

## Job Description – Executive Director (Adult Social Care and Health)

### Job Purpose

To improve the socio-economic, health and wellbeing, and environmental outcomes for children, adults and communities across Nottinghamshire, tackling inequity in outcomes achieved through:

1. Acting as a system leader on behalf of Nottinghamshire County Council achieving positive outcomes across the whole outcomes framework in collaboration with a wide range of organisations, this includes system leadership (with a focus on adult social care and health integration) driving public service reform
2. Leadership of the organisation as part of the Executive Team working in support of the Leader, Cabinet and Cabinet Member(s),
3. Leadership of Adult Social Care and Health Department (working with Cabinet/Member to deliver political priorities whilst meeting budgetary, service quality, meeting regulatory requirements).
4. Ensuring the County Council meets statutory responsibilities and accountability for those services that fall within the remit of the post and relevant Acts and Statutory frameworks.
5. System lead for Adult Social Care and Health, representing the County Council in the Integrated Care Board.

Plan, deliver and drive public service reform and improvement responding to the complex variety of needs of a mixed and diverse population. Use leverage and influence to achieve improved medium to long term outcomes across Nottinghamshire, with a particular focus on, but not limited to, Adult Social Care and the Integrated Care System.

Engender and deliver positive, enthusiastic and dynamic leadership across the authority and wider system in the achievement of our vision and ambitions, playing a key role as a member of the Executive Leadership Team in reforming services and delivering improved outcomes for local people.

### **Outcomes and how you achieve them**

Each of these outcomes will be achieved through three tiers of responsibility for the role: through leadership of the system, leadership of the organisation as an Executive Director and departmental leadership of Adult Social Care and Health Departmental services, resources and performance.

Achieving outcomes through others as well as directly within your service area and across the Council. Influencing the shape and delivery of external services, shaping long term strategies of a range of public sector organisations, to achieve system wide outcomes rather than those being delivered solely from the Council's point of view.

Actively involved in shaping the public sector landscape to achieve our ambitions, you will facilitate and design the most effective and efficient means to deliver essential services through a mix of direct delivery, strategic commissioning, partnerships and collaborations.

Design and deliver services with a focus on early help and prevention, reducing the need for more complex interventions. You will do this through understanding the core issues that exist for different communities and population groups and how you can intervene early and lead the system changes that are required.

Add value to communities and residents by driving changes in the system that ensure services are delivered in a seamless, easy to access manner. You will do this through delivering services in collaboration with other organisations and through a Council "one team" approach.



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### **Collective leadership accountabilities and responsibilities of all Executive Directors**

- Executive Directors will act as proactive members of the Executive Leadership Team reporting to the Chief Executive and contributing to the strong and effective corporate leadership and management of the Council's services and delivery of the Council's strategic plan.
- Deputise for the Chief Executive by acting fully in the capacity of the Head of Paid Service as required.
- Provide strategic, visionary leadership for Nottinghamshire and the Council, contributing to the delivery of the Council's strategic priorities, with a particular focus on meeting adult social care and health outcomes.
- Accountable for leading/shaping/reforming the system to meet the outcomes and ambitions set by Members. Represent the Council at appropriate local, regional and national forums seeking to champion and improve public services at a system level across Nottinghamshire and the East Midlands.
- Responsible for "One Council" leadership, modelling the Nottinghamshire Way and leading by example.
- Value and champion diversity and inclusion, ensuring the Council and wider system meets the needs of disparate communities in Nottinghamshire by building equality of opportunity.
- Leading others through change and innovation, building 'future readiness' of the service.
- Leading the whole organisation to work collaboratively on cross cutting initiatives, improvements and strategic priorities.
- Support the democratic process, providing advice to elected members on the appropriate response to local, regional and national matters that have implications for Council services.
- Contribute to the development and delivery of a sustainable medium term financial strategy and adherence to Financial Regulations.



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**Service Responsibility**

Lead responsibility for Adult Social Care, Community Services and Ageing Well, Strategic Commissioning and integration, Community Services and Living Well.

Lead responsibility on behalf of NCC for the ICB and ICS.

Responsible for all statutory duties within the department and the services that fall in the remit of the post.

Effective management of people, financial and other resources in the department, including legal compliance and management of risk.  
Responsibility for a balanced budget and ensuring that staffing resources are adequate to discharge the departmental functions.

Responsible for driving up the quality of the service offered, ensuring value for money and securing efficiencies, with overall responsibility for performance and quality assurance.

**Budget responsibility:** Gross Budget £508.02m Net Budget £278.57m

**Direct line management for:** Service Director Community Services and Ageing Well, Service Director Strategic Commissioning and Integration, Service Director Community Services and Living Well.

**Reports to:** Chief Executive

**Total employees in your department:** 1500 (FTE), 1745 (headcount)



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## Person Specification – Executive Director (Adult Social Care and Health)

### Education and Knowledge

1. An education to degree level or equivalent, at a senior level or wide-ranging experience which demonstrates a similar level of ability and intellect. There is no specific requirement for the post-holder to be social work qualified but there is a requirement to have a deep knowledge and understanding of the sector.
2. Relevant management qualification, at a senior level, or extensive experience in a health or social care setting which demonstrates a similar level of ability and intellect.
3. Evidence of continuous professional development
4. Knowledge and understanding of the trends, developments, political and legislative framework of local authorities within the context of a complex multi-service environment.

### Personal skills and general competencies

#### Ability to:

1. Make a strategic contribution to a large, multi-functional organisation of comparable scope and complexity with the ability to make effective decisions under pressure.
2. Manage transformational change and capacity to achieve identifiable and measurable outcomes and deliver services within approved budgets.
3. Lead by example, being aware of personal impact on others, demonstrating genuine concern for others, and instilling a sense of purpose and direction.
4. Act with integrity in a way that is in accordance with the professional standards, values and behaviours of the Council and model and exemplify these consistently.

5. Understanding of the frameworks necessary to establish and drive a positive performance culture, effective performance and service quality evaluation driving up standards and performance.
6. A sound understanding of the financial issues related to local government and experience of budget processes with a corporate impact.
7. Understanding and appreciation of the political relationships and processes within local government and the implications for policy making and action planning.

#### **Experience**

1. A proven track record of successful leadership at a senior level in a large organisation.
2. Specific experience of leading a significant transformation change project or programme and proven capacity to achieve measurable outcomes.

5. Contribute to the development of an organisational culture which embraces change and innovation and enables employees to feel empowered and valued.
6. Demonstrate community leadership through building and maintaining effective partnerships to achieve common objectives, providing leadership as necessary.
7. Lead, motivate and develop individuals and groups of employees in a multi-disciplinary environment.
8. Persuade, convince and influence others in order to gain their agreement and co-operation.
9. Think in the longer term and to translate a long term-vision into a realistic strategy.
10. Develop effective relations with councillors and senior managers to promote corporate working.



3. Successful participation in and contribution to the formulation of cross-cutting strategies within a large, multi-service environment to improve service delivery and meet customer need.
4. Achievement in successfully managing major service delivery and development and translating organisational ambitions into real achievement and success.
5. A record of successfully engaging with others, building positive relationships with a variety of partner organisations, private sector providers, Government, public agencies and statutory authorities
6. Achievement of broad cultural and behavioural change to develop services and achieve objectives.
7. Sound service-related financial experience including participation in the formulation of financial objectives, budgets and strategies in relation to service objectives

11. Demonstrate innovation and creativity in response to service and financial constraints and conflicting demands.
12. Maximise the use of the latest technology and ways of working to meet the needs of the service.
13. Demonstrate excellent communication skills and develop these across a complex organisation
14. Demonstrate highly developed networking, advocacy, oral, written and presentation skills, with the ability to relate to and work and communicate with people at all levels.
15. Promote diversity, tackle discrimination and the barriers that prevent equal access and pursue an organisational commitment to equalities, in service improvement and staff management.



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| <ul style="list-style-type: none"><li>8. Applying excellent project management skills in a multi-agency and multi-disciplinary environment</li><li>9. Evidence of success in building and enhancing the reputation of a large organisation with external bodies, the community and the media.</li></ul> |  |
| <b>The post holder will perform any duty or task that is appropriate for the role described</b>   |  |



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