

JOB DESCRIPTION

Job title:	Executive Director: Adult and Community Services
Grade:	EXD
Managed by:	Chief Executive
Responsible for:	Allocated Heads of Service
Accountable for:	<ul style="list-style-type: none"> • Adult Social Care statutory services • Line management of statutory Director of Public Health • Adult Services Transformation Programme • Adult Social Care Commissioning

Purpose of the job

This is a senior leadership role and as such the purpose, accountability and outcomes can change in accordance with organisational requirements.

- Be an active member of the council's senior leadership team with responsibility for the managerial leadership of the Adults and Communities Directorate; encouraging a collaborative organisational culture focused upon improvement and high performance.
- To lead, develop, manage and direct services relating to adult social care, commissioning and operations, public health and communities. To have executive accountability for safeguarding of all the city's vulnerable adults.
- As the Council's statutory Director of Adult Social Care, to advise the Chief Executive, Mayor, relevant Lead Member, Corporate Leadership Board and council on adults' safeguarding and social care.
- Work alongside the Chief Executive, to enable corporate responsiveness to elected members; be responsible for best approach to managing its financial resources and address concerns over budgetary matters; and making sure we fulfil our legal and moral obligations; and enhance the reputation of the City of Bristol as a place.

Job-specific outcomes / accountabilities

- To lead on the on the integration of adult social care and health and ensure that the council works collaboratively and effectively with all partners and particularly the integrated care system.
- Deliver agreed savings associated with the transformation programme as part of addressing the significant financial challenges in the Adult Social Care budget.
- Directly accountable to the Chief Executive for the delivery of local authority social services functions listed in Schedule 1 of the Local Authority Social Services Act 1970 other than those for which the Executive Director: Children and Education is responsible for.
- Ensure all statutory responsibilities are effectively discharged, particularly with regard to safeguarding.
- Provide visible and strong leadership to the city's health and social care workforce.
- To be an active member of the Bristol Health and Wellbeing Board and contribute to the improvement of the health and wellbeing of all citizens in the city.
- Deliver a new model of directly provided and commissioned care which is person centred and community focussed.
- Ensure financial spend in the Directorate does not exceed the approved budget.
- Build and develop long-term, mutually-beneficial relationships with key partners to successfully deliver the key outcomes of the Corporate Strategy.

Core job outcomes/accountabilities

- Work collaboratively with Executive Directors and Directors in the development and delivery of the council's strategic objectives.
- Work with the Mayor, Cabinet, elected members and other managers in the achievement of business plans.
- Lead on strategy development, policy planning and policy formulation within the professional disciplines covered by this role.
- Provide strong and inspirational "one council" leadership, promoting a culture of high performance, continuous improvement, innovation and customer focus.
- Be responsible for significant delegated financial budgets and resources ensuring they are allocated effectively for the delivery of high quality services, in a manner that demonstrates value for money and compliance with relevant policies and guidelines.
- Develop long-term, mutually-beneficial relationships with key partners to successfully deliver the key outcomes of the One City Plan.
- Enable a high-performing, diverse, inclusive and engaged workforce to deliver the council's strategic plans. Support and challenge others in developing, sourcing and deploying talent whilst promoting health and safety and employee wellbeing.
- Lead and embed a team and individual performance management approach that underpins effective operational performance.
- Lead and demonstrate personal commitment to an inclusive and respectful culture in which colleagues act with integrity at all times.
- Ensure that the council operates within constitutional, legal and regulatory requirements.
- Act as a positive ambassador for Bristol and the council, promoting an excellent reputation locally, regionally and nationally.

Corporate accountabilities

Leadership qualities

These are the attributes that we most need from our leaders in order to achieve our vision. Leadership Qualities identify how I go about the work of a leader:

- Integrity
- Connected
- Empowering
- Visionary

Leadership behaviours

These set expectations of how managers lead their teams and service and are for senior leaders to adopt and role model:

- Solving problems effectively
- Operating with a strong results orientation
- Supporting others
- Seeking different perspectives

Organisational values

Role model and live the values in everything you do and celebrate successes through others:

- Ownership – we take personal accountability
- Collaborate – we come together to find the answers
- Dedicated – we strive to make a difference
- Respect – we value everyone
- Curious – we ask questions and explore possibilities

Volunteering

To volunteer three days per year to support a local initiative that contributes to improved outcomes for Bristol as a city and its residents.

PERSON SPECIFICATION

Essential
<ul style="list-style-type: none"> • Relevant professional qualification or management qualification to support knowledge and experience.
<ul style="list-style-type: none"> • Proven track record of consistent and demonstrable leadership achievement at a strategic level within an organisation of a comparable scope and complexity.
<ul style="list-style-type: none"> • Ability to build and develop strategic relationships, influencing and negotiating at the highest levels with a wide range of stakeholders and partners to achieve outcomes.
<ul style="list-style-type: none"> • Experience of leading diverse activities across multiple service areas within set budgets to meet agreed targets and strategic objectives.
<ul style="list-style-type: none"> • Proven track record of applying creative and business-like approaches to addressing demands for services to deliver quality outcomes with cost-effective and efficient results.
<ul style="list-style-type: none"> • Highly visible and inspirational leadership skills with experience of operating at a strategic level with stakeholders and of inspiring others to give of their best.
<ul style="list-style-type: none"> • Knowledge and understanding of the challenges that cities like Bristol and the wider public sector face – and creative ideas of how we could meet those challenges.
<ul style="list-style-type: none"> • Experience of developing and sustaining a culture that meets the needs of and engages with customers and staff within a safe, open and high-performing working environment.
<ul style="list-style-type: none"> • Demonstrable track record of leading, motivating and managing teams to achieve high-performing, significant and sustainable service improvements and outstanding results through internal and external partnerships.
<ul style="list-style-type: none"> • Demonstrate the capability and capacity for evidence based critical thinking and ability to apply this insight in a practical and engaging manner.
<ul style="list-style-type: none"> • Demonstrable evidence of delivering public health improvements that challenge health inequalities.

- Experience of working within an adult or public health environment.
- Demonstrable experience of managing complex budget environments, including managing demand to reduce operating costs in line with finite envelope.
- Experience in working in or leading community-based services.