

Job Description and Specification

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| Job Title: | Executive Director Adults, Health, and Integration |
| Reference: | CE XXX |
| Service: | Directorate - Adults, Health, and Integration |
| Grade: | CX2 / CX3 |
| Reports to: | Chief Executive |
| Location: | Westfields |

Your job

Be responsible for the leadership, strategy, effectiveness, and delivery of adult social care, public health and the health and social care integration functions of Integrated Health and Social Care for Cheshire East Council.

Support the Chief Executive in the overall management and leadership of the Council and the development of the Integrated Care Partnership arrangements for Cheshire East, ensuring the effective delivery of the council's strategic priorities.

As a member of the Corporate Leadership Team, play a critical role in driving up performance and efficiency across the Council and its partnerships for the benefit of residents. Work effectively with lead Members and Council officers to help continuously improve both service and individual performance.

Work in partnership with CCG successor organisations, ICS, and the wider health system to develop and implement integrated health arrangements and joint commissioning strategies.

Build and lead effective joint working arrangements between partners, agencies, CCG successor organisations and the wider health system in order to focus resources on improving outcomes for service users and to improve the wellbeing of our local communities in line with the Cheshire East Partnership 5 year plan.

Undertake the role of DASS to ensure all statutory functions are adhered to in accordance with the Care Act 2014.

Ensure that all activity within the service is in accordance with statutory and legal requirements and fulfils the specific responsibilities with regards to adult protection. This will include approval of Approved Social Workers and regulatory requirements relating to registration and inspection etc.

In this job you will

1. Forge strong relationships with local health partners including executives, clinical leads, local GPs, and the Primary Care networks.
2. Act as a proactive advocate for the needs of local people and to actively seek opportunities to encourage, facilitate, lead, support and empower local people and community groups to become involved in the democratic decision making process. and as “co-producers” of individual packages of care and support, local services, including them taking on direct responsibility for the running of local facilities and services, in order to encourage local communities to become more resilient and self-sufficient.
3. Lead on the development and articulation of the long-term vision, strategy, and priorities in relation to care and health integration to all stakeholder and partners at national, regional, and local level.
4. Develop and implement new ways to improve productivity, reduce the cost of services and deliver improved value for money to service users through a range of approaches, including the strategic redesign of services, strategic procurement, business process improvements, demand management and improved asset management through the effective use of technology.
5. Work closely with all elected Members and support them in undertaking their Strategic Leadership and Community Leadership roles effectively, by providing expert strategic advice and helping them to hold local public service providers to account for delivery performance and outcomes.
6. Provide leadership in the development of cross-organisational and multi-disciplinary team working, across boundaries with other agencies and partners, voluntary and other public sector organisations deliver more cost effective, quality and valued services for adults and vulnerable people and solve problems in a coherent and integrated manner.

Adult Social Care / Commissioning and Communities

7. Have professional responsibility for the leadership, direction, priorities, purpose, long term strategy and effectiveness of the Local Authority’s Adult Social Care and Health Services, including formulation of policy objectives, integrated care, workforce development and compliance with professional standards.
8. Secure the provision of services which address the ends of disadvantaged and vulnerable adults, their families, and carers, through in-house provision or by other providers, including personal/individual budgets.
9. Join up local commissioning plans across the Adult Social Care and Health directorate, between clinical and public health services and adult social care to address the identified needs through the JSNA and the Health and Wellbeing Strategy.
10. Work closely with other local partners to improve the outcomes and wellbeing of disadvantaged or vulnerable adults – building and leading effective joint working arrangements and partnerships to ensure the cost-effective delivery of services.

11. Overall responsibility for ensuring that there are clear and effective safeguarding arrangements to protect vulnerable adults from harm.
12. Ensure that adult service users and their carers are involved in the development and delivery of local services and have a clear voice in the design, delivery, and review of provision.
13. Ensure compliance with legislation, regulations, government guidance and best practice in all areas for where the post is responsible.

Public Health

14. Ensure the promotion of health and wellbeing, addressing health inequalities, and ensure the effective commissioning of wider determinants, clinical and cost-effective health services.
15. Ensure that national, regional, and local policies and public health strategies are translated into detailed plans to support health improvement, health protection, health services and public health.
16. Ensure the Health Protection functions of Public Health are robust and able to respond urgently during a time of crisis such as a local or national pandemic.
17. Hold the Director of Public Health to account for the effective delivery of statutory requirements of the role.

Leadership

18. Participate in the planning and strategic management of the full range of Council and partner services as a member of the executive leadership team.
19. Create, foster, and manage effective relationships with Elected Members and wider partners.
20. Work collaboratively with other senior managers and stakeholders across the Borough to generate efficiencies and create synergies wherever possible.
21. Advise partners, committees and the People's Board on the strategic priorities for health and social care services, and report on service performance and customer/client experience.
22. Develop an organisational culture and operational environment based on high standards of service provision, value for money and policy requirements, where employees are valued and developed.
23. Represent the Borough as an exemplar, helping to develop a positive profile within the community, regionally and nationally.
24. Ensure that all services/functions are delivered within and to budget and any savings required are identified and delivered.
25. Recruit, manage, motivate and develop employees in the Directorate, ensuring their health, safety and well-being at work, in order to ensure all aspects of service delivery are provided to the highest possible standard.
26. Develop and implement effective communication and engagement strategies with adult service users and their carers, stakeholders, employees, partner agencies and other

Directorates so that all can understand and fulfil their roles in the development and delivery of local services.

Notwithstanding the detail in this job description, in accordance with the council's flexibility policy the job holder will undertake such work as may be determined by the Chief Executive from time to time, up to or at a level consistent with the principal responsibilities of the job and in any location within the area of Cheshire East Council.

Statutory Responsibilities

- To have statutory responsibility for services as the designated Director of Adult Services.
- To have professional responsibility for the leadership, direction, priorities, purpose, long term strategy and effectiveness of the Local Authority's Adult Social Care and Health Services, including formulation of policy objectives, integrated care, workforce development and compliance with professional standards.
- To secure the provision of services which address the ends of disadvantaged and vulnerable adults, their families, and carers, where provided in-house or by other providers, including personal/individual budgets.
- To join up local commissioning plans, across the Adult Social Care and Health directorates, for clinical and public health services with adult social care, to address the identified needs through the JSNA and the Health and Wellbeing Strategy.
- To work closely with other local partners to improve the outcomes and wellbeing of disadvantaged or vulnerable adults – building and leading effective joint working arrangements and partnerships to ensure the cost-effective delivery of services.
- Overall responsibility for ensuring that there are clear and effective safeguarding arrangements to protect vulnerable adults from harm.
- Ensure that adult service users and their carers are involved in the development and delivery of local services and have a clear voice in the design, delivery, and review of provision.
- To ensure compliance with legislation, regulations, government guidance and best practice in all areas for where the post is responsible.
- Must ensure that adults with disabilities can access high quality provision that meets their needs.
- Develop and maintain a high-performance culture through clear assignment of accountabilities and performance management.

In this job you will need

You must be able to demonstrate the following essential requirements:

- Degree qualification or equivalent e.g. hold a professional qualification in a related discipline e.g. social work, nursing, AHP or public health.
- Completion of a structured management development programme.
- Demonstrate a clear understanding of the Government's agenda for the integration of Local Government and National Health Service.
- Proven track record of reforming services to align them with the needs of customers and communities.
- Experience of delivering successful new service delivery models.
- Evidence of establishing a performance management culture, including service planning, target setting, performance and appraisal and the management of diverse staff groups.
- Experience and demonstrable success in the generation and management of major organisational and cultural change.
- A track record of working in and forging successful partnerships at all levels, including sub-regionally, to successfully deliver cross sector projects.
- A proven track record of working effectively within a political environment, across political groups providing clear, balanced advice and guidance on strategic issue.
- Able to demonstrate and apply innovative thinking and judgement to initiate and support change, to take action to meet targets and achieve desired outcomes.
- Ability to cope with ambiguity, uncertainty and pressure and be able to work under public scrutiny.
- Skills in dealing effectively with issues of major public, political and media interest.
- High levels of leadership, communication, interpersonal skills, and experience of managing in a political environment.
- Ability to role-model the leadership values of the Council with residents and staff.
- Ability to propose, develop and implement effective strategies in pursuit of agreed goals and to make clear, informed, appropriate and timely decisions.

- Highly developed networking, advocacy, written, oral, analytical skills and presentation skills to relate effectively to employees, specialist managers, Council Members, the public and other stakeholders, to command their respect, trust, and confidence.
- Ability to actively engage with people at all levels of the organisation on issues that really matter to them.
- Must be able to facilitate constructive, frank dialogue and manage conflict.
- Knowledge of legislation and national and local developments affecting the services managed, and the integrated services and the Council as a whole.
- Demonstrate knowledge and understanding of how commissioning and integration services can deliver service improvements.
- Demonstrate knowledge and understanding of Place leadership in relation to Health and Social Care Integration.
- Demonstrate proven experience of translating local, regional, and national policy, strategy, regulations and initiatives into the shaping and delivery of services.
- Substantial expertise in financial and budgetary management with the ability to formulate financial strategy that really constitutes value for money and puts the customer at the heart of all financial decisions.
- Strong sense of accountability; taking ownership of mistakes and ensuring lessons are learnt.
- The ambition and drive to motivate and work with others in an enthusiastic and determined way to create a flagship authority.
- Willingness to assess and take appropriate risks, proportionate to the relevant service.
- Strong commitment to probity, honesty, and openness in dealing with others.
- High level of personal resilience and ability to manage competing priorities in a high-pressure environment.
- Professional personal presentation and a level of self-awareness and emotional intelligence that helps build rapport and credibility, and trust and confidence
- Ability to challenge others constructively and improve others' performance through coaching / mentoring skills
- Ability to design and deliver services that meet the needs of a diverse population.
- Understanding and record of achievement in promoting diversity and equality of opportunity in employment and service delivery.

Our culture

For us, it is not just about our achievements as an organisation, but about how we do it. At Cheshire East Council we are working for a brighter future together –

- **We have a shared purpose**
- **We are supported and well led**
- **We are treated fairly and highly valued**
- **We succeed together**

This is all underpinned in our employee deal and everyone is expected to uphold their commitments by living by our values and demonstrating our behaviours.

Our values

Flexibility: adaptable, open to learning and resilient

Innovation: creative, challenges convention and always looks to improve

Responsibility: delivers on promises, efficient and has integrity

Service: listens, delivers quality, is reliable and enables others

Teamwork: respectful, inclusive and contributes at all levels

Employee deal

Our COMMITMENT

Shared purpose

- Provide a safe and positive working environment
- Setting clear performance objectives with realistic timescales for delivery
- Having fair and efficient policies and procedures in place and applying them consistently
- Listen, respond and act appropriately when you tell us about something that is inappropriate or wrong

Well led

- Provide honest, respectful, and responsible leadership
- Be fair, consistent, and timely in our decision making
- Work with you, enabling you to do your best work every day with the right resources, tools, and technology

Valued people

- Have regular, useful team meetings, keep you informed and provide an opportunity for everyone to share their views
- Treat you as individuals, be respectful, flexible, and supportive
- Care for your health and well-being
- Provide you with regular, meaningful, and constructive feedback on your performance through one-to-ones and performance review meetings

Succeeding together

- Offer you opportunities for learning and developing
- Recognise and value your hard work and contribution
- Work together as one team and one council to deliver the best service for our customers and communities

Your COMMITMENT

Shared purpose

- Bring a positive and can-do attitude into work
- Be proactive and always responsive to our customers and communities
- Work responsibly and ask for help if you need it
- Tell us if you see or experience anything that is inappropriate or wrong

Well led

- Be honest and reliable
- Get involved, keep informed, make suggestions, and share your ideas
- Embrace technology and new ways of working

Valued people

- Participate fully and make helpful contributions to team meetings
- Be respectful of others and work flexibly and collaboratively with colleagues and partners
- Care for your health and well-being enabling you to maximise your attendance at work
- Value helpful constructive feedback and act upon it

Succeeding together

- Take the opportunity to learn and develop
- Be supportive and appreciate others
- Work together as one team and one council to deliver the best service for our customers and communities

Working for a
brighter future
together



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