

# JOB DESCRIPTION

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## **JOB DETAILS**

Job Title: **HEAD OF ADULT SERVICES AND LOCALITY MANAGER (JOINT APPOINTMENT)**

Grade: **CHIEF OFFICER (LOCAL AUTHORITY)**

Salary: **£67,453 - £74,950 plus a supplement of £9,853 (Terms and conditions of service will depend upon NHS or Local Authority employer)**

Hours: **In accordance with existing conditions of service within the NHS or the local authority  
There may be a requirement to work in excess of contractual hours at times, in accordance with the needs of the service.**

Department: **The Vale of Glamorgan Council and Cardiff and Vale University Health Board (UHB)**

Function: **Delivering integrated health and social care services in the Vale of Glamorgan Council**

Base: **Barry Dock Office**

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## **ORGANISATIONAL ARRANGEMENTS**

Accountable to: **Director of Social Services and the Director of Operations, Primary, Community and Intermediate Care**

Responsible for: **The Adult Services Division in the Local Authority and the Vale Locality Team in the University Health Board**

## **JOB PURPOSE:**

To ensure leadership and delivery of safe and effective integrated health and social care services across the Vale of Glamorgan, in line with national and locally agreed standards and models. Working with Primary Care, Voluntary Sector, and other key partners to drive forward service development and improvement objectives in line with local and national policy, as set out in the Social Services and Wellbeing Act, the Wellbeing of Future generations Act, Prudent Healthcare and the Welsh Government Primary Care Plan for Wales.

The post holder will:

1. On behalf of the Council and the UHB, have operational responsibility for the development and delivery of safe, effective and high quality integrated adult social care and community health services, which reflect national and local priorities and which have maximum impact in meeting need within local communities across the Vale of Glamorgan.
2. Maximise opportunities for integration considering new ways of working to ensure best use of resources.
3. Deputise for the Director of Social Services/ Director of Operations as appropriate and be a member of their Corporate Management Teams.
4. Identify and progress opportunities for service improvement and the modernisation of health and social care services and manage any changes with the workforce. This will involve working across the whole health and social care system on agreed areas of responsibility.
5. Promote the development of culture and behavioural changes required for the provision of seamless services across organisational and professional barriers.
6. Using statutory multi agency partnerships, build relationship with external stakeholders, ensuring a focus on health improvements, well being and integration of services across the Vale of Glamorgan.
7. Lead and manage the health and social service workforce in order to develop highly motivated and empowered teams creating an environment where everyone can excel.
8. Improve the patient pathway and ensure the achievement of the Council's and UHB's corporate and national objectives.
9. Ensure financial targets are met and that services are delivered to agreed budgets.
10. To ensure that the UHB and the Council comply with all relevant statutory requirements and regulatory frameworks, specifically relating to adult social care services, community and secondary healthcare services (to include acting as the responsible person in relation to care standards requirements).

## **Duties and Responsibilities**

### **Strategic Planning and Service Development**

- Interpret Welsh Assembly Government legislation, strategy, policy and guidance to ensure local delivery, within available resources.
- Interpret legal and statutory responsibilities of the Council and the UHB.

- Lead and be responsible for robust planning and development processes in place to ensure that comprehensive needs assessment, service review and change management practices are in place to redirect resources to meet agreed national and local priorities.
- On behalf of the Primary, Community and Intermediate Care Clinical Board, manage the Locality Team's delivery of allocated divisional-wide responsibilities.
- Work in partnership with a wide range of organisations, including the Unified National Public Health Service, lead the Locality and its development into a public health led organisation which is able to play an active and participative role in promoting good physical and mental health and well being for all and reducing inequalities in access, care and treatment across the Locality/ Cluster services.
- Engage and lead where appropriate in developing and implementing wider strategies, including the Shaping Our Future Wellbeing Strategy and the national plan for a primary care service, to improve the health of citizens and reduce health inequalities across the locality and at Cluster level.

### **Service Provision**

- Lead the development of an integrated local service strategy to deliver national and local priorities, utilising pooled/ aligned budgets where appropriate and developing joint arrangements which ensure cohesive and robust service delivery.
- Improve service efficiency and ensure implementation of change plans, in line with national and local strategies and within agreed financial and performance management frameworks.
- Ensure, with the Locality management team, that systems for corporate governance and application of the Health Board's Corporate Risk Assurance Framework are in place.
- Monitor performance against Health Care Standards and initiate appropriate action to ensure these standards are achieved and maintained.
- Participate in the out of hours on call arrangements for Primary Care Services.
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### **Service User Related Tasks and Duties**

- Be responsible for ensuring systems are in place for involving stakeholders, the public, service users and carers in the planning, securing and monitoring of health and social care services.
- Ensure that statutory and legal requirements for service delivery in adult social care are met, within available resources.
- Support the development of integrated care pathways, in line with guidance and ensure local interpretation and delivery.
- Ensure a responsive, customer-focused approach in the delivery of social services.

### **Performance Management**

- Ensure all functions are supported by robust and effective information which support evidence-based decision making.
- Ensure planning, commissioning and performance management systems and all progress reporting mechanisms provide for effective use of resources and demonstrate rigorous risk management.
- Ensure compliance with Data Protection, Freedom of Information and Caldicott requirements, particularly relating to the planning and commissioning of patient/care services.
- Ensure that targets are achieved in areas of responsibility, within available resources.

### **Human Resources**

- Hold responsibility for the Adult Services Division of the Council's Social Services Department and operational management of the Vale Locality Team of the UHB.
- Manage effectively all relevant teams across the two organisations and ensure that duplication of effort is minimised, to maximise the collective resources of the UHB and the Social Services Directorate.
- Ensure that all line-managed staff have clear individual and team objectives, which are regularly monitored, in order to deliver corporate and operational objectives.
- Ensure that there are clear communications with and well defined accountabilities for all line-managed staff.
- Support and develop staff, ensuring that all Council and UHB objectives are progressed and achieved.

- Support the induction and development of other staff across both organisations, as required.
- Lead on the development of skill mix within teams in areas of responsibility.

## **Financial Resources**

- Take lead responsibility for managing the effective use of delegated budgets (in consultation with relevant colleagues) as defined by the delegated decision making framework of the Council and the UHB.
- Act as the budget holder for all adult social care services and a range of community based health services on behalf of residents in the Vale of Glamorgan. This involves ensuring fair access for all while demonstrating effective deployment of pooled resources to meet agreed national and local targets.
- Work closely with appropriate Finance managers in the Council and the UHB, supporting the Divisional Director and the Director of Social Services in local discussions leading to successful completion of a balanced service and financial framework for the Council and the UHB.

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## **COMPETENCE**

You are responsible for limiting your actions to those which you feel competent to undertake. If you have any doubts about your competence during the course of your duties, you should immediately speak to your line manager/supervisor.

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## **RISK MANAGEMENT**

It is a standard element of the role and responsibility of all staff that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

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## **RECORDS MANAGEMENT**

As an employee of the Council and the UHB, you are legally responsible for all records that you gather, create or use as part of your work, whether paper based or on computer. All such records are considered public records, and you have a legal duty of confidence to service users (even after an employee has left the Council/LHB). You should consult your manager if you have any doubt as to the correct management of records with which you work.

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## **HEALTH AND SAFETY REQUIREMENTS**

All employees of the Council and the UHB have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management in meeting its legal duties and should report any hazardous situations or defective equipment.

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## **FLEXIBILITY STATEMENT**

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. This Job Description, therefore, is intended to be flexible and subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

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## **CONFIDENTIALITY**

All employees of the UHB and the Council are required to maintain the confidentiality of members of the public and members of staff in accord with all relevant policies.

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## **EQUALITY**

The Council and the UHB will take all practicable steps to ensure that staff are recruited, managed, developed, promoted and rewarded on merit and that equal opportunities are given to all staff. Each employee is responsible for their own professional and personal behaviour and there is a requirement for all staff to conduct themselves in a manner which should not cause offence to another person.

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