiatives to best deliver the key services needed by the people of Cardiff and the wider region</li> </ul>







	<ul style="list-style-type: none"> <li>• To accurately advise the Corporate Director, Chief Executive, Cabinet Members, Scrutiny Committees, and Councillors how and where to make efficiencies or investment in Community, Adult and Housing Services that will best serve the people of Cardiff and the wider region</li> <li>• To assess the strategic impact of shifting service demands in a diverse urban context, against a backdrop of significant financial pressures and an overarching commitment to the provision of improving standards, and to advise the Cabinet Members and Councillors of all of the options (including innovative responses) and associated implications</li> <li>• To lead a management team: creating, implementing, monitoring and reviewing the performance of Community, Adult and Housing Services and ensuring that significantly improved outcomes in the lives of service users are secured</li> <li>• To promote and lead a culture that realises the Capital Ambition vision, and reflect this in all aspects of its Community, Adult and Housing Services</li> <li>• To scan the external context and to advise the Cabinet Members on how to position the portfolio for emerging changes, challenges and opportunities</li> </ul>
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<p><b>Areas of Responsibility</b></p>	<ul style="list-style-type: none"> <li>• Hubs and Community Services</li> <li>• Advice and Benefits</li> <li>• Early Help for Families, Children and Young People</li> <li>• Adult Social Services</li> <li>• Independent Living and Preventative Services</li> <li>• Housing and Homelessness</li> <li>• A wide range of partnership and cross sector working to deliver more integrated person centred services</li> </ul>
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<p><b>Types of Measures of Success</b></p>	<ul style="list-style-type: none"> <li>• Continually improving outcomes, particularly in the lives of vulnerable people in Cardiff and the wider region</li> <li>• Achievement of Corporate priorities for the Housing and Communities, and Social Care, Health and Wellbeing portfolios</li> <li>• Effective management of resources – improvement of portfolio performance, whilst achieving required financial savings</li> <li>• Satisfaction of Councillors in relation to the professional advice, strategic options and service delivery</li> </ul>
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## 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	*	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, ADULTS, HOUSING & COMMUNITIES**

### **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 **£130,859** per annum. National pay awards in accordance with the JNC for Chief Officers of Local Authorities will be applied subject to Council approval.

### **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, Adults, Housing & Communities 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).





**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.

