

Leeds City Council

Job Description and Person Specification

Job Title: Chief Officer
Health Partnerships **Date:** December 2012

Accountable to: Director of Adult Social Services **Grade:** Dir 70% Job

Purpose:

Working as part of the Best Council leadership team, you will live and model values and behaviours to help us to achieve our ambition to become the best city council in the country, and the best city in the UK.

The Chief Officer Health Partnerships will lead on the Health and Wellbeing agenda across the Partnership including Adult Social Care, Children's Services and Public Health delivering transformation and implementing change across the city in line with legislation, being accountable for the delivery of agreed outcomes, targets and objectives as set by the Director. The Chief Officer Health Partnerships will be strategically responsible for the development and delivery of an agenda of city-wide change and the on-going service development with partners within and external to the Council to improve the wellbeing of the population through an effective Health and Wellbeing Strategy.

The post-holder will take responsibility for the professional coordination of support to the Health and Wellbeing Board and relevant partnerships with the NHS, Healthwatch, citizens, and external partners working closely with elected members and the Directors of Children's Services, Adult Social Services and Public Health.

Key accountabilities:

General

- Person centred in your ideas, language and actions, constantly striving to improve through outcomes for older people and vulnerable adults in Leeds
- Enhance public and private sector relationships to help to bring the city together
- Positively and effectively lead, shape and influence the active partners to deliver the City Priorities in relation to Children's Services, Adult Social Care and Public Health Health and Wellbeing and actively promoting Council values
- To develop, in partnership with others both within and outside the Council, strategies and frameworks to shape future service provision to ensure a proactive Leeds approach in line with the 'Better Lives' programme and Care Act 2014
- Build strong and dynamic relationships and trust with politicians, partners, stakeholders, adults and their carers, communities and external agencies to enhance profile and reputation
- To develop and enhance partnership relationships to help to bring the city together and joining up the approaches of the public, private and third sector
- Support Adult Social Care to facilitate a city wide approach to ensure the effective co-ordination of resources (financial, human, physical or other) which supports an

approach which is needs led and focussed on the social care outcomes for adults and their carers, especially those whose circumstances increase their vulnerability.

- Anticipate emerging issues/changing context and develop strategies quickly to solve problems or seize opportunities
- Lead by example, fostering effective joint working and build teams which deliver outcomes.
- Identify links between societal and economic trends, stakeholder concerns, the policy agenda and service issues
- Effectively engage and consult service users, staff, councillors, trade unions, partners and other stakeholders to inform the Leeds response to Health and Wellbeing and Social Care Reforms
- Provide professional direction and support to immediate line reports creating an organisational climate of learning and continuous improvement so that services improve outcomes for all and are organised around the social care needs of adults and their families
- As part of the Adult Social Care Leadership Team be prepared to represent the directorate on matters relating to the leadership, management and development of social care services to adults

Specific

- On behalf of the directorate ensure the successful implementation across the Council of the Health and Social Care Legislation, particularly the new statutory responsibilities, where necessary initiating council wide project and risk management tools.
- On behalf of the directorate, maintain a strategic overview nationally, regionally and locally of the public health, healthcare and social care system, anticipating issues and emerging opportunities as they arise.
- Ensure that, during the transition period, key local strategic developments (in particular the Health and Social Care Transformation programmes, Children's Services transformation and the Health and Wellbeing Board) are connected, that communication between partners is effective and that appropriate governance arrangements are in place for significant decisions.
- On behalf of the Leadership Team of the Council, develop the vision, governance arrangements, work programme, functions and structures of the statutory Health and Wellbeing Board and the interface with the Children's Trust Board.
- Working with Leeds CCGs, NHS England and Public Health England at both a regional and national level, play a lead role on behalf of the Council in informing and assisting in the development of policy and the functions and structures for joint commissioning, governance arrangements, functions and structures for joint commissioning of adult health and social care services.
- At a local level, working closely with Leeds CCGs, ensure that the council's policies and plans are influencing and being influenced by developments in health commissioning, public health and the wider wellbeing agenda.
- Inform, support and assist health and social care service transformation programmes. Support the public health transition programme in developing and coordinating their work across all Council directorates

- Actively promote and develop the local authority's Health and Wellbeing Strategy with Leeds CCGs and wider partners.
- Ensure that the work of area based health and wellbeing partnerships is coordinated at a city wide level through the Health and Wellbeing board and that it is shaping and influencing both the city-wide as well as area based priorities.
- Under the leadership of the three Directors, coordinate and develop the role of elected members in the health and wellbeing programme for the city, and also ensuring that wider democratic legitimacy is maintained. This will include the preparation of regular reports requiring decisions for the Executive Board, and reports on policy, implementation and performance issues for Scrutiny Boards. Individual Executive Board members and lead members will require regular briefings and advice on issues and progress related to the work programme.

Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

Qualifications, Skills, Experience & Knowledge	Essential	Method of assessment [Application/Interview/Test/Other]
1. Degree qualification	*	Application and Verification
2. Management Diploma or equivalent		Application and Verification
3. Membership of relevant professional bodies		Application and Verification
4. Evidence of post qualification CPD	*	Application and Verification
5. Credibility in a Senior Management position working collaboratively to deliver outcomes for citizens, customers and stakeholders	*	Interview
6. Demonstrate drive, energy, resilience and self-management skills as well as integrity, openness and awareness of others	*	Interview
7. Ability to present complex information in a clear and concise manner using a variety of presentational formats.	*	Assessment
8. Experience of having implemented strategies leading to successful business outcomes.	*	Interview
9. Ability to provide visible and supportive leadership which empowers, enables and develops managers and staff in a range of functions and achieves results	*	Interview
10. Experience of successful leadership and management of large scale complex change programmes which reflect service needs, provide value for money, and maintain quality.	*	Interview
11. Experience of working within an environment which supports services to older people and vulnerable adults.		Application / Assessment / Interview

12. Knowledge of current local and national issues impacting upon the service and can demonstrate a clear linkage between effective resource management and the needs of the service user.	*	Application / Assessment / Interview
13. Ability to find and implement creative and innovative solutions to complex strategic problems.	*	Assessment
14. Excellent communication skills with the ability to influence, negotiate and establish credibility for the service, to enhance its reputation, and to form positive relationships	*	Assessment
15. Ability to employ a range of leadership styles which focus on achieving results in terms of outcomes for managers and customers	*	Assessment
16. Evidence of working in a multi agency environment and forging and driving successful partnerships and programmes with a wide range of internal and external bodies to successfully deliver cross sector priorities and outcomes.	*	Interview
17. Demonstrate an understanding of the Health and Wellbeing Agenda and associated legislation.	*	Assessment / Interview
18. Ability to develop and maintain constructive relationships with elected members, giving advice around legislation and policy	*	Interview
19. Understanding/experience of using Outcomes Based Accountability methodology to drive service improvement.	*	Assessment / Interview

Core Competencies – all of the following are essential	Method of assessment [Application/Interview/test]
<u>Working as a Team for Leeds</u> Provide leadership and team working skills including ability to work with and through others ;implements corporate decisions with energy and vigour	Application /assessment / Interview
<u>Being Open, Honest and trusted</u> Ensures citizens and council members are provided with all relevant information to make decisions; learns from mistakes and seeks to promote continuous improvement and best practice	Application /assessment / Interview
<u>Working with Communities</u> Works effectively with a variety of partner organisations to deliver services; communicates and involves stakeholders and the wider community in new developments to encourage ownership and commitment	Application /assessment / Interview
<u>Treating People Fairly</u> Recognise that everyone has an equally important part to play within the Council and valuing the diverse and vibrant nature of the city and all its citizens	Application /assessment / Interview
<u>Spending money wisely</u> Sets high expectations of achievement across a range of	Application /assessment / Interview

strategic outcomes ;actively seeks out opportunities to improve delivery of services through partnership and feedback from service users	
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Whilst these competencies may relate to this role more specifically for recruitment and selection purposes, following appointment, all members of staff are expected to demonstrate they meet all of our competencies.

Equal Opportunities: Equal opportunities in the council is about making sure that everyone can fully join in the social, cultural, political and economic life of the city.

The City Council is committed to its value of Treating People Fairly, this includes our staff and the people of Leeds. We will make sure that we do not discriminate against people because of their age, impairment, ethnic origin, nationality, religious belief, social class, gender, sexual orientation, gender reassignment, marital status, responsibility for dependants, trade union activity or for any other unfair reason.

Health & Safety: The Council believes that ensuring the safety, health and well-being of employees, contractors, service users (including learners) and all others affected by our activities is essential to accomplishing our ambition and values. As a large employer we are committed to being an exemplar for good practice and contributing to the wider health agenda by ensuring that work doesn't contribute to poor health, using the workplace to improve health and well-being, and supporting our workforce to be "Happy, Healthy and Here". We expect all employees to contribute to their own individual safety and well being and to that of others who may be affected by their actions.

Physical Conditions

The post holder will initially be based at the Directorate's headquarters in Enterprise House in the centre of Leeds, however the post-holder may be required as part of their duties to work in other locations throughout the city to effectively deliver their duties.

Leeds City Council has a no smoking policy.

Relationships: The post holder will be required to maintain effective relationships with staff at all levels within the Directorate and across the Council, Elected Members, external agencies, partners, stakeholders, adults and their carers and the general public.

Economic & Other Terms & Conditions	
Grade & Salary	Dir 70%, currently ranging from £73,464 to £80,811. Dependent upon appointment level, progression through the salary range is by annual incremental progression (effective from April each year). Basic pay is reviewed annually in line with national negotiations and any uplift paid from April.
Annual Leave:	28 days per leave year commencing April + 8 statutory bank holidays (rising to 33 days after the completion of 5 years' service).
Hours:	Contractual hours are 37 hours – Monday to Friday, in accordance with the needs of the service. The post-holder will be expected to work regularly outside normal working hours, including attendance at evening / weekend meetings or events.
Pension Scheme:	The role is eligible to join the Local Government Pension Scheme which is a final salary scheme based on contributions made by both the employee (currently 7.5%) and the Council. There is the opportunity (subject to application and meeting qualifying conditions) for transfers from previous pension schemes to be made.
Conditions of Service:	In accordance with the Joint Negotiating Committee (JNC) for Chief Officers of Local Authorities and supplemented by local agreements reached with trade unions recognised by the Council and by the Rules of Leeds City Council.
Special Conditions:	<ol style="list-style-type: none"> 1. This post is subject to a Disclosure and Barring Service (DBS) check 2. In discharging its functions the council is covered by the Rehabilitation of Offenders Act 1974 (exceptions) order 1975 and you are obliged to disclose all convictions and cautions no matter how long ago they occurred and regardless of whether the offences were committed as an adult or a juvenile. This will not necessarily bar you from applying, it will depend on the nature of the position and the circumstances and background of your offences 3. The post is politically restricted under the terms of the Local Government and Housing Act 1989 4. All staff are required to complete a general declaration of interests upon appointment and annually thereafter (or at such intervals as may be required) 5. On appointment (subject to meeting certain criteria) the Council would be prepared to offer a relocation package in accordance with its Removal & Relocation Scheme up to a maximum value of £8000.

Job Description Prepared / Reviewed by: Name: Sandie Keene	Job Description Approved by: Human Resources Name: Carol Gill
Designation: Director of Adult Social Services Date: December 2012	Designation: Head of HR – Adult Social Care Date: December 2012