

Meeting of:	<b>Senior Management Appointment Committee</b>
Date of Meeting:	<b>Thursday, 13 October 2022</b>
Relevant Scrutiny Committee:	Healthy Living and Social Care
Report Title:	<b>Appointment, Recruitment and Selection Arrangements of the Head of Resource Management and Safeguarding</b>
Purpose of Report:	To set out the arrangements to approve the recruitment and selection of the position of Head of Resource Management and Safeguarding in the Directorate of Social Services.
Report Owner:	Director of Social Services
Responsible Officer:	Director of Social Services
Elected Member and Officer Consultation:	Cabinet Member, Social Care & Health.
Policy Framework:	The issues within this report are delegated to the Senior Management Appointment Committee in accordance with the Council's Constitution.
<p>Executive Summary:</p> <ul style="list-style-type: none"> <li>This report sets out the background for the Senior Management Appointment Committee to consider for the proposed appointment of the now vacant Head of Resource Management &amp; Safeguarding post.</li> </ul>	

## **Recommendations**

1. To approve the recruitment and selection arrangements for the vacant post of Head of Resources Management and Safeguarding, Directorate of Social Services.

## **Reasons for Recommendations**

1. To ensure that the appointment, recruitment and selection arrangements for the position of Head of Resources Management and Safeguarding are progressed in accordance with the approval of the Committee and in accordance with the requirements of the Council's Constitution

### **1. Background**

- 1.1 This position became vacant on the 21st of August 2022.
- 1.2 The purpose and remit of this Head of Service position were set out in a Cabinet report of the 6th February 2017 which facilitated a restructure in Social Services. The impact of the pandemic and the current shortages of care staff indicate that this post continues to be required. The grade, the terms and conditions along with the duties and responsibilities of the post will remain the same.
- 1.3 The role will continue to retain responsibility for substantial revenue budgets which are frequently under pressure, along with significant commissioning activities and be a member of the Social Services Directorate Management Team.
- 1.4 The recommendations as set out in this report are intended to commence and conclude the recruitment process for the established post of Head of Resources Management and Safeguarding in a timely manner.

### **2. Key Issues for Consideration**

- 2.1 On the basis of the above it is proposed to advertise the post concurrently internally on the Councils Website and externally in Community Care and Wales on line, Linked in and the Job Centre in October 2022.
- 2.2 A Copy of the Job Description and Person Specification are attached in appendix A and B. A copy of the advert will be tabled on the day.
- 2.3 Following receipt of applications, it is proposed that an initial short list of suitable candidates are identified by the Director of Social Services in consultation with a representative from Human Resources and the relevant Cabinet member having regard to the proposed Job Description and Person Specification for the post. Following short listing, the selected candidate(s) will be invited to attend technical interviews in October/November. The technical interview with Officers from the Social Services Directorate will include various in-tray exercises and assessment tools to support this process and shortlisting.
- 2.4 On conclusion of the above technical selection process, suitable applicant(s) will be identified and will be invited to attend for interview by the Senior

Management Appointment Committee. It is proposed that, at the meeting of the Committee, members receive a presentation and interview the final short-listed applicant(s) and that Members then determine if there is a suitable internal candidate for appointment to the vacant post.

### **3. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?**

- 3.1 This post facilitates a number of collaborative and integrated arrangements with statutory and not statutory partners.

### **4. Climate Change and Nature Implications**

- 4.1 There are no Climate Change and Nature Implications as a direct result of this report.

### **5. Resources and Legal Considerations**

#### **Financial**

- 5.1 The post is already included in the Social Services budget and so no additional funding is required.
- 5.2 For the information of members, the proposed Job Description and Person Specification were previously supplied to the Hay group who confirmed that the duties and responsibilities fall within the Council's published Head of Service grade/salary provisions

#### **Employment**

- 5.3 The proposed internal advertisement, recruitment and selection proposals set out in this report will be managed in accordance with the Council's equality proofed Recruitment and Selection Policy, Avoiding Redundancy provisions and within the requirements of The Local Authorities (Standing Orders) (Wales) Regulations 2014.

#### **Legal (Including Equalities)**

- 5.4 The recruitment arrangements to the posts set out in this report are congruent with the requirements of the Council's Constitution and the requirements of The Local Authorities (Standing Orders) (Wales) Regulations 2014.

### **6. Background Papers**

Cabinet Report of the 6<sup>th</sup> February 2017.

# CHIEF OFFICER JOB DESCRIPTION

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POST REF:	V/CS/AA001
DESIGNATION:	HEAD OF RESOURCES MANAGEMENT & SAFEGUARDING
GRADE	CHIEF OFFICER (HoS)
RESPONSIBLE TO:	DIRECTOR OF SOCIAL SERVICES
DIRECTORATE:	SOCIAL SERVICES
LOCATION:	DOCK OFFICES

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

1. Act as the Council's Head of Service for Resources Management, Safeguarding & Performance Division
2. As a key member of the Social Services Management Team, contribute to the effective strategic management of the Social Services Directorate and promote and represent the work of the Council and our partner agencies.
3. Act as the Head of Service for the following service areas:
  - Safeguarding;
  - Performance (including Complaints);
  - Commissioning and Resources;
  - Training and Staff Development;
  - Services for Carers;
  - Reshaping Services and Collaborative Working; and
  - Regional Working.
4. Deputise for the Director as required.
5. Deliver services that are effective, efficient and economic, that address the needs of the people of the Vale of Glamorgan, which are congruent with the Council's objectives and the Reshaping Services agenda.

6. Work with and support Cabinet Members, Scrutiny Members and all Elected Members in their Ward roles.
7. Work in partnership with other Council Services and external organisations to achieve common objectives in accordance with the Corporate Plan, Community Strategy and Directorate Plan.

## **B/ CORPORATE RESPONSIBILITIES AND OBJECTIVES**

8. Contribute to the effective strategic management of the Council and the Directorate of Social Services and promote and represent the work of the Council and our partner agencies.
9. Manage services and work with others in order to achieve improved performance and a culture of continuous improvement and encourage creativity and innovation in service delivery.
10. Manage services in line with the Council's performance management framework, to ensure high levels of performance, the meeting of performance targets and the continuous improvement and development of services.
11. Place the customer at the heart of service delivery, promoting a high standard of customer care and service delivery, and dealing with complaints rapidly and fairly.
12. Facilitate and participate in the introduction of policies, procedures and practice guided by themes of customer focus, integrity, continuous improvement, involvement and fairness.
13. Ensure a responsive citizen-focused approach in the planning, commissioning and delivery of services.
14. Plan, manage and control Service budgets, ensuring that services are provided cost effectively, with accountability to the Director of Social Services for ensuring that the budget is effectively controlled within the cash limits available.
15. Remain aware of changes in the external environment, which will affect the services including national and local trends, legislation and policy change.
16. Advise and inform elected members and prepare strategic plans / reports and ensure that all plans and reports arising from the Division are written to a high standard, ensuring that corporate requirements are met.
17. Attend and contribute to meetings of the Cabinet, Scrutiny and other Council meetings as appropriate.
18. Implement and comply with all corporate plans and strategies, including the Human Resources Strategy, Workforce Plan, Communications Strategy and Medium Term Financial Plan.

## **C/ OPERATIONAL RESPONSIBILITIES**

19. Develop, lead and manage the Social Services Directorate function in relation to Safeguarding and Performance, Commissioning and Resources, Staff Development and Training, Residential Services and Collaborative Working and achieve the appropriate and agreed quality standards for the Division.
20. Provide and promote clear leadership and performance management within the service, ensuring the effective performance of all managers.
21. Maximise income and external funding opportunities in line with Council Policy.
22. Provide leadership and professional supervision / support to Operational Managers and other relevant staff in line with Council policy and regularly review and address their performance, training and development needs to achieve Directorate and Council priorities and aims.
23. Facilitate effective communication within the Division and other services and organisations, consulting stakeholders and Trade Unions.
24. Develop and maintain operational procedures to assist and guide staff to meet both statutory and Council policy requirements.
25. Oversee the management of sickness absence within the Service.
26. Ensure compliance with the Council's Financial Regulations, Standing Orders, Policies and Procedures.
27. Implement the principles of the Council's Equal Opportunity Policy while carrying out the above duties.
28. Adhere to Health and Safety legislation / relevant Council policies and procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts / omissions.
29. Implement the principles of the Council's Environment Policy while carrying out the above duties.
30. Report without delay any safeguarding concerns to the appropriate safeguarding officer.
31. Such other duties and responsibilities commensurate with the grade and in accordance with the general character of the job as may reasonably be required by the Chief Officer from time to time.

**D/ COUNCIL WIDE RESPONSIBILITIES**

- 32. Ensure compliance with the Council's Financial Regulations, Standing Orders, Policies and Procedures.
- 33. To implement the principles of the Council's Equal Opportunity Policy whilst carrying out the above duties.
- 34. To adhere to Health and Safety legislation / relevant Council policies and procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts / omissions.
- 35. To implement the principles of the Council's Environment Policy while carrying out the above duties.
- 36. To report without delay any safeguarding concerns to the appropriate safeguarding officer.
- 37. Such other duties and responsibilities commensurate with the grade and in accordance with the general character of the job as may reasonably be required by the Chief Officer from time to time.

SIGNED: \_\_\_\_\_ DATED: \_\_\_\_\_  
(Director/Chief Officer)

SIGNED \_\_\_\_\_ DATED \_\_\_\_\_  
(Post holder)



**THE VALE OF GLAMORGAN COUNCIL**

**PERSON SPECIFICATION**

<b>POST NO:</b>	V / CS / AA001	<b>DESIGNATION:</b>	Head of Resources Management & Safeguarding	<b>DEPARTMENT:</b>	Social Services
<b>SECTION:</b>	Resources Management, Safeguarding & Performance Division	<b>COMPLETED BY:</b>	Director of Social Services	<b>DATE:</b>	20 <sup>th</sup> September 2022.

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASCERTAINED BY</b>
<b>1. EXPERIENCE</b>	<ul style="list-style-type: none"> <li>▪ Minimum 5 years experience of successfully managing at a senior level</li> <li>▪ Experience working in or with Social Care</li> <li>▪ Experience in either Commissioning, Safeguarding or Business Performance</li> <li>▪ Experience at a senior level of collaborative planning/working with other statutory, voluntary or private sector organisations</li> <li>▪ Experience of managing and mentoring staff</li> <li>▪ Extensive financial and resource management experience</li> <li>▪ Experience of working effectively across a range of agencies and professional boundaries</li> <li>▪ A track record of success in planning and delivering organisational change at a strategic and operational level</li> </ul>		<p align="center">Application Form Interview References</p>



<b>2. KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Strong understanding of government policy and the key strategic initiatives and partnership frameworks within Social Services.</li> <li>• An excellent understanding of implications of the Social Services and Well-being Act 2014.</li> <li>• Demonstrable understanding of corporate governance principles.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Knowledge of project management principles</li> </ul>	Application Form Interview References
<b>3. SKILLS AND APTITUDES</b>	<ul style="list-style-type: none"> <li>▪ Excellent oral and written communication skills</li> <li>▪ Capacity to think strategically, prioritise effectively and to present effectively at senior decision-making levels</li> <li>▪ Effective people and performance management skills</li> <li>▪ Ability to negotiate and influence outcomes consistent with meeting the needs of the service users in the most effective and efficient way</li> <li>▪ Effective organisational skills</li> <li>▪ Numerical, literacy and reasoning skills</li> <li>▪ Clear understanding and proven ability to manage all aspects of risk</li> <li>▪ Excellent interpersonal and influencing skills both within and across organisational and professional boundaries</li> <li>▪ Proven track record in producing coherent and accessible service plans and progress reports</li> </ul>	<ul style="list-style-type: none"> <li>▪ Proven ability to understand and manage complex issues and environments</li> <li>▪ Ability to deal with the media</li> <li>▪ Spoken or written Welsh Language</li> </ul>	Application Form Interview References
<b>4. QUALIFICATIONS AND TRAINING</b>	<ul style="list-style-type: none"> <li>▪ Degree or equivalent</li> <li>▪ Ability to demonstrate lifelong learning and continuous development</li> </ul>	<ul style="list-style-type: none"> <li>▪ Masters or equivalent</li> <li>▪ Management qualification</li> </ul>	Certificates
<b>5. ATTITUDE, MOTIVATION AND PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>▪ Ability to represent the Council at the most senior level.</li> <li>▪ Able to prioritise and work to deadlines</li> <li>▪ Can work effectively with people with diverse skills, abilities and experience</li> <li>▪ Commitment to team working</li> <li>▪ Self motivated, proactive and innovative</li>   <li>▪ Demonstrate a confident, assertive but empowering style of leadership</li> <li>▪ Drive for results</li> </ul>	<ul style="list-style-type: none"> <li>▪ Flexible and adaptable</li> </ul>	Application Form Interview References

	<ul style="list-style-type: none"><li>▪ Resilience</li><li>▪ Championing innovation and change, with a focus on citizens and value</li></ul>		
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