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| |  | | --- | |  | | **Director of Education**  Thank you for your interest in applying for the above post. Please find attached the Job Description and Person Specification for the role. | | **Working for Stockport Council** | | **Macintosh SSD:Users:tony.collinge:Desktop:values_job_description:STAR_logo_and_values.jpg**  Stockport Council has 4 core values that run through everything we do and are known as the Stockport Way of doing things. As an organisation we stay true to them no matter what challenges we face. The values came from colleagues and were developed through workshops and consultation across the Council.  [This video,](https://play.buto.tv/3My87) produced 'in house' and featuring colleagues from across the Council, explains each value and shows how colleagues are living these values each day.  As a new colleague the Council will expect you to work in accordance with these values. We also have policies and procedures around health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities which we expect you to adhere to. These will be explained in detail to you as part of your induction process.  You can find out more about working for Stockport Council, and some of the benefits we offer employees, online at <https://greater.jobs/locations/stockport/> |   green band epsStockport Council  **Job Description** | |
| Post Title: Head of Service  **Service Area: See Appendix 1**  **Directorate: Adult Social Care** | Salary Grade: MB1 |
| **Responsible to: Director of Adult Social Care**  **Responsible for: See Appendix** | |
| **Main Purpose of the Job:**   * To contribute to the strategic direction of the service and to ensure that Adult Social Care in Stockport is Care Act compliant, safe and helps people to achieve the outcomes that matter to them in their life. * To ensure that Adult Social Care complies with all other statutory responsibilities including but not limited to; Mental Capacity Act, Deprivation of Liberty Safeguards and the Mental Health. * To ensure that Adult Social Care’s provision is geared to prevent, reduce or delay the need for statutory provision and is able to meet the needs of the most vulnerable adults in Stockport. * To lead and manage Adult Social Care across the commissioning and provision of the whole service and within specific portfolio areas, taking a holistic, joined up view of service design, delivery and continuous improvement * To provide specialist support in an identified area defined in Appendix 1, giving professional advice and guidance to the organisation in order to meet our statutory requirements and mitigate any risks * To manage our resources effectively, exploiting opportunities to drive out inefficiencies and control costs wherever possible | |
| **Summary of responsibilities and key areas:**   * Provide strategic and tactical direction and leadership across the Service and within specialist portfolio areas to establish and maintain a culture of teamwork, achievement, accountability and outcome focused. * Manage resources, budget, assets, projects and staffing to maximise achievement of goals and required service standards in a safe and timely way. * Work collaboratively within the service, across the Council and with partner organisations to deliver seamless health and social care services at all levels in order to improve outcomes for the people of Stockport and maximise operational efficiencies * Foster and maintain positive relationships with key stakeholders to facilitate effective contract and relationship management and achieve the most appropriate and desirable outcomes for service users. * Manage change effectively, working with colleagues to response to external drivers and ensure that services remain fit for purpose now and in the future * Manage and develop the workforce to enable them to flourish and perform at an optimum level; providing effective management support to address performance issues in a timely manner to maximise individual and team outcomes. * Manage the political environment in which we work, addressing any sensitivities and taking a holistic view of service requirements * Provide advice and recommendations to senior management on policy and operational matters in a specialist area including the impact of changes in legislation, regulation and policy on the Council and its stakeholders. * Ensure that all Adult Social Care business is compliant with the National and local Safeguarding protocols. | |
| **JOB ACTIVITIES**  **Service Delivery**   * Planning, delivery and on-going development of a Care Act compliant service which is responsive, innovative and which maximises outcomes, value for money and is person centred. * Collaborative development, planning, implementation and evaluation of key projects * Performance management of service delivery at organisational, team and individual level   **Management & Supervision**   * Lead and manage the team of technical specialists and other staff, including, but not limited to, objective setting, identifying learning and development needs, coaching, and welfare. * Deputise and make decisions as appropriate in the absence of the Director of Adult Social Care to ensure the service continues to function efficiently and effectively. * Act as an innovative, transformational manager who provides the appropriate challenge and/or support to senior managers and their teams facing major change. * Provide on-call rota for Adult Social Care providing senior management support in the event of an emergency or urgent decision-making.   **Systems, Processes & Procedures**   * Ensure adherence to all the Council’s procedures and principles in ensuring the culture, aims and values are embedded across the organisation as a whole and in all systems and processes.   **Financial Management and Value for Money**   * Directly responsible for the relevant specialist resources and budgets. * Indirectly responsible for efficiency savings through a range of interventions. | |
| **Additional Responsibilities**   * To work positively and inclusively with colleagues and customers so that the Council provides a workplace and delivers services that do not discriminate against people on the ground of their ages, sexuality, religion or belief, race gender or disabilities. * To fulfill personal requirements, where appropriate, with regard to Council policies and procedures, health, safety and welfare, customer care, emergency, evacuation and security, and promotion of the Council’s priorities.   To work flexibly in the interests of the service; this may include undertaking other duties than those outlined above provided that these are appropriate to the employee’s background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account. | |

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Stockport Council

Competency Person Specification

The criteria listed below represent the most important skills, experience, technical expertise and qualifications needed for this job role.

Your application will be assessed against these criteria to determine whether or not you are shortlisted for interview.  Any interview questions, or additional assessments (tests, presentations etc) will be broadly based on the criteria below.

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| **Competency** | **SCORE** | | | | | **Essential or Desirable** |
| **0** | **1** | **2** | **3** | **4** |  |
| Demonstrable ability and experience of leading and managing all aspects of a Care Act Compliant Adult Social Care Service at a strategic level including: |  |  |  |  |  |  |
| * Service delivery (e.g. business planning, workforce planning, managing supply and demand, key performance indicators etc.) |  |  |  |  |  | Essential |
| * People management at a team and individual level (e.g. objective setting, performance management, team building, training and development etc.) |  |  |  |  |  | Essential |
| * Management of finance and resources (e.g. financial profiling, budget management, effective investment, value for money etc.) |  |  |  |  |  | Essential |
| * Application of technical expertise in specialist area with particular emphasis on safeguarding |  |  |  |  |  | Essential |
| * Strategic thinking and continuous improvement (e.g. shaping and/or responding to national policy, predicting demand and responding accordingly etc.) |  |  |  |  |  | Essential |
| * Collaboration and engagement with key partners, stakeholders and the workforce (e.g. stakeholder engagement, co-design, restorative practice, union engagement etc.) |  |  |  |  |  | Essential |
| * Experience and strategic application of Care Act and other relevant statutory responsibilities |  |  |  |  |  | Essential |
| * Relevant Professional Qualification – See Appendix |  |  |  |  |  | Essential |
| * Understands and actively supports Stockport Councils diversity and equality policy. |  |  |  |  |  | Essential |
| * To meet Stockport Council’s standard of attendance. |  |  |  |  |  | Essential |
| * A willingness to be flexible in a changing environment |  |  |  |  |  | Essential |

**Scoring key**

0 – Not met essential criteria

1 – Partially meets essential criteria

2 – Meets criteria

3 – Exceeds criteria

4 – Exceptional

APPENDIX 1: The Adult Social Care Senior Management Team is required to work as a collective, working together to manage the service as a whole in the context of Health and Social Care integrated. However within the overarching Job Description there is reference to some specialist activity and themes which can be summarised as follows. The distribution of lead areas may change over time as the Leadership Team work together to embed new ways of working:

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| Service Area | Neighbourhood Services | Borough Wide Services | Commissioning and Infrastructure | Practice Quality and Workforce Strategy |
| Summary of Service Area Remit | All aspects of neighbourhood delivery, working closely with colleagues at Stockport NHS Foundation Trust, Viaduct Care and Pennine Care at a neighbourhood level. | All aspects of universal and enabling services which serve the borough as a whole and/or those services which do not have the critical mass to be deployed on a neighbourhood footprint. | Provision of Adult Social Care infrastructure and supply of services through effective commissioning, market management, quality assurance and development. | Lead and oversee all aspects of excellent social care practice and workforce, acting as the Council’s Principal Social Worker |
| Qualifications required | Social Work Qualified | Social Work Qualified | Equivalent professional qualification | Social Work Qualified |
| Specific areas of specialist responsibility for illustration | * Adult Social Care Assessment * Locally delivered Adult Social Care support * Provision of Mental Health Support at a neighbourhood level * Liaison with colleagues in Primary Care and District Nursing to support integrated working * Local liaison with neighbourhood based tenancies and other service providers * Local application of safeguarding requirements and quality of practice | * All aspects of support for adults with learning disabilities including the management of transitions * Provision of Hospital Social Work, Crisis Response and Integrated Transfer Team support with Intermediate Tier * Maintaining an Equipment Service which neighbourhoods can draw down from * Local Assistance Scheme * Support for people with complex dependencies * Oversight of the ASC ‘front door’ managing contact centre and Rapid Response services * Prevention and links to Public Health * Local application of safeguarding requirements and quality of practice | Strategic oversight of all aspects of the social care, home care and residential care market, including directly procured services, internal provision of services (REaCH) and indirectly procured services (choosing and purchasing) including:     * Market management * Bed Management * Quality of procured services * Tenancy Supply incl. housing strategy, adaptations and homelessness * REaCH Supply * Choosing and Purchasing * Safeguarding assurance for procured services * Work with health partners in the procurement of Nursing Care. * Work with GMHSCP in the development of commissioning across GM. | * Care Act Compliance across the whole service and for all disciplines * Safeguarding strategy and SARs * Supervision and training policy and strategy * Caseload oversight, audit and challenge * System/digital development * Pathway/threshold definition * Strategy development for specific client groups * Development and review of key performance indicators * Oversight of social work and social care workforce ‘supply’ including use of Apprentices, Graduates and placement of newly qualified social workers * Oversight of DOLS * Lead for service improvement and inspection * Development of a central Knowledge Base for all workers |