



## Role Profile

<b>Job Title:</b> Deputy Director of Operations (Adults)	<b>Role Profile Number:</b> SBC_11558
<b>Grade:</b> U	<b>Date Prepared:</b> October 2022
<b>Directorate/Group:</b> Adults, Health and Housing Services	<b>Reporting to:</b> Director Adult Services

### Role Purpose

As part of the Adult Services Senior leadership team, you will have direct responsibility for Adult Services, including Regulated Services, Older People's Services, including Physical Disability Services, Sensory Impairment Services, Acute and Safeguarding Services.

As an innovative and reflective leader you will be able to demonstrate:

- A strong value base, commitment to coproduction and strength base practice that informs your work with adults
- A relentless commitment to quality, be able to talk about what good practice 'looks like'
- A capacity for honest reflection and openness to learning
- The ability to establish professional, effective working relationships with a range of partners/colleagues, adults, families and their carers

### Key Accountabilities

- Lead the delivery of adult services for older people's and associated services, providing leadership and expertise to ensure the development and implementation of strategic plans for the services
- Contribute to the strategic leadership of Adult Services in Swindon Borough Council through membership of the Directorate Leadership Team
- Ensure a co-ordinated approach to the management of care for adults with needs across the statutory agencies, voluntary and independent sector services, creating mechanisms to achieve positive partnership working and assist in the further development of the local social care market
- Develop and implement cost effective and innovative "whole-systems" joint planning for adults which improves access to modernised services and achieves inter-agency support

- Pro-actively manage and be responsible for the range of budgets available to the service, ensuring that funding is maximised and resources are effectively deployed, monitored and controlled to provide optimal levels and quality of service within these available resources
- Have line management responsibilities for the service provision of all directly provided community and residential services, care management and assessment services, hospital-based social work assessments, occupational therapy, sensory impairment and adult social care financial services, ensuring effective arrangements are in place to meet performance indicators and national best practice care standards within these services
- Promote and embed Strength Base and personalised care approaches working with our partners in the National Development Team for Inclusion (NDTi)
- Support, promote and develop Adult Services focus on Quality Assurance, informed by the voice of the person with lived experience of using our services
- Work in partnership with Children's, Housing and Public Health Services for joint and mutual strategies towards prevention and population health management
- Deputise for the Director as required

### **Knowledge & Experience**

- Registered professional with a qualification recognised by Social Work England or HCPC
- A degree level education and appropriate management qualification or be able to demonstrate equivalent experience. You will also be able to evidence continued professional/managerial development.
- High level skills in the management of significant resources, staff, budgets and partnerships in a complex, multi-agency environment
- Inter-personal communication, enabling the creation of positive relationships across a wide range of partners and stakeholders; and diplomacy and negotiation
- Develop and implement practical, innovative, "whole systems" solutions to achieve organisational objectives; and lead, inspire and motivate others to meet organisational objectives
- A high level of political awareness and ability to operate effectively in a political environment
- Knowledge of: statutory responsibilities for adults with needs and current national policies and professional guidance for adult services; the legal, financial and political context of public sector management; and the functions of the Council and partner organisations
- Proven and demonstrable experience of: successful management of large complex budgets, operational services and staff groups
- Leading significant cultural change across services and staff teams
- Partnership working at senior level across health and social care organisations
- Managing successfully in a party political environment; and implementing effective performance improvement and performance management across a large, complex organisation
- Have a strong personal commitment to improving public services and user focus
- Be highly motivated and resilient, with the ability to follow through difficult and challenging decisions
- Possess integrity and a commitment to probity, honesty and openness, treating people consistently, fairly and with respect
- Be able to determine priorities and focus on these, whilst maintaining a strategic vision and overview

### **Safeguarding**

Swindon Council is committed to safeguarding and promoting the welfare of Adults who meet the Care Act (2014) Sec 42 Care criteria 'Adult with Needs' all staff working for the council are expected to share a commitment to this. You will be expected to report any concerns relating to the possible abuse of an adults

with needs in accordance with the agreed interagency safeguarding adults' procedures. If your own conduct in relation to the safeguarding of adults with needs gives cause for concern, the council's agreed interagency safeguarding adults' procedures will be followed, alongside implementation of the council's disciplinary procedure. The jobholder is accountable for their safeguarding of adults with needs responsibilities to their line manager.

All children have the right to grow up safe from harm and the Children Act 1989, and 2004 place duties on all agencies to promote and safeguard the welfare of children in need and at risk in their local area. A child is defined within the Children Act 1989, as anyone who has not yet reached their 18th birthday. The Swindon Safeguarding Partnership policies and guidance are aimed at every agency, statutory, voluntary, private and independent, which works directly or indirectly with children, young people and families. The purpose of this guidance is to help agencies identify a child's degree of need and respond appropriately.

**Job Scope:**

<p><b>Job Scope</b></p> <p><b>Number and types of jobs managed</b></p> <ul style="list-style-type: none"> <li>• 3-5</li> </ul> <p><b>Typical tasks supervised/allocated to others</b></p> <ul style="list-style-type: none"> <li>• Support transformation Programmes across the directorate</li> </ul>	<p><b>Budget Holder</b></p> <p><b>Responsibility</b></p> <p><b>Asset Responsibility:</b></p>	<p>Yes</p>
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**Budget and resources**

Responsible for Budgets of £34.5m of expenditure and £10.9m of income over a range of service areas including staffing and care packages.

<p><b>Employee Signature:</b></p>	<p>Print Name:</p>
<p>Date:</p>	
<p><b>Line Managers Signature:</b></p>	<p>Print Name:</p>
<p>Date:</p>	