

Post title:	Assistant Director – Adult Social Care In addition, if the postholder is a qualified occupational therapist or social worker, they will also be designated as Chief Social Care Practitioner
Grade:	AD2
Responsible to:	Corporate Director Health and Adult Services
Staff managed:	Manages a group of managers
Directorate:	Health and Adult Services
Service:	Adult Social Care
Job family:	SM - Senior Management
Date of issue:	July 2023

Job context

- The post holder will be a member of the Health and Adult Services Leadership Team and will carry shared responsibility with other senior team colleagues for the performance of the whole of Health and Adult Services.
- The post holder will lead, jointly with the Assistant Director – Adult Social Care and the Assistant Director – Prevention and Service Development the Adult Social Care Leadership Team to ensure effective services and strong practice across the county.
- The postholder will be the strategic lead and voice for social care practice in the Directorate Leadership Team, ensuring services meet Care Act, Mental Health Act, Mental Capacity Act and other legal, professional and practice requirements.
- The postholder will lead the council's work in a designated geographical area taking responsibility for joint leadership with the NHS, borough and district councils and other partners.
- The role will require the post holder to work with other Corporate and Assistant Directors, elected members, and other senior colleagues across the council.
- The post holder will have significant autonomy and responsibility when coordinating activities and priorities.
- The post holder's base will be County Hall in Northallerton, however it is expected that he/she will work from a locality base at least one day per week.
- This post is subject to disclosure. This is a politically restricted post as defined by the Local Government and Housing Act 1989.
- To lead the council's community social care teams in designated localities, as well as countywide Practice and Mental Health Services, ensuring that they are delivered well to meet financial, quality and performance standards
- There are five direct reports, circa 800 FTE total staffing and £90m budget.

Job purpose:

To lead the county council's mental health, practice and operational social care services ensuring that they are delivered well to meet financial, quality and performance standards.

Operational management:

- To lead the council's mental health, practice and operational social care services ensuring that they are delivered well to meet financial, quality and performance standards.
- To lead the council's work in a designated geographical area taking responsibility for joint leadership with the NHS and other partners.

	<ul style="list-style-type: none"> • To lead specific countywide programmes as part of the council's change and transformation programmes. • If qualified as an occupational therapist or social worker, to be designated as the council's chief social care practitioner for adults and to advise on professional issues, ensuring effective continual professional development arrangements are in place for all registered social workers and other professionally qualified and wider staff groups. • To lead the operational development and delivery of integrated services with the NHS and other council and public services, ensuring that the council's statutory duties are met and delivered within financial, quality and performance standards. • To ensure effective arrangements are in place to prevent, resolve and divert activity where people do not need statutory adult social care services. • To promote independence, wellbeing and a community assets based approach to social care practice at all stages in the customer pathway. • To lead on professional practice and standards (and to be designated as Chief Social Care Practitioner if a qualified occupational therapist or social worker). • To ensure compliance with all statutory social care requirements, including the Care Act, the Mental Health Act and the Mental Capacity Act.
Resource management:	<ul style="list-style-type: none"> • Be responsible as the budget holder for resources in respect of allocated budgets within the council's Scheme of Delegation of Financial Responsibility. • Account to the Corporate Director of Health and Adult Services for financial performance of your area of responsibility, ensuring a balanced budget and meeting any efficiency targets agreed. • In conjunction with the Head of HR to ensure the development and delivery of efficient and effective workforce development plans. • The management, performance, development and recruitment of staff including formally setting objectives and appraising performance • Take responsibility for own continuing professional development and maintain a portfolio showing evidence of development.
Partnerships:	<ul style="list-style-type: none"> • To build strong and dynamic relationships and trust with elected members, partners, stakeholders, communities and external agencies to enhance profile and reputation. • To forge partnerships and work alongside others in the delivery of services that enhance our county, and build self-reliance within North Yorkshire's communities. • To understand the needs of communities, and a commitment to delivering outcomes for citizens, customers and stakeholders. • To represent the Directorate at appropriate Regional and National Groups where added value for North Yorkshire Council can be gained by sharing and working collaboratively with others. • Deputise for the Corporate Director Health and Adult Services and represent the Directorate at policy, operational and co-ordination forums with external agencies and other councils
Strategic management:	<ul style="list-style-type: none"> • To deputise for the Corporate Director – Health and Adult Services and represent the Directorate with external agencies and other council directorates. • Supports organisational change by ensuring the appropriate systems and resources are in place, and communicating and contributing to change effectively.

	<ul style="list-style-type: none"> • To be responsible for the efficient implementation of the decisions and instructions of the Chief Executive, the Corporate Director of Health and Adult Services, the county council, its Executive and other committees. • To carry specific management responsibilities within Health and Adult Services and will be assigned development tasks across Health and Adult Services and the wider council and its partnerships. • Effectively implement national legislation, policies and guidance and council policies, ensuring a strategic approach to social care practice and delivery. • Develop and implement an annual Service Business Plan. • Contribute to the annual programme of collaborative service development. • To implement and embed a performance management culture to drive continuous improvement across all internal and external measures and inspection regimes. • To embed a project management culture to ensure change management and service redesign is managed using project management methodology. • To develop and embed approaches to utilise technology to maximum effect. • To be accountable for performance and quality within your area. • To ensure there is an effective governance process for all commissioned or jointly commissioned services which assures legal and contractual compliance and ensures the required outcomes are delivered.
Communications:	<ul style="list-style-type: none"> • Appraise the Corporate Director Health and Adult Services and Executive Members of matters arising which are particularly sensitive in nature or are controversial. • To produce timely briefings and reports to a range of stakeholders including the Corporate Director Health and Adult Services and Executive Members, senior officers, staff and partner organisations. • To promote the reputation and image of the council positively when responding to complaints or to media queries. This may include responding to matters of a sensitive or controversial nature. • To lead and manage consultation and engagement activities with staff, service users, councillors, Management Board, trade unions, partners and citizens in accordance with council policy. • Communicate effectively across the council on corporate changes of policy.
Systems and information:	<ul style="list-style-type: none"> • The post holder will be required to provide statistical reports to illustrate transformational plans and progress. • The ability to analyse complex data and information to inform transformational decision making is a key aspect to this role. • The post holder must utilise the current business processes in relation to record keeping, financial monitoring and ICT.
Safeguarding:	<ul style="list-style-type: none"> • To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.

Person specification:

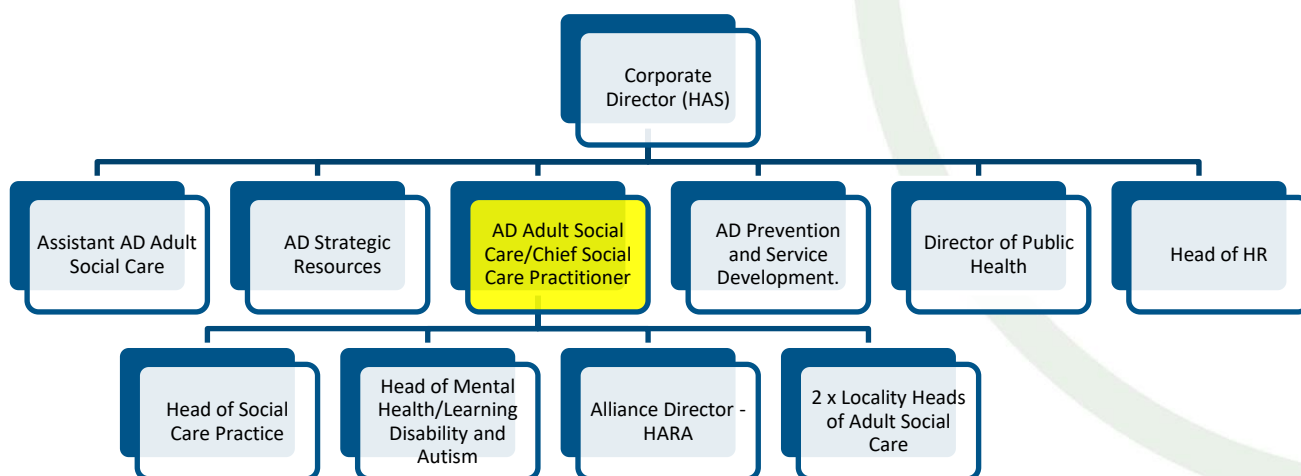
Essential	Desirable
<p>Knowledge and experience</p> <ul style="list-style-type: none"> Significant knowledge of the legal framework applied to the Directorate's relationship to relevant customer groups. Significant experience of cases involving resolution of complex legal and professional issues affecting the care or legal status of individuals via courts, case conferences or other formal processes. Knowledge/experience of current good practice standards both at local and national level. Substantial knowledge of current regulatory framework including National Care Standards. Significant experience of social care operations, policy development and management in a local authority, major independent service organisation or equivalent. Substantial experience of health/social care needs assessment and service provision. Proven and effective experience of the management of substantial resources in a changing organisational environment, including human and financial resources. <p>Managerial / supervisory experience and the ability to be responsible for the performance of a group of senior managers.</p> <ul style="list-style-type: none"> Extensive experience of strategic planning and policy formulation and implementation. Experience of cross agency practice with other agencies involved in the care of specific customer groups for example, Acute / Community Health Services, Police and Education / Schools / Further Education Colleges Experience of information management. Experience of developing and implementing organisational culture change strategies within a large diverse organisation. Experience of handling the media and the ability to deliver effective external and internal communication. 	
<p>Occupational skills</p> <ul style="list-style-type: none"> Possession of effective leadership skills and the ability to promote organisational policy and objectives. Ability to manage diverse operational functions to deliver strategic objectives. Ability to develop and maintain effective partnerships both within and outside the Directorate and to undertake strategic interagency work. Ability to make effective decisions and sound professional judgements and to be accountable for those decisions and judgements. Ability to influence decisions based on experience and professional standards and judgements. Ability to balance the operational responsibilities of the post with the responsibility to contribute to the corporate agenda of the county council. 	

<ul style="list-style-type: none"> • Ability to develop and implement Directorate work plans and to set and monitor standards for all services to facilitate continuous improvement. • Staff management skills including recruitment and selection, performance management and development. • Planning and Project Management skills. • Communication and presentation skills (written and oral). • Budget management skills. • IT skills. • Delivery focussed. 	
<p>Behaviours</p> <ul style="list-style-type: none"> • Demonstrate a collaborative, inclusive personal style, highly effective interpersonal skills including strong emotional intelligence; and highly effective presentational skills. • Demonstrate a high degree of probity and integrity and the ability to work within the constraints of a publicly funded service. • Ethical working. • link 	
<p>Professional qualifications</p> <ul style="list-style-type: none"> • Education to degree level or equivalent. 	<ul style="list-style-type: none"> • A professional social services or health qualification for example, Social Work Degree, DipCOT, or equivalent • Current HCPC registration (If lapsed ability to renew registration will be considered) • A post graduate management qualification or equivalent
<p>Other requirements</p> <ul style="list-style-type: none"> • Ability to travel across the county. • Availability to work as necessary outside office hours. • Peacetime emergency contact. 	

Career progression:

- At North Yorkshire Council we value our employees, and as part of this we can provide wider opportunities to progress in your career. Through discussion with your manager identify areas of interest and consider avenues to progress to them, for example, apprenticeships and work shadowing/coaching.
- As a large council we have a range of roles, across our services, and can provide a wealth of career and development opportunities to help our employees find fulfilling career development opportunities.

Structure



NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.