

Jobs and Careers



Director Job Description

Post Title: Director – Care Services & Commissioning	Post Number:
Reports to: Strategic Director – Adults Social Care, Health & Housing	Date:

SERVICE SPECIFIC RESPONSIBILITIES

1. To lead the management, development, performance and continuous improvement of Adult Social Care related services in line with Commissioning Strategies and Council priorities, including Contract and Assurance, Market Development and the delivery of Specialist Care Provision Services.
2. To provide accurate, timely and relevant advice to the City Mayor and Mayoral Team, the Head of Paid Service, Strategic Director – Adults Social Care, Health & Housing and the Senior Management Team as appropriate on those aspects of the agenda for which the post holder has lead responsibility, including legislative changes and best practice/innovative approaches to improved service delivery.
3. To lead on the development and implementation of joint commissioning arrangements, including preventative services with a range of partners to deliver efficiencies and value for money. Responsible for the provision of appropriate business support services that provide/support the provision of equality of access to all customer groups.
4. To develop in house social care provider services in line with commissioning strategies, which exemplify best practice and as the Council's Responsible Offer, to be responsible for compliance with the Care Standards Act 2000.
5. To lead on the planning and implementation of relevant Adult Social Care transformational and improvement agendas by working in collaboration with the relevant divisions, partners, customers and stakeholders to ensure the future provision of high quality social care services that meet the needs of a diverse community.
6. Leads and supports the development of effective partnership arrangements across relevant sectors, the implementation of specific projects/programmes to deliver care services in line with commissioning strategies, and be accountable for maintaining and monitoring partnership agreements across all sectors.
7. Lead the development and delivery of effective information function for Adult Social Care customers and performance management information, supported by appropriate ICT, to provide timely and accurate management information to meet business needs; to inform the development of local policy and commissioning strategy; comply with national performance requirements; and deliver improved business performance within Adult

Social Care.

8. To support the Strategic Director – Adults Social Care, Health & Housing to provide leadership and strategic management of Adult Social Care and to exercise the functions of the DASS role.
9. Manage the development and delivery of an Adult Social Care financial strategy to support the delivery of efficiencies and to allocate financial resources in line with commissioning strategies to deliver value for money. The financial strategy should drive the development of an Adult Social Care financial model to understand future needs.
10. Responsible for workforce development and the planning of all adult social care staff, across all sectors to ensure the Council's statutory and safeguarding requirements are met for vulnerable adults.
11. To carry out additional responsibilities and projects as assigned by the City Mayor, the Head of Paid Service and Strategic Director.

KEY CORPORATE RESPONSIBILITIES

1. To support the City Mayor, Mayoral Team and the Head of Paid Service to deliver the vision and preferred direction of travel for the City and the Council, and to provide clear and visible leadership to the division when doing so.
2. To be accountable for the effective planning, organising, delivery and continuous improvement and efficiency of the division, its resources and allocated budgets, through divisional service delivery, efficiency and improvement plans as required. Services must be driven by quality and customer focus and be determined by the needs of the people and different communities of the City.
3. To work with the City Mayor and Mayoral Team, the Head of Paid Service and Senior Management Team as required to develop and implement strategic programmes of activity, ensuring where necessary the operational alignment of services, to increase outcomes in the priority areas for the Council and the Leicester Partnership and ensure operational alignment of services.
4. To develop and promote strong partnerships with local residents, local businesses and voluntary and community sectors for the benefit of the City, to improve the quality of life of local people and to support the regeneration of the City, the Council and the effective delivery of services.
5. To support the City Mayor and Mayoral Team, the Head of Paid Service and Senior Management Team to ensure effective partnership working across all Council services and external partnerships in order to meet customers' needs, deliver corporate strategies and achieve local objectives.
6. To be responsible for the implementation of the individual performance management process within the division, and as Line Manager to be responsible for performance management and developing the capability of Heads of Service and other direct reports.
7. To ensure positive internal and external communications on divisional services, performance and initiatives, seeking and giving feedback to customers, partners and other stakeholders where necessary. This should be done in collaboration with relevant other Directors.

8. To ensure, with the City Solicitor & Head of Standards, that the Council's fulfils it's legal and audit related obligations in the delivery of services and is statutorily compliant. This responsibility extends to cross divisional working.
9. Harness the benefits and respond to the challenges of Leicester's diverse population and workforce, developing and implementing strategies aimed at removing barriers and to access and participation facing all the City's communities.
10. To promote equality and inclusion across all service provision and employment through policy initiatives, personal example, open commitment, clear action and direction.
11. Support and develop effective partnership working with relevant City, sub-regional, regional and national bodies.
12. To contribute as appropriate to the Council's Emergency Planning and Business Continuity arrangements.
13. To comply with responsibilities placed on directors by contract procedure rules, financial procedure rules, and the Council constitution.

Is this post classified as politically restricted, as in the Local Government and Housing Act 1989, either

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| a) because of its salary level (or) | Yes |
| b) because the postholder is required regularly to advise the Council and its Committees, or communicates with the media on behalf of the Council? | Yes |

Is this post subject to exemption from The Rehabilitation of Offenders Act 1974? **No**