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| **Job Title** | **Assistant Director for Specialist LD and CYAD** |
| **Pay Grade** | D1 |
| **Directorate** | Peoples  |
| **Division** | Adults |
| **Reports to** | Director of Adult Social Services |
| **Location** | Harrow Council Hub |
| **Role Purpose** * To deliver statutory integrated health and social care services for disabled children and adults with learning disabilities and to improve services and outcomes for citizens who use health and social care support. Reducing gaps and inefficiencies in care and being able to offer some opportunities for financial savings.
* To provide organisational and strategic leadership to help Harrow citizens benefit from care that is person-centred and co-ordinated within care settings, across mental and physical health and across health and social care. For care to be integrated, the Head of Service needs to co-ordinate health and care professionals and resources in order to bring together all of the different elements of care that our citizens need.
* To take strategic responsibility for the ongoing development of the Children and Young Adults with Disabilities Service and Specialist Learning Disabilities Care Services and to ensure they reflect legislative and best practice to continually meet the needs of the local community.
* To lead and manage the council’s Children and Young Adults with Disabilities Services and Specialist Learning Disability Care services to lead a change programme to ensure fully integrated working practices across the services.
* To lead on the Council’s Joint Health & Social Care Autism and Learning Disabilities strategy. And the council’s continuing healthcare strategy.
* To lead and manage the council’s and CCG’s health and social care Integrated Community Learning Disability management team on a day to day basis. The service will provide social care assessments and support as well as clinical health assessments and interventions for residents with Learning Disabilities.
* To ensure the local authority meets its statutory responsibilities in respect of education, health and social care agenda for disabled children and young people 0-25 and those with SEN, including the appropriate management of risk. Leading on OFSTED inspections for 0-25 disability services. Children’s act 1989, Care Act 2014 and SEND Act 2014.
* To seek the views of and liaise and communicate with all relevant stakeholders who have an interest in Children and Adults with disabilities to keep the council informed, as appropriate, on issues and concerns.
* To attend and contribute to the adult children’s safeguarding board and strategies. Leading on inspections for disabled children and adults.
* To support local mental health services and the strategic delivery of Care Act eligible services to vulnerable adults. Supervising and working close with the Lead Mental Health professional to ensure the delivery of the Approved Mental Health professional (AMHP) service.
* To represent the Director of Adult Social Services, in strategic discussions with Councillors, members of the public, partner organisations and Directors as required.
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| **Job Context (Key outputs of team/role)*** This is the council’s lead professional officer for services for children and young adults under 25 with disabilities, adults with Learning disabilities and / or Autism or similar associated diagnosis and mental health services. The role has both strategic and operational responsibilities in service areas of increasingly high demand that require careful management to ensure the expectations of users and their families are met whilst available resources will continue to decline.
* Responsibility extends to the financial control of a budget in excess of £24m for a large range of services and a diverse range of service providers in both Adults and Children’s Services.
* The post will lead and develop an in-house team of more than 49 staff including Team Managers, Senior Practitioners, Registered Social Workers, Care Support Workers, Registered Learning Disability Nurses, Psychologists, Behaviour Therapists, Speech and Language therapists, Occupational therapists, Project Management officers, Senior Mental Health professionals and other specialist workers.
* The post holder will oversee several different health and social care practices, across different providers. To help citizens have positive experiences with health and social care services that are less fragmented, improving access and based around their (or their carers’) needs.
* Integrated health and care provisions aim to reduce confusion, inequality, citizens getting lost in the system, repetition, delay, duplication and gaps in service delivery. This is part of the central governments vision of integrated health and care services.
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| **Generic Duties** * Implement and champion, through service and staff development, the Council’s Health and Safety, Equal Opportunity and Information Security Policies.
* To ensure that the post holder complies with their responsibilities as laid out in the council’s health and safety policy and takes an active role in promoting a positive health and safety culture.
* Promote and ensure participation in the Council’s individual performance appraisal and development initiatives and information management best practice.
* To support the operation and general elections when requested by the returning officer.
* To motivate, train, develop and performance manage staff to maintain an effective workforce capable of meeting its objectives.
* To manage the functionsso that the services provided are responsive to customer requirements, accessible to all areas of the community and provide value for money.
* To develop the structures, systems and policies necessary to support effective service delivery.
* To formulate annual operational plans and budgets for the services so that there are clear priorities and appropriate resources are allocated to their achievement.
* To resolve the most complex and high level operational issues so that they are resolved effectively and precedents are set for the resolution of similar issues.
* To developlonger term (2-3 years) plans for the services managed so that they are developed in line with Council and Government priorities and customer requirements.
* To ensure services link effectively with related service provision, within or external to the Council, so that coherent and value for money services are provided. Where appropriate, and in conjunction with other service providers, to undertake joint planning of service delivery and/or for the closer integration of service provision.
* Prepare monitor and control the service budget to ensure that expenditure is in line with the agreed business plan.
* To manage the teams and service provided in a way that promotes the Council’s approach to diversity.
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| **Values, Behaviours and Equalities**We want our colleagues to live our values. These values describe what we stand for and how we do things at Harrow whilst inspiring, challenging and guiding us towards the delivery of our organisational ambitions and goals. Our three values are: **Be Courageous**, **Do It Together** and **Make It Happen**These values will also help us to achieve our equalities vision of being a proud, fair & cohesive Harrow, a great place to live, work & visit. |
| **Main Duties / Accountabilities** 1. To take responsibility for the strategic direction of services for children and young people with disabilities and adults 25 plus with learning disabilities by working closely with users and their families, other stakeholders and the council and keeping abreast of service developments and best practice initiatives locally and nationally. Leading on the provisional of clinical health support for people with learning disabilities and autism.
2. To take responsibility for the strategic direction of services for adults with Learning Disabilities, Autism and Mental Health requiring health and social care support.
3. To ensure services meet the national and corporate priorities to improve life chances and outcomes for children and young adults under 25 with disabilities, including those in need of safeguarding, and children looked after.
4. To ensure services meet national priorities and regulation to improve life chances and outcomes for adults with autism and learning disabilities who need health and social care support.
5. To work closely with carers, relatives and service providers to ensure the services of people with autism and learning disabilities and children and young people with disabilities meet the required outcomes and to review these as appropriate.
6. To manage the strategic interface with other related services to ensure an integrated approach which meets the needs of all children and young people with SEND, including: access and inclusion, school improvement, children’s social care, adult services, skills and employability, early help, the council’s and health service commissioners and providers and continually strengthen partnerships with schools, health and third sector organisations.
7. Contribute to strategic, policy and system developments within Special Needs Services, Adult Care Services and across Health, Children’s Services and the Council as a whole.
8. To develop appropriate and effective partnership arrangements both internally and externally for health and social care across the Council, CCG and CNWL.
9. To be responsible for the recruitment, selection, appointment and induction of new staff, in accordance with the council’s equal opportunities and departmental policies, involving key colleagues, parents and young people as appropriate.
10. To lead, motivate, train, develop and performance manage staff to maintain an effective workforce capable of meeting its statutory objectives.
11. To ensure complaints are investigated appropriately in accordance with the council’s policies and procedures and investigate high level complaints according to statutory guidance and respond, as appropriate, to enquiries from Councillors and letters from local MPs. To ensure complaints are investigated appropriately in accordance with the council’s policies and procedures and investigate high level complaints according to statutory guidance and respond, as appropriate, to enquiries from Councillors and letters from local MPs.
12. Ensure there is no ‘gap in provision’ through transition from children to adult services.
13. To represent the Council at a range of internal and external meetings involving service users and/or their families/advocates, partner agencies, and elected members around matters relating to the safeguarding and welfare of children and young people with disabilities.
14. To ensure the preparation and presentation of clear and comprehensive reports to the appropriate committees, hearings, panels, court, conferences, reviews and other forums and contribute/lead serious case reviews and safeguarding adult reviews as appropriate.
15. To provide specialist consultation and advice on relevant complex cases and circumstances within Children’s and Adult’s Health and Social Services.
16. Take responsibility for disciplinary proceedings within the team and carry out investigations on possible disciplinary matters in accordance with departmental procedures.
17. To chair complex multi-agency meetings, making decisions in respect to the welfare of children and adults including issues of abuse and neglect and also long term planning for children in care. To be responsible for decisions about initiating legal proceedings in consultation with the Director of Adult Social Services and officers of the Local Safeguarding Children’s and Adults Boards and the proactive management of these cases.
18. To ensure the collection, analysis and dissemination of relevant performance and service information and regularly review both individual and team performance to ensure objectives and targets are being met.
19. Deputise for the Director of Adult Social Services at ADASS as and when required.
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| **Selection Criteria - Knowledge, Skills and Experience** |
| **Role requirements** | **Essential**  | **Desirable** |
| At least 5 years’ previous experience working within a children’s and/or adult’s with learning disability service. |  |  |
| At least 3 years’ experience of managing social workers and other staff providing assessments and services to children and young people with disabilities and/or adults with learning disabilities. |  |  |
| Proven experience of leading and delivering successful change management across complex services in adults or children’s social care services. |  |  |
| Experience of strategic planning and service development. |  |  |
| A thorough understanding of the needs of children and young people with disabilities and the needs of their parents and carers. |  |  |
| A thorough understanding of the needs of people with learning disabilities and those requiring health and social care support |  |  |
| Knowledge of:* Relevant legislation, associated regulation and guidance for the council’s responsibilities for children and young adults with disabilities
* Government objectives for children’s services
* Requirements of the Children in Need Assessment Framework/ Common Assessment Framework
* National foster care standards and regulations
* Safeguarding Children and Adults procedures
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| Knowledge of relevant legislation, associated regulation and guidance for the council and CCG’s responsibilities for adults with learning disabilities including older people. |  |  |
| Knowledge and understanding of processes and mechanisms for involving users and carers. |  |  |
| Knowledge and awareness of good practice in focusing on high quality, evidence-based outcomes for children and their families, adults with learning disabilities and/or older people and their families with a record of achievement in this area. |  |  |
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| **Qualifications** |
| **Role Requirements.** | **Job specific examples**(if left blank refer to left hand column) | **Essential**  | **Desirable** |
| Educated to degree level or equivalent or has the equivalent relevant work experience. |  |  |  |
| Registered Social Worker with HCPC |  |  |  |
| At least 5 years’ post-qualification experience, including management experience and experience of supervising social workers |  |  |  |
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| **Other Requirements**  |

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| **Manager Signature** | **Employee Signature** |
| **Job Title** | **Job Title** |
| **Date** | **Date** |