

# Executive Director for Adults, Health and Commissioning

**Reports to:** Chief Executive

**Grade:** Executive Director

**Location:** Cambridgeshire

## Job Purpose

An Executive Director of the Council and core member of the Corporate Leadership Team (CLT), this role takes collective and shared responsibility for the effective leadership and corporate management of the Council's services and delivery of improved outcomes and the achievement of value for money.

Acting as lead advisor to the Chief Executive and all Elected Members on all matters within their portfolio of responsibility, the post is responsible for a range of Council services that includes, but is not limited to:

- Adult Social Services, including Operations, Quality Assurance, Performance and Strategic Development
- Older People's Services
- Mental Health
- Reablement
- Disability Services – Physical and Learning
- Safeguarding of Vulnerable Adults.
- Chronically excluded adults
- Adults with sensory needs
- Carers
- Adult Social Care Provider Market Sustainability and Transformation.
- Commissioning (Adults, Children's and Public Health Commissioning, working with the Statutory DCS and DPH).

## Leadership and Collaboration

Provide clear, compelling, and inspiring leadership to the Council contributing to the delivery of the Council's Purpose, Strategic Priorities, communicating a clear vision and purpose to positively engage others, internally and externally.

Ensure a leading contribution to the development and delivery of the Council's Strategic Framework, Medium Term Financial Strategy and Workforce Plan. Actively understand the challenges faced by colleagues across the organisation to be able to effectively support all CLT colleagues to deliver their objectives as well as those of the whole council.

Create a high-performance culture by providing strong and motivational leadership to drive continuous improvement, efficiency savings and higher levels of satisfaction for residents of the County. Actively promote the council's priorities and ways of working and the Council's values and behaviours to ensure they are delivered throughout the organisation.

Personally, role model and take responsibility for ensuring an effective approach to corporate parenting and safeguarding of vulnerable people is embedded in areas of responsibility.

Develop and implement effective communication and engagement arrangements with service users, stakeholders, communities and partnership agencies to facilitate effective relationships that drive improvements in service delivery.

Lead the development and maintenance of strong and strategic relationships with key external stakeholders in the public, private and community and voluntary sectors, to optimise opportunities for delivering services in partnership wherever this would generate improved outcomes, effectiveness, or efficiency.

Ensure that the Council is able to specifically influence, work with and achieve collaborative benefits and investments, in partnership with the Cambridgeshire and Peterborough Combined Authority, NHS Cambridgeshire and Peterborough Integrated Care System and the Greater Cambridge Partnership and District and City Councils.

As a Senior Responsible Officer (SRO) or Sponsor of major programmes and projects of change and delivery, ensuring effective programme and project management approaches are applied, ensuring delivery to time, budget and plan, managing risks and issues dynamically and ensuring benefits planned are realised.

Provide inspirational leadership to a diverse, multidisciplinary workforce, driving customer focused service delivery, embedding a culture of change, continuous improvement, common professional standards and excellent people engagement and management and ensuring that the Council meets its statutory obligations in relation to all aspects of equalities legislation.

To perform the role of 'on-call' Executive Director as part of the rota for local resilience and business continuity arrangements.

To deputise for the Chief Executive as and when required.

## **Governance**

Fully understand and uphold the Constitution, Scheme of Financial Delegation and Contract Procedure Rules of the Council and ensure that they are followed throughout the directorate as well as that effective strategy, policy and resource considerations are at the heart of decision making so that services are delivered as efficiently and effectively as possible.

Support the democratic process, providing advice to elected members on the appropriate response to local, regional, national and international matters as well as the internal business of the Council.

Champion and lead risk effective management of risk and the active response to audit findings in relation to service delivery and be jointly accountable with others in the CLT for the corporate risk register and corporate risk framework of the Council.

Ensures the Council fulfils its duties in relation to standards, complaints and scrutiny, to maintains an open culture of transparency, accountability and ownership, taking responsibility for mistakes, putting them right and learning lessons for future improvement.

To fulfil the role of non-executive director and/or shareholder for relevant company boards as required by the Council, complying with all necessary standards of governance and probity.

Act to protect and improve the overall reputation of the Council, representing the Council at appropriate local, regional and national forums and in the media, as required.

To promote, preserve and protect the health, safety and wellbeing of councillors, employees, service users, contractors and partners in the provision of Council services, ensuring that the provisions of all relevant legislation are achieved, such as the Health and Safety at Work Act 1974.

### **Innovation**

Champion innovation by being open minded to new and radical ways to deliver services, actively seeking out good practice from others to learn from to develop our own service design and delivery.

Promote a culture of continuous improvement by encouraging colleagues to share ideas, take appropriate risks, and recognising innovation.

Champion and embed a performance and quality assurance culture that delivers results through rigorous open challenge, personal accountability and continuous improvement.

### **Equality, Diversity and Inclusion**

Promote an organisational culture that is positive, safe, respectful and compassionate, as well as open to change and feedback enabling everyone to feel empowered and valued.

Act at all times in ways that create an inclusive environment where people can thrive and be empowered to do their best. Role model good behaviour and practice and proactively seek ways to ensure staff feel valued and develop a sense of belonging.

Demonstrate awareness of the diverse needs of our residents to inform the decisions made about the services we deliver and ensuring a robust approach to equality impact assessments and their application to employment, service delivery and policy development.

### **Role Specific Accountabilities**

The Executive Director will be the Council's statutory Director of Adult Social Services (DASS)

To provide the strategic leadership of the Council's services for adult social services, commissioning and partnerships with the Integrated Care System, NHS Trusts and Providers from the Independent and Community and Voluntary Sectors.

Lead on strategic commissioning and market development for adult services and joint commissioning with the NHS, including work to further develop personalisation and choice / self-directed support with service users.

Work in partnership with the Executive Director of Public Health and other members of the Joint Health and Wellbeing board to improve health and wellbeing outcomes for Cambridgeshire residents, particularly narrowing the gap for vulnerable groups.

Ensure appropriate safeguarding arrangements for vulnerable adults are in place within the council and across the partnership.

Ensuring that the delivery of high standards of performance and statutory compliance for Adults, Health and Commissioning, validated by external inspection, are sustained, improved, and enhanced within the Directorate, the Council and through Commissioning arrangements.

Working closely with the Executive Director for Children, Education and Families and the Executive Director of Public Health to ensure a holistic, clear, and focussed approach to population wellbeing, improving the

social determinants of health and ensuring safe and seamless transition, where needed, between Children's and Adult Services.

## Person Specification (essential criteria)

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| <b>Experience</b> | <p>Significant and successful experience of:</p> <ul style="list-style-type: none"> <li>• working at a strategic senior leadership level within a large and complex organisation in the public sector with comparable scope, responsibilities, budget, and resources.</li> <li>• Providing balanced strategic advice and guidance in a political setting.</li> <li>• Leading the delivery of public services with competing priorities and demands often outside of the Council's direct control.</li> <li>• Operating effectively and collaboratively within a multi-agency delivery model with multiple partners and stakeholders.</li> <li>• Leading transformational change and creating innovative service models, particularly in response to the demands of an organisation that is undergoing a radical transformation and modernisation.</li> <li>• Delivering complex projects that have a high degree of external facing challenge and ensuring delivery on time and within budget and outcomes.</li> <li>• Leading and contributing to strategic decision making, resource allocation and to policy formulation and delivery, adopting a problem-solving culture.</li> <li>• Delivering creative and innovative solutions to improve the use of resources and achieve value for money across an organisation.</li> <li>• Establishing a strong performance culture including effective performance measures, evaluation of service quality and the improvement of service delivery to achieve the Council's objectives</li> <li>• Leading, managing and developing employees to sustain high levels of service delivery, recognising and developing talent.</li> <li>• Developing and nurturing positive and constructive working relationships with a wide range of customers, stakeholders and partners, maintaining a positive personal and organisational profile.</li> </ul> <p><b>Role specific:</b></p> <ul style="list-style-type: none"> <li>• Leading and improving Adult Social Services and the integrated delivery of improved outcomes, across all aspects of both the service and the partnership.</li> </ul> |
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| <b>Skills and knowledge</b>   | <p>Ability to demonstrate:</p> <ul style="list-style-type: none"> <li>• A comprehensive understanding of the current issues and challenges facing local government and adult social services and commissioning, as well as the statutory framework governing the sector.</li> <li>• Skills in understanding and responding to different perspectives and taking a cross-organisational approach, gained by working in a political or similarly challenging environment.</li> <li>• Proven business acumen and an entrepreneurial mindset to lead the strategic delivery and commissioning of services and maintain a focus on obtaining best value for money at all times balanced, against the difficult and sensitive challenges faced, including market sustainability.</li> <li>• Ability to lead, develop and sustain effective team, partnership and multi-agency working through strong effective advocacy, influencing and negotiating skills.</li> <li>• Skills to provide creative solutions to complex problems together with high level analytical, presentational and communication skills.</li> <li>• Ability to establish and sustain positive relationships that generate confidence, ability and trust.</li> <li>• Highly developed influencing and negotiation skills to operate at a strategic professional and political level, locally and nationally.</li> <li>• Understanding of the barriers to organisational and cultural change and the commitment to being a catalyst for positive change.</li> </ul> |
| <b>Personal Effectiveness</b> | <p>Ability to demonstrate:</p> <ul style="list-style-type: none"> <li>• A clear and strong personal commitment to equality, diversity and inclusion and a track record of developing inclusive services and leading by example.</li> <li>• Evidence of leading people and services to recognise, respect and value individual needs to achieve a culture of inclusivity.</li> <li>• Evidence of operating effectively and openly within the democratic process with the political acumen and skills to develop productive working relationships with Councillors and partners that commands respect, trust and confidence.</li> <li>• Personal and professional credibility which commands the confidence of elected members, senior managers, colleagues at all levels, external partners and stakeholders.</li> <li>• Leadership by example with a style that empowers others and is open to question and challenge as well as a commitment to continuous self-improvement.</li> <li>• A commitment to and evidence of successful strategies in managing personal resilience and wellbeing at a leadership level and promoting positive leadership practice, role modelling these behaviours for others.</li> <li>• Evidence of planning for the future delivery of services, including effective</li> </ul>  |

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|                              | <p>workforce planning and development to address current and future challenges.</p>  |
| <p><b>Qualifications</b></p> | <ul style="list-style-type: none"> <li>• A relevant Postgraduate Level qualification or equivalent and/or relevant compensating experience at a senior leadership level.</li> <li>• Evidence of continuous professional and leadership skill development.</li> </ul> <p><b><u>Highly Desirable</u></b></p> <ul style="list-style-type: none"> <li>• A current, registered, and qualified Adult Social Worker.</li> </ul> |