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| Post title: | Assistant Director Service Development |
| Grade: | AD2 |
| Responsible to: | Corporate Director Health and Adult Services |
| Staff managed: | Manages a group of managers |
| Directorate: | Health and Adult Services |
| Service: | Public Health/ Adult Social Care |
| Job family: | SM - Senior Management |
| Date of issue: | February 2026 |

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 / Principal Social Worker and the Assistant Director – Adult Social Care, the Adult Social Care Leadership Team to ensure effective services and strong practice across the County.

The postholder will lead the Council's service development services, leading commissioning, brokerage, Direct Payments, HAS Planning and contract management activity for Health & Adult Services, with the NHS, Children & Young People Services, and with other commissioners, providers and the public. The postholder will lead on and continue to develop joint commissioning arrangements and ensure the quality, diversity and stability of the various care markets and wider associated sectors. The post holder will also lead the supported housing function across Health and Adult services, working in partnership with other directorates.

The postholder will lead the budget and scrutiny oversight across adult social care and seek assurance on budget management, achievement of savings and associated performance, leading on in-year financial recovery plans as needed

The role will require the post holder to work with other Corporate Directors, elected members, and other senior colleagues across the Council.

The post holder will jointly manage with the Director of Public Health, a population health role, ensuring that public health functions are embedded into the commissioning principles across adult social care.

The post holder will have significant autonomy and responsibility when coordinating activities and priorities.

The post holders 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.

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| <p>Job Purpose:</p> | <p>This post is responsible for leading on prevention and social care commissioning and market development, supported housing development and support to Public Health commissioning</p> |
| <p>Operational management:</p> | <ul style="list-style-type: none"> • To lead the Council’s commissioning function for Adult Social Care, to support Public Health commissioning and to lead the interface with the NHS and other public services, ensuring that they are delivered well to meet financial, quality and performance standards • To lead a preventative approach ensuring access to preventative services which are embedded within communities, ensure these are delivered well to meet financial, quality and performance standards. • To lead the directorates Supported Housing, technology enabled care and sustainability function working in partnership with other Council Directorates • To lead the Council’s work in a designated geographical area, taking responsibility for joint leadership with the NHS and other partners • To lead specific countywide programmes as part of the Council’s change and transformation programmes • To ensure effective arrangements are in place to prevent, resolve and divert activity where people do not need statutory adult social care and Public Health services • To ensure compliance with all statutory social care requirements, including the Care Act, the Mental Health Act and the Mental Capacity Act, in particular to promote the efficient and effective operation of the market for adult care and support as a whole, using a wide range of approaches to meet needs of all people who need care and support. • To be conversant with key aspects of Public Health policy and legislation |
| <p>Resource management:</p> | <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 & Adult Services for financial performance of your area of responsibility, ensuring a balanced budget and meeting any efficiency targets agreed. • The management, performance, development & 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 • Direct line management of 5 people and indirect line management of 50+FTE – with a direct budget of £20m+ and co-ordination of directorate budgets of £260m+ • Oversee the Section 75 arrangements with ICBs through the joint commissioning board |
| <p>Partnerships/ Corporate working:</p> | <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 NYC can be gained by sharing and working collaboratively with others.
- Deputise for the Corporate Director Health & Adult Services and represent the Directorate at policy, operational & co-ordination forums with external agencies & other Council
- Build and maintain strong working relationships with the Social Care market, VCSE and NHS

Strategic management:

- To deputise for the Corporate Director Health & Adult Services and represent the Directorate with external agencies & other Council directorates.
- Supports organisational change by ensuring the appropriate systems and resources are in place, and communicating and contributing to change effectively
- To be responsible for the efficient implementation of the decisions and instructions of the Chief Executive, the Corporate Director of Health & Adult Services, the Council, its Executive and other Committees.
- To carry specific management responsibilities within Health & Adult Services and will be assigned development tasks across Health & Adult Services and the wider Council and its partnerships
- Effectively implement national legislation, policies & guidance and Council policies
- Develop and implement an annual Service Business Plan
- Lead the annual programme of collaborative service development.
- Lead the budget and scrutiny oversight across adult social care and seek assurance on budget management, achievement of savings and associated performance, ensuring recovery plans are in place where needed.

Political management

- To be responsible under the general direction of the Corporate Director of Health & Adult Services for advising the Council, its Committees and Officers on the exercise of the Council's functions in relation to Health & Adult Services.

Communications:

- Appraise the Corporate Director Health & Adult Services & 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 & 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.

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| Performance management: | <ul style="list-style-type: none"> • 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 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 |
| 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 of 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: | |
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| Essential | Desirable |
| <p>Knowledge and Experience</p> <ul style="list-style-type: none"> • Significant knowledge and understanding of the public health and social care environment, adult social care provision, contracting and procurement and partnership working; relevant legislation and research documents; NHS and different branches of local government • Significant understanding around the joint commissioning and contracting options and arrangements across health and care settings. • Knowledge of the requirements around CQC and provider standards. • Understand the care management assessment processes, best practice around financial payments arrangements for providers • Knowledge of legislation governing contracting and procurement including awareness of legislation in this area. • Knowledge of current good practice standards both at local and national level. • Knowledge of cross agency practice with other agencies involved in the care of specific consumer groups. • Knowledge and understanding of an outcome focused approach to ensure better outcomes for people who need social care support or public health intervention • Knowledge of statutory requirements including requirements in respect of carers and equality and anti-discrimination legislation; maintaining a safe working environment; data protection and confidentiality. • Significant experience of policy development, management and strategic planning in a local authority, major independent service organisation or equivalent. | <ul style="list-style-type: none"> • Significant experience of adult social care operations |

- Significant experience of contracting and procurement activity including negotiating complex issues and technical contractual arrangements
- Experience of developing and implementing quality assurance frameworks for provider services
- Experience and skills to develop and deliver quality improvements with diverse provider organisations.
- Experience of inspection of adult social care services.
- Experienced in delivering better outcomes.
- Significant experience of health/social care needs assessment and service provision with a thorough understanding of legislation, practice issues and tensions.
- Proven and effective experience of the management of specific resources in a changing organisational environment, including human and financial resources.
- Managerial/supervisory experience and the ability to be responsible for the performance of a group of managers.
- Experience of partnership working.
- Experience of a contracting culture preferably with a leadership role.
- Experience of information capture, management and retrieval.
- Experience of developing and implementing organisational culture change strategies.
- Experience of dealing sensitively with members of the public and with complex/difficult situations.
- Experience of responding to media enquiries and delivering effective external and internal communication strategies
- Experience of promoting the achievement of equality standards throughout the organisation.
- Experience of user and community consultation.

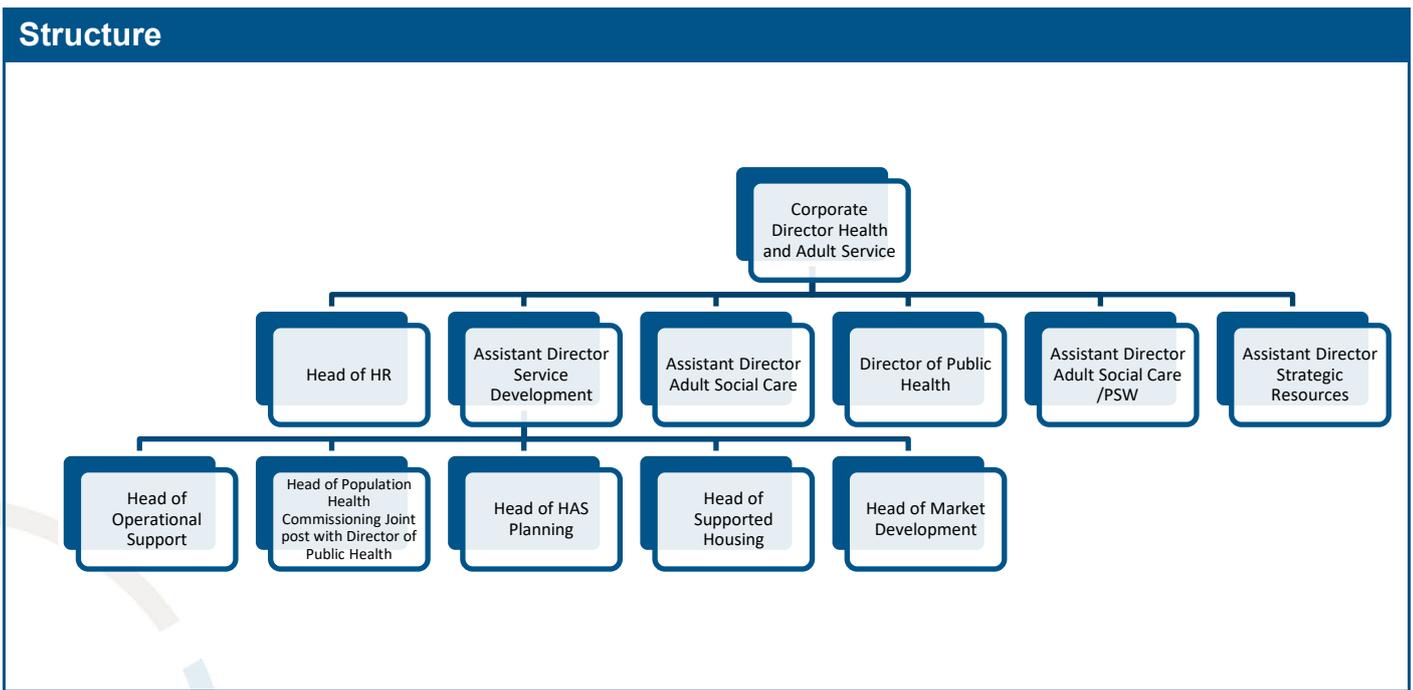
Occupational Skills

- Possession of effective leadership skills and the ability to promote Directorate, Public Health and Adult Social Care policy and objectives in a changing environment
- Ability to manage diverse 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 them.
- Ability to represent the Directorate at policy, operational and coordination forums with external agencies and other Council Directorates.
- Ability to contribute to and implement an annual service performance plan and monitor standards to facilitate continuous improvement.
- Possession of effective staff management skills including recruitment and selection, performance management and development.
- Possession of planning and project management and implementation skills.
- Ability to liaise and negotiate with external and internal partners
- Ability to grasp complexity and make it tangible
- Communication and presentation skills (written and oral).

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| <ul style="list-style-type: none"> • Budget management skills • Ability to manage quality and service standards including those for teams integrated with other organisations. • IT skills • Time management skills. • Innovative • Incisive • Delivery focussed | |
| <p>Behaviours</p> <ul style="list-style-type: none"> • link | |
| <p>Professional Qualifications</p> <ul style="list-style-type: none"> • Education to degree level or equivalent. • Post graduate management qualification or equivalent. | <ul style="list-style-type: none"> • Contracting qualification. |
| <p>Other Requirements</p> <ul style="list-style-type: none"> • Ability to attend meetings outside of normal business hours | |

Career progression:

- At NYC 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, e.g. 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.





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.