

# CHIEF OFFICER JOB DESCRIPTION

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POST REF: V-AA-AA001

DESIGNATION: DIRECTOR OF SOCIAL SERVICES

GRADE CHIEF OFFICER

RESPONSIBLE TO: MANAGING DIRECTOR

DIRECTORATE: SOCIAL SERVICES

LOCATION: DOCKS OFFICE

**The role of the Director of Social Services is set out in a national code of practice and as part of the statutory framework introduced by the Social Services and Well-being (Wales) Act 2014.**

## **A/ MAIN PURPOSE OF POST**

1. To undertake the statutory role of Director of Social Services for the Vale of Glamorgan Council.
2. To support the Managing Director and Elected Members in the provision of corporate leadership and the setting of strategic direction in relation to the Council activities.
3. To ensure the commissioning and delivery of effective, efficient and economic services which address the needs of the people of the Vale of Glamorgan.
4. To exercise the functions of the Council with regard to the efficient and effective running of services within the Social Services Directorate and in accordance with the requirements of the Social Services and Well-being (Wales) Act 2014.
5. To ensure that the Executive, Councillors and the Managing Director have access to the best professional advice and information on all aspects of care and support services.
6. To identify and advise the Council on priorities, challenges, risks and strategies for improvement across all aspects of social services.

## **B/ CORPORATE RESPONSIBILITIES**

7. To contribute towards the corporate management and leadership of the Council as a member of the Corporate Management Team, ensuring policy objectives are achieved and services planned, commissioned and delivered in an efficient and effective way.
8. To support the delivery of the Council's overall budget and service priorities; helping to deploy resources to meet the Council's current and longer range strategic objectives.
9. To act as a Lead Director on corporate areas of activity, policy and organisational development as required.
10. To develop a culture of collaborative working relationships with colleagues from other agencies and across the Council to ensure the effective delivery of services and management of resources.

## **C/ SERVICE RESPONSIBILITIES**

11. To take overall responsibility for the planning, commissioning and effective delivery of services within the scope of the Learning and Skills Directorate and in order to meet the strategic objectives of the Council.
12. To take overall responsibility for managing and deploying the directorate budget and wider resources in order to meet the Council's current and longer range strategic objectives
13. To undertake the statutory duties as Director of Social Services in accordance with the requirements set out in the Social Services and Well-being (Wales) Act 2014 and those covered within the Council's Constitution.
14. To take responsibility for the provision of effective safeguarding arrangements for both children and adults within the care of the Council. To take overarching responsibility for Corporate safeguarding arrangements across the Authority and in accordance with relevant policies and procedures.
15. To promote a strong culture of performance management to ensure high levels of performance, the meeting of performance targets and standards and the continuous improvement and development of services.
16. To continuously strive to improve services by challenging the way things are done and the appropriateness of current models of service delivery.
17. To provide and promote clear and strategic leadership across the service ensuring effective performance of all Heads of Service and Managers and effective service delivery through the establishment of systems of target setting and management that encourage high levels of performance and innovation.
18. To lead and support managers within the Directorate to ensure that they develop staff in accordance with the Council's Staff Charter, manage resources effectively and comply with all Council policies and procedures.

19. To provide the Council with advice and guidance on the strategic issues facing the services within the scope of the service and ensuring that Council decisions in those areas are implemented.
20. To help ensure effective workforce planning across all groups within the Directorate to meet current and future service needs.
21. To ensure that there are clear communications and well defined accountabilities within the service.
22. To explore opportunities to improve the effectiveness and efficiency of services through collaboration and partnership working.
23. To pursue sources of external funding to support service activities.
24. To ensure a responsive customer focused approach in the delivery of services.
25. To ensure that the principles of equality of opportunity are integrated and actively pursued both within the service, across schools and in all areas of service provision.
26. To perform any other duties required by law, or which the Managing Director may reasonably require.

The responsibilities as set out above reflect the review of the Social Services Directorate as approved by Cabinet in February 2017.

Responsibilities may be subject to amendment to reflect any future change or development of services or wider review/reorganisation.

UPDATED FEBRUARY 2017