

Title Head of Service- Community Social Work (South Nottinghamshire)	Department Adult Social Care and Health	Post Ref.
To provide leadership and management to the development and delivery of community social work and therapy teams for adults and young people in the South Notts place based locality; ensuring services meet corporate and departmental objectives whilst delivering high quality outcomes to people who use services, their carers and the wider population.		
Key Responsibilities <ol style="list-style-type: none"> 1. To lead and manage social work and therapy community teams for adults and young people in the south Notts locality 2. Set the strategic direction for community social work and therapy teams within the place based partnership 3. To act as an exemplar modelling the Council's and Department's vision, culture and values at all times. 4. Production of and delivery of service plans including agreeing measures and outcomes with their Service Director, with regular, robust reporting on progress into Directorate Performance Board. 5. Embedding a culture of continuous improvement across services, reporting and escalating appropriately risks and changes in the operating environment where these impact on performance and service plan delivery 6. Fulfilling all duties to effectively nurture the development of and manage the performance of and ensure the welfare of all staff in services 7. Take a lead role in seeking the views of local people who have experience of our services, as well as involving them in shaping 	Key Accountabilities <ol style="list-style-type: none"> 1. Delivering services for all areas of accountability as agreed in the service plan within agreed resources; including targets for improving efficiency and satisfaction 2. Improving and managing the performance of staff within the services managed. 3. Taking decisive action and reporting issues where unforeseen events impact on service delivery targets 4. Analyse and understand data and intelligence, using it to be evidence based and drive improvement for local people and the Council. Providing data about customers and the operating environment 5. Meeting statutory or regulatory standards that apply to the services managed 6. Working with partners to maximise the potential benefits of more integrated, streamlined services across organisations, including; Health, Voluntary Sector. Groups of People with Lived Experience, District and County Councils. 	

<p>local services in order to improve Providing timely and accurate information about customers including data on future trends</p> <p>8. Ensure Local Authority responsibilities are carried out in relation to relevant legislation, (e.g. Care Act, Mental Health Act), local and national policy</p> <p>9. Performance management of the service area including responsibility for quality and practice, embedding strength based, therapy led approaches</p> <p>10. To contribute to single and multi-agency strategic planning and commissioning of local services.</p> <p>11. Lead and/ or contribute to the transformation of services in line with the Council's strategic priorities.</p>	<p>7. As part of the corporate extended leadership team, contributing to the transformation of the County Council</p> <p>8. To disseminate the organisation's culture and values into individual services.</p> <p>9. Ensuring equity, diversity and inclusion in the delivery of services and workforce development</p> <p>10. Works in accordance to the professional codes of conduct required by the relevant professional body (e.g. Social Worker, Occupational Therapist).</p> <p>11. Works by applying the up to date knowledge and skills acquired through the mandatory continued education required to maintain their qualification and/or professional registration</p>
<p>The post holder will perform any duty or task that is appropriate for the role described</p>	

Person Specification	
<p><i>Education and Knowledge</i></p> <p>1. A professional qualification in Social Work (e.g. DiPSW) or Occupational Therapy, or, other relevant equivalent qualification and/or significant experience (minimum 3 years), that evidences that evidences min 3 years experience of applying social care legislation and policy to management decision making regarding complex case issues that includes balancing risks to independence, Safeguarding and scrutinising practice quality.</p> <p>2. Management qualification or equivalent experience.</p>	<p><i>Personal skills and general competencies</i></p> <p>8. A high level of personal drive and integrity and an understanding of how their personal leadership style impacts on service outcomes.</p> <p>9. Strong interpersonal skills enabling the post holder to provide purpose and direction to others in a changing environment to ensure effective engagement with customers, staff and other key stakeholders.</p>

<p>3. Evidence of continuous professional development.</p> <p>4. Comprehensive knowledge of the main issues and influences affecting the service area</p> <p>5. Detailed knowledge and current understanding of the main issues and influences affecting adult social care services, health services and the wider operations of local government or a similar organisation.</p> <p>6. Knowledge of and ability to apply key relevant health, housing and social care legislation and policy</p> <p>7. Comprehensive knowledge of and the ability to apply the principles and practice of:</p> <ul style="list-style-type: none"> • effective people management; • excellent customer service; • continual improvement using an evidence – based approach; and, • appropriate risk management. 	<p>10. Ability to make decisions and solve problems in a changing and complex service environment, involving planning solutions and prioritising personal and service resources</p> <p>11. Ability to meet agreed broad service objectives and agreed delivery targets through the organisation of human, physical and financial resources.</p> <p>12. The ability to analyse, understand and interpret complex issues and to present meaningfully to a wide range of stakeholders</p> <p>13. The ability to encourage innovation, creativity and new ways of working to ensure the authority is capable of achieving large scale efficiencies</p>
<p><i>Experience</i></p> <p>14. Minimum of 3 years experience of service delivery, including resource planning, performance management and effective and efficient delivery, in a relevant service area.</p> <p>15. Significant experience of leading changes in a service delivery environment with responsibility for direction of a service involving the co-ordination and integration of a number of sub functions</p> <p>16. Significant experience of leading complex partnership work in multi-agency environments</p> <p>17. Experience of identifying and implementing new, improved ways of delivering the authorities business</p>	

18. Experience of working in local government including involvement with elected members.	
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Role Dimensions

1. Set the strategic direction for and have responsibility for community social work and therapy teams in the south place based partnership.
2. Provide strategic leadership for the Department at relevant meetings planning to improve outcomes for people through the Place Based Partnerships
3. Management and accountability for approximately. £6.5 million staffing budget and approximately £95 million community care budget for providing care and support to people with eligible social care needs (total £101.5 million); accountable as budget holder for financial monitoring, forecasting and assurance.
4. Line management responsibility for a minimum of 3 and maximum of 9 indirect supervision of integrated services, overall responsibility a service comprised of approximately 135 FTE posts
5. Responsibility for ensuring delivery of the Adult Social Care Strategy and Cultural Priorities objectives in service area including; ensuring a consistent, person centred focus on early resolution, use of technology enabled care, re-ablement and other preventative approaches, support planning that maximises people's strength's and independence, as well as, timely, effective reviews
6. Responsibility for place based community development and strength based approaches in locality.
7. Responsibility to develop, maintain and represent the department at effective partnership arrangements, including for example, Place Based Partnerships, Integrated Care System programme groups and Primary Care Networks.
8. Use intelligence and data to monitor and analyse activity to ensure the most efficient and effective use of resources, minimise waiting times etc.
9. Management and appropriate escalation of risk through Departmental and Corporate governance, in relation to changes to national and local policy requirements, performance, finance, delivery of statutory duties and organisational reputation.
10. Responsible for the appropriate investment and disinvestment of resources which impact on individuals, organisations and partners, writing Delegated Decision Reports as required.
11. Responsible for the development and delivery of transformational change within the Council and within wider partnerships.
12. Accountable for the development of and delivery of business cases for savings and efficiencies to meet departmental targets.
13. Accountable for the operational risk, health and safety, business continuity planning and emergency planning for the area of service.
14. Responsible for the safeguarding of adults at risk within the locality.
15. Ensure appropriate standards and quality of service in the area of responsibility and spend both internally and externally.
16. Represent the authority in planning, co-ordinating and managing multi agency plans and services.
17. Take part in Emergency Planning exercises and on-call rota
18. With agreement, to take on additional staff/small teams to support delivering of specific pieces of work
19. Provide cover for Service Directors and fellow Group Managers as required

Please attach a structure chart

