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| **Job Title** | **Strategic Director of Adults and Public Health (DASS)** | | | |
| **Pay Grade** | D3 | | | |
| **Directorate** | People Services | | | |
| **Budget** | £73 million | | | |
| **Reports to** | Managing Director (Head of Paid Service) | | | |
| **Location** | London Borough of Harrow Hub – Forward Drive | | | |
| **Role Purpose and measures of success** This is a statutory DASS role. As a senior officer, you will be part of the corporate leadership team, responsible for the successful delivery of the council’s vision and business priorities of Adult Social Care, Public Health, Commissioning and designated services within your directorate in Harrow.You will be expected to work closely with all Council Departments, including Children's Social Care, Education, Housing, and Environmental Services, and partners such as Health and the Voluntary and Community Sector to provide effective leadership and management that will contribute to continuous improvement and the delivery of well-coordinated, quality social care that Safeguards the vulnerable in Harrow.The post is responsible for managing the Director of Public Health and ensuring that they are able to undertake their duties as set out in the statutory guidance on role and responsibilities.  * The post manages the Assistant Directors of Adult Social Services and Assistant Director of Strategy and Commissioning. The post is a member of the Council’s Corporate Leadership Team * This role actively contributes to Council-wide and Directorate initiatives that will help to embed the culture of efficiency and integrated working at the Integrated Neighbourhood levels at a senior level. | | | | |
| **Tasks and responsibilities**   1. Together with the Managing Director and in collaboration with elected members, establish and implement a vision for Harrow in the development of its services, organisation and workforce. 2. Demonstrate effective strategic leadership and good governance through high standards of personal behaviour. 3. Ensure that structures are efficiently streamlined and processes inform sound decision-making and service delivery. 4. Deliver efficiency and value for money and sound financial management. 5. Develop and maintain systems and processes to develop capability, skills and knowledge at all levels within the organisation. 6. Develop and maintain a culture that encourages innovation and improvement. 7. Develop and maintain a healthy and effective interface between the Council Members and Officers 8. Provide well-evidenced and sound advice directly to the Managing Director, Cabinet, portfolio holders and other members of the Council and attend Council, Cabinet and other committees and events as required. 9. Promote a positive image of Harrow externally and represent the Council at the local and national levels, attending and presenting at such conferences, seminars, meetings and working parties as may be required, including London ADASS. 10. Represent the Council and/or the Managing Director in discussions with partner organisations and other stakeholders. 11. Lead and direct corporate and cross-council activities as specified by the Managing Director 12. As part of the Corporate Leadership Team, make decisions in the council's best interest and support the corporate team as and when required. 13. Deputise for the Managing Director within functional areas and other areas as specified by the Managing Director. 14. Maintain and develop effective systems and processes for identifying the local community's needs and the resources available to deliver agreed outcomes. 15. Maintain and develop an effective framework for consultation and engagement with service users, NHS organisations, staff, trades’ unions, voluntary and community organisations, partners and other stakeholders. 16. Ensure quality services are commissioned to enable the achievement of agreed outcomes through effective, efficient, equitable and sustainable service delivery. 17. Lead innovation in the development of new approaches to service delivery to ensure continuous improvement in value for money, performance and quality of services for Council Taxpayers 18. Oversee and ensure implementation of service development and delivery plans. 19. Oversee Council's integrated commissioning team to ensure value for money, quality services are commissioned to meet the needs of vulnerable groups and contracts are managed effectively. 20. Ensure robust systems and operational processes are in place to safeguard the vulnerable adults in Harrow, that strategic safeguarding partnership arrangements are strong and well-coordinated, and that the safeguarding board is active and holds responsible and oversees the whole system safeguarding duties in Harrow. 21. Ensure the Council’s vision on commissioning and block contracting for key contracts are delivered efficiently, taking into account the Population Health Management principles and the Public Health principles, also addressing the inequalities in the borough. 22. Always aiming to work with providers to co-produce services and develop a sustainable provider market to deliver efficient and quality services for the residents of the borough. 23. As the senior statutory officer working at the corporate level, ensure Public Health principles are influencing the wider council strategies and projects. 24. Ensure Harrow delivers its Public Health duties and delivers prevention early intervention programmes to support the wider Borough Based Partnership’s vision and the Council’s vision of prevention. 25. Ensure monitoring and review arrangements are in place to enable evaluation of service delivery and impact on achieving agreed outcomes. 26. Ensure in conjunction with strategic partners, government, and other agencies the achievement of council objectives and the fulfilment of statutory obligations and national requirements.  **Partnership**  1. Maintain and develop effective relationships with key partners, service providers, stakeholders and the wider community to facilitate high-quality commissioning of services. 2. Maintain and develop effective relationships with relevant government departments and other national or regional bodies. 3. Ensure the council is equipped to meet government requirements and the CQC inspection requirements.   **Commissioning**   1. Oversee, maintain and develop effective systems and processes for identifying the needs of the local community and the resources available to deliver agreed outcomes. 2. Oversee, maintain and develop an effective framework for consultation and engagement with service users, staff, trade unions, voluntary and community organisations, partners and other stakeholders. 3. Ensure services are commissioned to enable achievement of agreed outcomes through effective, efficient, equitable and sustainable service delivery. 4. Lead innovation in the development of new approaches to service delivery to ensure continuous improvement in value for money, performance and quality of services for Council Taxpayers. 5. Oversee and ensure implementation of service development and delivery plans. 6. Ensure service agreements and contract arrangements enable service delivery against agreed outcomes. 7. Ensure monitoring and review arrangements are in place to enable evaluation of service delivery and impact on achieving agreed outcomes. 8. Ensure in conjunction with strategic partners, government and other agencies the achievement of Council objectives and the fulfilment of statutory obligations and national requirements.   **Performance and Resource Management**   1. Provide effective management arrangements to ensure delegated resources are used to best effect to deliver agreed outcomes. 2. Sustain a culture to encourage meaningful contributions by employees through their continuing development and commitment. 3. Develop and maintain effective governance and performance frameworks to clarify accountability expectations and ensure that effective monitoring, reporting and challenge mechanisms are in place. 4. Provide effective management arrangements to ensure implementation of the Council's Safety Policy and Safety Management Systems, including any service-specific Safety Policy, Codes of Practice and Safe Systems of Work. 5. Participate in effective civil emergency planning leadership and management and the Council’s Gold Rota. 6. Fulfil the statutory role of the Director of Adult Social Services and ensure that the associated statutory duties are discharged (See Statutory Guidance for further details). 7. Deputise for the Managing Director to ensure that the associated statutory duties are discharged. 8. Lead and direct the strategic and general management of the Adult Social Care, Commissioning and Public Health /functions on behalf of the council: 9. Lead and direct the effective implementation of the Adult Social Care Vision – October 2023 10. To act as a lead officer and directly advise the Managing Director of relevant council committees and panels, including Cabinet and Scrutiny sub-committees and council Members, on all strategic policies and practices relating to the DASS role.   **Key knowledge, skills, and experience**   1. Educated at a degree level with experience working at the corporate level and actively contributing to the leadership and management of the Council that will deliver and promote a one-organisation approach. (essential) 2. Evidence of successful budget management at this level and commissioning Value for Money contracts. (essential) 3. We expect the applicant to demonstrate exceptional transformation and culture change skills within a complex organisation where they achieve better outcomes for the service users. To lead, inspire and transform adult social care into a consistently high-performing, strengths-based service with continuous improvement at its core. (essential) 4. Exceptional leadership skills that motivate staff and productivity levels and help to improve recruitment retention. (essential) 5. A champion for Equality and diversity and embed this in core standards of practice. 6. Extensive experience and delivery of strategic planning and service delivery, including statutory obligations within local or central government or private sector, with a demonstrable and proven record of achievement in the same. 7. Ability to build broad networks and partnerships across the NHS and voluntary sectors at borough, regional and national levels. 8. Excellent leadership finance and people management skills, preferably in an environment of delivering complex changes to services. 9. Experience having worked at a senior level in a political environment, skills in understanding and responding to different perspectives and taking a cross-organisational perspective. 10. Strong negotiation and influencing skills to ensure that others cooperate in the achievement of corporate objectives. 11. Proven track record of success in a front-line service delivery environment. 12. Understanding key local government politics, political structures, and culture. 13. Ability to think critically and analytically to draw sound conclusions based on complex data. 14. Able to deliver joint working across different functional areas for the benefit of the corporate agenda. | | | | |
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| **Knowledge, Skills and Experience** | | | | |
| **Role Requirements.** | | | **Essential** | **Desirable** |
| In accordance with the Immigration Act 2016, where the role is customer-facing and the post holder is required to speak to members of the public, the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post. | | |  |  |
| To demonstrate a commitment to the Council’s Equal Opportunities & EDI Policy and the ability to understand and implement the policy in relation to the job responsibilities. | | |  |  |
| Comprehensive working knowledge of relevant legislation. | | |  |  |
| Significant senior management and local authority experience. | | |  |  |
| Experience of managing large service budgets effectively. | | |  |  |
| Experience of working with Elected Members. | | |  |  |
| Experience of partnership working with a wide range of stakeholders and multi-agency services. | | |  |  |
| Ability to lead and contribute to the management of change and service redesign. | | |  |  |
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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. | |  |  |  |
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| **Other Requirements**  **The job involves travel for business purposes.** | | | | |

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