

DARLINGTON BOROUGH COUNCIL
CHILDRENS AND ADULTS SERVICES
JOB DESCRIPTION

<u>POST TITLE :</u>	Director of Children and Adults Services
<u>PAY BAND :</u>	Director 2
<u>REPORTING RELATIONSHIP</u>	Chief Executive
<u>JOB PURPOSE :</u>	To advise the Chief Executive, Leader of the Council, relevant Lead Member(s), Chief Officers' Executive (COE) and Council on all matters relating to adults and children's safeguarding and social care, education services, joint working with health and other partners/stakeholders. To undertake the statutory roles of Director of Children's Services (DCS) and Director of Adult Social Services (DASS) and to discharge the statutory responsibilities set out in the Local Government Social Services Act 1970 (as amended) and in the Children's Act 2004, including responsibility for safeguarding and promoting the welfare of children and adults
<u>POST NO.</u>	
<u>PDR COMPETENCY FRAMEWORK</u>	Level 3 Senior Manager Competencies

MAIN DUTIES/RESPONSIBILITIES

Management Responsibilities

1. Provide effective strategic leadership and professional guidance to the Council; ensure the efficient discharge of all relevant statutory functions in line with the Job Purpose; assist the Council in influencing public policy.
2. Contribute significantly to the corporate leadership of the Council in the delivery of its corporate priorities and transformation agenda. Lead the Council's transformation agenda in partnership with the Chief Executive, peer Directors and Elected Members.
3. Contribute to the Council's community leadership role and the delivery of Darlington's Sustainable Community Strategy in cooperation with our partners.

4. Lead the Children and Adult Services department ensuring that appropriate strategies are developed and delivered which meet the needs of Darlington's community.
5. Work in partnership with the Director of Commissioning to secure effective joint working across the Council and to ensure the delivery of high quality and effective services for the citizens of Darlington.
 - (a) Lead the delivery of improved outcomes for children and adults in the borough, including leading the partnership of relevant agencies with a view to improving outcomes.
6. Be a role model for effective and positive leadership behaviour that is outcome focused and future orientated.
7. Act as an ambassador for the borough of Darlington, promoting and developing the Council's image, forming robust strategic alliances and developing effective working relations with partners from other organisations, government departments, user groups, business, voluntary sector groups, including championing the interests of Darlington's community, stakeholders and partners.
8. Lead the strategic development and policy formation for all services within the directorate and report performance to the Chief Executive, COE and Elected Members.
9. Ensure the development and delivery of directorate business and service plans that are aligned with community, corporate and directorate strategies.
10. Plan, coordinate and deliver projects which contribute to the achievement of the objectives of the Sustainable Community Strategy.
11. Ensure the provision of full and accurate information, research analysis and timely policy advice to Elected Members on matters relating to services, programmes and projects allocated to this post.
12. Lead and effectively deploy the staff within the directorate consistent with HR policies and procedures to ensure the greatest efficiency for the Council and a highly motivated and committed workforce, where all individuals are encouraged to develop to their potential.
13. Manage the directorate's budget in accordance with the Council's standing orders and financial regulations, obtaining value for money and maximising income where applicable. Develop and deliver services in a way that achieves increasing efficiencies and produces the required level of savings.
14. Identify timely responses to overcome performance issues and take appropriate action where required.
15. Ensure the timely and effective communication and implementation of all agreed Council policies and processes within the directorate.
16. Manage the Council's response to audit and inspection processes and arrangements in relation to the services within the directorate.

CORPORATE RESPONSIBILITIES

17. Contribute to the corporate management of the Council as a member of COE, helping the Chief Executive to:
 - (a) Develop and revise policy and financial strategy;
 - (b) Measure performance and efficiency;
 - (c) Monitor progress towards achieving objectives and targets;
 - (d) Ensure high standards of service delivery.
18. As a member of COE, contribute to the transformation of the Council as it moves towards the realisation of the Council's vision, strategic aims and core values, providing a clear sense of direction, optimism and purpose.
19. Safeguard and promote the welfare of children and adults for whom you have responsibility or with whom you come into contact, to include adhering to all specified procedures.
20. Contribute to planning for civil contingencies and supervise operations when contingencies occur.
21. Work with Elected Members to develop and implement the Council's strategic direction and priorities.
22. Manage and deliver projects for the Council that extend beyond the boundaries of the directorate as assigned from time to time by the Chief Executive.

GENERAL

23. Provide leadership to the Managers for whom you have line management responsibility.
24. Ensure that the PDR process operates effectively within your Service Group and that end of year reviews are completed and submitted to the Council's timescales.
25. Manage your Service Group in line with all the Council's policies and procedures and ensure that employees are aware of their obligations under these.
26. Behave according to the Employees' Code of Conduct and ensure that employees in your Service Group are aware of their obligations and responsibilities re. conflicts of interest, gifts, hospitality and other matters covered by the Code.
27. Ensure that the Council's Equality agenda is implemented effectively in your Service Group and to carry out your duties as a senior manager and employee in line with these.
28. Take overall responsibility for health and safety matters within your Service Group by ensuring that there are effective measures in place for establishing health and safety policy and for planning, organising, controlling, monitoring and reviewing health and safety effectively.

SERVICE GROUP AND CORPORATE RESPONSIBILITIES

29. Contribute to the Corporate management of the Council as a member of the Council's COE / Services by helping the [Managing Director / Director] to:-
 - a) develop and revise policy;
 - b) measure performance and efficiency
 - c) monitor progress towards achieving objectives and targets; and
 - d) ensure high standards of service delivery
30. As a member of COE, provide clear leadership direction to the as it moves towards the realisation of the New Business Model Darlington 2015.
31. Contribute to planning for civil contingencies and supervise operations when contingencies occur.
32. Contribute to the Council's Corporate planning and Annual budget process
33. Assume full responsibility for your duties in the absence of the Director.
34. Ensure delivery of the Council's vision, goals and core values, providing a clear sense of direction, optimism and purpose.
35. Work with Elected members to develop and implement the Council's strategic direction and priorities.

OTHER RESPONSIBILITIES

36. Responsibility for managing and delivering projects for the Council that extend beyond the boundaries of the Group.
37. Any other duties consistent with the role and as directed by the Managing Director that may be required from time to time.
38. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
39. This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment the employee will be subject to rechecking as required from time to time by the Council.
40. This post is Politically Restricted under the Local Government and Housing Act 1989. As such, the post holder is unable to be a Member of a Local Authority, an Member of Parliament, the Scottish Parliament or the Welsh Assembly. The post holder is also restricted from standing as a candidate for local government election; acting as an election agent; being an officer of a political party or any branch of a political party or a member of any committee or sub-committee of such a party; canvassing on behalf of a political party or a person who is or seeks to be a candidate and speaking to the public at large or publishing any written or artistic work that could give the impression that they are advocating support for a political party.

Date: September 2020

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All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
Qualifications & Education			
1	A relevant qualification to degree level or equivalent	E	
2	Evidence of continuing professional development to demonstrate up to date knowledge and understanding of relevant legislation and its practical application	E	
3	Professional management qualification		D
Experience & Knowledge			
4	Recent extensive experience and consistent achievement at a senior management level in an organisation of comparable scope and complexity pursuing a transformational agenda.	E	
5	Recent extensive experience and a proven track record in at least one of the following areas: education; children's safeguarding and social care; adults' safeguarding and social care	E	
6	Proven track record of achievement in leading major Children's and/or Adults initiatives, projects and/or programmes	E	
7	Proven track record of leading, motivating and managing a portfolio of services with multi-disciplinary teams to achieve significant, sustainable improvements and positive outcomes through internal and external partnerships	E	
8	Proven track record in leading the formulation and delivery of strategic objectives and policies through effective service planning within a comparable, complex organisation in a challenging environment	E	
9	Knowledge of current policy developments and funding mechanisms relevant to the role	E	
10	Clear understanding of local democracy and the processes, practices and culture required to deliver strong, healthy local governance.	E	
11	Experience of advising Elected members or similar		D
12	Experience of delivering equality in employment and service delivery		D
13	Experience of delivering Health and Safety		D
Skills			
14	Financial and commercial awareness, with strong analytical skills and an excellent aptitude for developing innovative solutions to complex problems		D
15	Proven ability to lead a management team; focused on delivering change and improvement across partnerships and organisational boundaries	E	
16	Ability to operate effectively within the democratic process, with the political acumen and skills to develop productive working relationships with elected members	E	

17	Ability to provide visible and supportive leadership, empowering, motivating and developing the Council's workforce and fostering a positive organisational culture focusing on delivering improved outcomes for service users	E	
18	Ability to initiate, develop and implement effective strategies with clear goals and to make clear, informed, appropriate and timely decisions together with an ability to challenge poor service delivery	E	
19	Ability to build consensus, persuade, negotiate and influence without direct line management or control of resources	E	
20	Planning, prioritising, persevering and delivering improvements to achieve objectives within timescales	E	
21	Ability to explore innovative and creative means of delivering improved service outcomes through effective resource utilisation, whilst minimising risk and maintaining a focus on delivering business as usual	E	
22	Strong communication skills to relate effectively to a wide range of audiences, from employees to managers and peers to Elected Members, the general public and other stakeholders and command their respect, trust and confidence. Ability to speak and write fluently and explain complex issues clearly and simply. Ability to debate issues confidently in an engaging and persuading manner	E	
Personal Attributes			
23	A credible leader with recognisable integrity, able to obtain and maintain the trust of a range of stakeholders including customers, elected members, government representatives, private, public and voluntary sector partners and local authority peers	E	
24	Motivated, committed and focused with the drive to define clear goals and inspire people to achieve them	E	
25	Pro-active in openly and honestly sharing information where appropriate	E	
Special Requirements			
26	Access to reliable transport to carry out the requirements of the post	E	
27	Flexibility to work unsocial hours as required	E	
28	Satisfactory Enhanced DBS Disclosure	E	