

APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Early Intervention and Prevention Service Manager

Vacancy ID: 009577

Salary: £56,848 - £60,188 Annually

Closing Date: 09-12-18

Benefits & Grade

Grade SM3

Contract Details

Permanent

Contract Hours

37 hours per week

Disclosure

The successful applicant will be subject to an Enhanced DBS check

Job Description

An exciting opportunity has arisen within the Council's Adult and Health Directorate as the Early Intervention and Prevention Service Manager; a post that is integral to the Council's vision for Adult Social Care.

The post holder will be responsible for the efficient leadership, performance and management of the Early Intervention and Prevention service areas which includes assessment, reablement, occupational therapy and social care to ensure effective service delivery and the achievement of good outcomes for people accessing services.

Applicants must have the skills to work in partnership with other statutory, voluntary, community and independent sector organisations to achieve system and service transformation in the provision of these services and the ability to articulate and fulfil the vision regarding early intervention and prevention, taking an asset-based approach to the provision of care and support.

A key aspect of the role is working with colleagues within the health and social care system to ensure an integrated delivery approach that focuses on person centred support, preventing avoidable admissions to a care home or hospital and supporting a person's timely discharge from hospital.

Applicants will need demonstrable ability to transform services and manage organisational change within a health and social care system and have the ability to apply a solution focussed approach. Good negotiation, influencing and facilitation skills are required, alongside the ability to encourage teams to innovate and realise their full potential.


For detailed information on this role, please refer to the Job Description and Person Specification.

Please ensure you refer to the essential and desirable criteria detailed in the Person Specification when completing your application as they are used to select candidates for interview.

For a further informal discussion please contact Emma Champley, Interim Assistant Director for Adult Strategy and Transformation, on 01642 528476.

An online application form and further information is available from www.stockton.gov.uk/job-vacancies/. Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION
Directorate: Adults & Health		Service Area: Early Intervention & Prevention
JOB TITLE: Early Intervention and Prevention Service Manager		
GRADE: SM3		
REPORTING TO: Assistant Director Adult Strategy and Transformation		
1.	JOB SUMMARY: To be responsible to the Assistant Director Adult Strategy and Transformation for the effective and efficient leadership, performance and management of the Early Intervention and Prevention service areas. To work in partnership with other statutory, voluntary, community and independent sector organisations to achieve system and service transformation in the provision of these services. To ensure that Services are delivered within National Guidance and associated Legislation	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
	1	To work with stakeholders, partners and voluntary and community agencies, to ensure that services are responsive to the needs of clients and that appropriate mechanisms are in place to deal with any issues and complaints raised by them.
	2	To be responsible for the development, delivery and monitoring of the Council's services for: <ul style="list-style-type: none"> • Adult Social Care Early Intervention & Sensory Support Team • Assessment & Reablement functions • Multi-Disciplinary Service • Rosedale Centre • Occupational Therapy • First Contact
	3	To work with colleagues within the health and social care system regarding avoidable admissions to a care home or hospital and to support a person's timely discharge from hospital.
	4	To work closely with the Council's Public Health team to articulate and fulfil the vision regarding early intervention and prevention and to take an asset-based approach to the provision of care and support.
	5	Line management of social workers and occupational therapy and reablement team members, including staff employed by the NHS.
	6	To play a key role in the development of a culture which is consistent with the Council's vision of enthusiastic and forward looking partnership and delivery of efficient and effective services within a Customer Service Excellence environment.
	7	To ensure the timely preparation and submission of such documents and information as required by the Council, partner agencies and central government.

	8	To have ownership of the Early Intervention and Prevention Services' role in meeting the performance metrics within the Better Care Fund Performance Framework.
	9	To ensure that robust financial management is undertaken and regularly monitored to ensure its targets are met.
	10	To develop and maintain internal partnerships with other Council departments to ensure the efficient and effective delivery of services.
	11	To participate in the initiation, definition and design stages of relevant development programmes and projects to ensure that operational efficiency and effectiveness is considered and factored into plans and designs and that operational services are delivered in accordance with required objectives and outcomes.
	12	To be an active member of the Adults and Health senior management team and to contribute to the overall management of the department, eg, DoLS signatory, Charing of funding panels, etc, and to work with senior management colleagues to further develop and promote the work of the Adults and Health Directorate.
	13	To undertake programmes & projects from initiation through to completion where required ensuring the successful delivery of required outcomes.
	14	To ensure compliance with the requirements of statute and regulations for the service area.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

Job Description dated November 2018

PERSON SPECIFICATION

Job Title/Grade	Early Intervention and Prevention Service Manager	SM3
Directorate / Service Area	Adults and Health	Early Intervention and Prevention
Post Ref:	34374	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> Educated to degree level or equivalent in a directly relevant subject area and membership of a relevant professional body or equivalent substantial demonstrable level of relevant work related experience 	Demonstration of continuous professional development in leadership and management	Application form
Experience	<ul style="list-style-type: none"> Demonstrable experience in a management role in a complex organisation Experience of partnership working with the community and voluntary sector Experience of working with the NHS. Demonstrable experience of transforming services and organisational change. Experience of empowering staff to innovate. 	Experience of working within integrated health and social care systems.	Application / Interview
Knowledge & Skills	<ul style="list-style-type: none"> Knowledge and understanding of current health and social care policy Managing and monitoring budgets Strong leadership skills Very good communication skills Effective negotiating, 		Application / Interview

	<p>influencing and facilitation skills</p> <ul style="list-style-type: none"> • Ability to work in a complex and rapidly changing environment • Problem solving approach • Understanding of multi-agency systems, agreements and protocols • Knowledge of the statutory functions of a Local Authority relating to social care. • Ability to articulate and promote early intervention and prevention. 		
Specific behaviours relevant to the post	<ul style="list-style-type: none"> • Demonstrate the Council's Behaviours which underpin the Culture Statement. • Ability to make difficult decisions in a challenging environment • Ability to handle difficult situations sensitively • Political awareness • Lead by example • High degree of personal and professional probity, integrity and credibility • Collaborative team worker • Pragmatic • Flexible and resilient • Consistent and fair management/leadership style • Encourage others to engage and realise their full potential 		Application / Interview
Other requirements	<ul style="list-style-type: none"> • Due to the role requiring frequent travel between venues across the borough, a full driving licence and access to a motor vehicle is required for this role 		Application / Interview

	<ul style="list-style-type: none">• Must be able to vary working hours to incorporate evening and weekend meetings as required		
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Person Specification dated

November 2018

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.