

Job Description

Job Title:	Executive Director of Community & Adult Social Care Services		
Grade:	CD	Salary:	Up to £142k inc. market supplement
Reports to:	Chief Executive		
Accountable to:	Chief Executive Elected Members	Conditions:	JNC for Chief Officers
Direct Reports:	<ul style="list-style-type: none"> • Assistant Director for Housing & Communities • Deputy Director Commissioning Transformation & Performance • Assistant Director for ASC Operations • Assistant Director for Safeguarding, Quality & Practice • Consultant in Public Health • Business Support Manager 	Total Staff & Budget: GF: £50.2m net HRA: £49.2m net Capital: £66.1m	c. 427fte

Main Purpose of the Job:

1. To lead by example, providing energetic, visible and inspiring leadership, taking personal responsibility for all aspects of the Council's services to the residents and communities of Reading, while empowering others to do the same.
2. Taking a lead role in strengthening and embedding the organisational culture, ensuring that our '*Team Reading*' one-council values and approach are lived, and that ownership and accountability is embedded.
3. To work with the Chief Executive, Corporate Management Team and senior elected Members to formulate and implement a compelling strategy and vision for Reading, as articulated in the Corporate Plan.
4. Lead and manage the Council's Community and Adult Social Care Services Directorate functions including: Housing and Community Services, Adult Social Care including internal provider services and Safeguarding and Public Health, ensuring statutory requirements are met and functions are effectively integrated and support delivery of high quality, value for money services for residents.
5. Work with colleagues and partners to inform systems thinking and influence the development and funding of the prevention agenda both internally across the Council, as well as in Berkshire West and Reading thereby improving health and wellbeing for residents and reducing demand for and cost of services in the medium to long term.
6. Lead on significant corporate change programmes as required to ensure that we can innovate and make the necessary changes required to ensure that the Council is sustainable for the long term and delivers customer focused services.

As a member of the Corporate Management Team this role will:

1. Work with the Chief Executive and colleagues to provide strategic and dynamic leadership for the Council.
2. Provide expert and trusted advice to the administration of the Council.

Key Responsibilities:

1. Responsible for the sound leadership and management of the Community and Adult Social Care Services Directorate Management Team and associated Council functions.
2. To discharge the statutory responsibilities of the Director of Adult Social Care.
3. To discharge the statutory and regulatory responsibilities relating to all other Services within the remit of the Directorate.
4. Act as the primary expert and provide advice on all Community and Adult Social Care Services Directorate matters.

Key Tasks:

1. Provide leadership and support to both Members and CMT in delivery of the Medium Term Financial Strategy which supports the Council's aspirations for Reading and is sustainable in the long term.
2. Develop and support managers both within and outside the Directorate to ensure their objectives and targets are delivered and the Council's Equality, Diversity and Inclusion aspirations and policies are embedded.
3. Ensure that the Council delivers its services efficiently and in line with an appropriate level of risk.
4. Lead and develop Community and Adult Social Care Services Directorate functions such that they work collaboratively both across the Council and with external partners to underpin and enable corporate and system transformation, culture change and organisational development.
5. Develop a strong and effective working relationship with Members by providing trusted advice to inform strategic decision making.
6. To role model and enable positive and effective working relationships across the Council and with its partners.
7. To represent the Council on various external Boards and organisations as required.
8. To provide visible leadership, direction and communication throughout the Directorate.
9. Ensure continuous improvement in the Council's use of resources and governance arrangements including finance, procurement, information, people and natural resources.

Information Common to all Reading Borough Council Job Descriptions

1. All work performed and duties undertaken must be carried out in accordance with relevant Council and Departmental policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
2. This document sets out the main dimensions of the job it describes. It does not define all individual tasks, which may be expected to change from time to time to meet operational needs.
3. Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

Health & Safety/Risk Management

1. Ensure that all aspects of the Council's Health & Safety Policies and Procedures are adhered to.
2. Be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of corporate and service objectives.

3. Be available to assist in Emergency/Disaster Recovery situations and be a member of the Council's Emergency Response Team at GOLD level when required.

Contacts and Relationships

At this level the post holder will have significant contact with elected Members, senior officers of the Council and partners. As the lead officer for this area, the post holder will have contact with the public through engagement led by the Council as well as planned and unplanned communication with local media.

Other Role Information

This is a politically restricted post, and the post holder cannot be elected as a councillor in any local authority.

Person Specification

Qualifications

1. Degree level or equivalent experience.
2. Relevant professional qualification and professional membership (desirable).
3. Evidence of continuous professional development (essential).
4. A management or leadership qualification (desirable).

Experience

1. Evidence of successful development and implementation of strategies, policies and performance management systems that deliver high quality, customer focused services and translate organisational ambitions into real achievements and improved outcomes for residents.
2. Experience in a senior role preferably in a local government organisation of similar scope, scale and complexity.
3. Experience of leading on the areas within the Directorate within a large and complex public sector organisation.
4. Evidence of shaping and developing functions and ways of working to support and enable service delivery aims and ambitions of external and internal customers.
5. Track record of delivering savings through effective procurement, commissioning and contract management interventions.
6. Experience in the formulation of policy and strategy, analysis, advice and implementation to senior managers, Members and partners in a climate of legislative and organisational change.
7. Evidence of delivering added-value, innovative delivery models, management of non-financial resources, and translating corporate strategy into business plans, budgets and policies.
8. Experience of leading significant cultural change at a senior level within a complex organisation, including delivery of corporate and departmental transformation programmes.
9. Experience of leading and influencing system change and developing effective partnership working.
10. Some training and experience in using and providing leadership in change management methodology and approaches and with the ability to apply this flexibly and practically in order to secure real change at pace.

Knowledge

1. Knowledge of the Government's current agenda for Housing, Health and Social Care.
2. A thorough understanding of the statutory responsibilities of the designated post of Director of Adult Services
3. Detailed understanding of local government organisations and services.
4. Commercially aware with an up to date and relevant knowledge of procurement and commissioning best practice.
5. Good understanding of how local government works, especially decision making processes in the political environment.

6. Knowledge of a range of alternative delivery models for service delivery.
7. Facilitating business transformation based on systems thinking and use of technology.

Skills and Abilities

1. A strong corporate player, able to develop shared approaches with colleagues across the Council and beyond and enable joined-up planning and shared values and objectives.
2. Ability to operate at a strategic level, leading and managing services within a large and complex local government organisation.
3. An enabler, with the ability to manage a wide range of complex issues and agendas at the same time and drive change through influence and diplomacy.
4. Creativity and imagination in seeing new approaches, painting the vision, overcoming obstacles and showing that ambitious goals can be achieved.
5. Ability to provide a clear and articulate overview of complex issues and provide sound, professional and reliable advice in an accessible and non-technical manner.
6. Politically astute with an ability to operate confidently and sensitively in a political environment.
7. Ability to positively build relationships and influence a range of internal and external stakeholders.
8. Tenacity and resilience, for example challenging existing ways of doing things and raising performance and standards.
9. Commercial awareness and approach, recognising the importance of value for money in all Council activity.
10. Ability to motivate and manage the performance of individuals and teams to deliver high quality and effective services.
11. Commitment to and understanding of equalities issues in service delivery and employment, with a commitment to corporate policies including the Equal Opportunities Policy and to ensuring that the service is compliant.
12. Excellent communication and facilitation skills that can be applied to a range of stakeholders and used to drive improvement and change.
13. Ability to provide timely, accurate and correct written and verbal advice for Members, Corporate Management Team and Officers to develop and articulate the strategic direction for the organisation.
14. Analytical skills to understand data and business intelligence to provide sound evidence bases to inform decision making.
15. Ability to work flexibly, including attending in person evening meetings.