

The Royal Borough of Kensington and Chelsea
Executive Director for Housing, Health and Adult Social Care

Job Description

Key Accountabilities

- Directs the work of the Housing, Health and Adult Social Care Business Group, ensuring that the group meets the strategic, financial and policy objectives set by the Cabinet and Council.
- Ensures the Council discharges its duties under all relevant legislation to the best of its abilities and within the limits agreed by local policy and financial parameters
- Ensures the Cabinet Members for Adult Social Care, Public Health and Environmental Health and the Cabinet Member for Housing and Property are provided with information and briefings, options appraisals and professional advice.
- Discharges the functions of the statutory post of Director of Adult Social Services.
- Provides advice to Councillors of all parties
- Ensures the Scrutiny Committees are well advised
- Ensures staffing arrangements are very well managed and staffing resources are efficiently and effectively deployed either through direct staffing or under contract with others.
- Provides leadership to the business group so as to motivate, develop and empower staff and maintain effective employee relations.
- Maintains and develop management systems, including for service delivery planning, workforce planning, equality, performance management, quality assurance and business continuity, so as to realise the Council's policies and objectives effectively, and ensure continuous improvement.
- Ensures the Council's commitments to fair, non-discriminatory and progressive personnel priorities are implemented.
- Ensures high standards of management are developed and sustained and that services are well planned and performance managed. Ensures good work force discipline is maintained and staff development is supported and encouraged.

- Ensures assets and budgets are fully utilised and that budget control is maintained
- Ensures the Council and other senior staff are kept apprised of policy developments and changes in the local context and environment which requires a Council response. Ensures opportunities for progress are identified and assessed.
- Ensures a programme of continuous improvement in service quality and efficiency.
- Ensures the Council's services are compliant with all expectations of law and good practice for public service
- Takes a share of the general management work of the Council, as part of the senior officer leadership team, leading and directing programme and project management as agreed
- Ensures the Council's responsibility to report and account to Government and/or regulators is fully discharged in a positive fashion
- Represents the Housing, Health and Adult Social Care Business Group and the Council, and gives relevant advice on their behalf in dealings with other organisations and agencies.
- Represents the Council in national fora and in national discussions about the professional development of the service.
- Provides leadership to the business group so as to motivate, develop and empower staff and maintain effective employee relations and ensures a clear vision for the future development is well communicated to staff and other stakeholders
- Plays a part in the Council's ambitions to promote its role and contribution to local life and supports the civic life of the Council
- All staff are expected to carry out their job in compliance with the Council's Constitution. This means being familiar with the policies and procedures relevant to the job and asking for information and advice if you are unsure of the correct course of action. The Council's Constitution is published on the Internet.

- **Staff directly and indirectly managed**
Full time equivalent staff in post at 30 September 2010
710.70
- **Budget responsibility 2010/11**
Gross expenditure budget for Housing, Health and Adult Social Care
£110,910,000

Executive Director for Housing, Health and Adult Social Care

PERSON SPECIFICATION

Knowledge and Experience

1. Direct experience and in-depth knowledge of working within adult social care and the management of services to adults at risk or policy development and implementation in the field of public services. In addition the post holder discharges the functions of the statutory post of Director of Adult Social Services and must be a qualified Social Worker
2. Experience as a senior manager, with substantial staff, performance and budget management responsibilities.
3. Understanding and experience of Local Authority Housing and Public Health issues
4. Confident in developing partnership working; clear how to motivate and lead outside of formal channels of authority and accountability.
5. Experience of working collaboratively and in partnership with other agencies and with elected members

Skills and Abilities

6. Confident in developing partnership working; clear how to motivate and lead outside of formal channels of authority and accountability.
7. Articulate and persuasive with clear ideas about professional requirements in this field. Good level of spoken and written English, which is the business language of the Council.
8. Able to give advice to local lay politicians with both scrutiny and executive roles and to work in a political environment.
9. Strong people management skills; respectful yet able to insist on high standards.
10. Committed to ideas and practices which promote an effective and harmonious diverse workforce and relevant, responsible and fair services to the public.
11. Numerate to a level consistent with responsibility for large budget
12. Management; capable with performance and budget management data.
13. Levels of verbal and numerical reasoning consistent with a senior manager cohort.

Personal Qualities

14. Passionate about the value of well managed public services as one of the cornerstones of a complex urban area.
15. Articulate and persuasive about the needs and aspirations of adults in social care and measured about the contribution of public services to these needs and aspirations.
16. Convincing and warm and likely to win the confidence of all those who need to be engaged in moving these services forward.