

#TeamLeeds

Director of Adults and Health

Leeds City Council

Candidate information pack

Apply at: jobs.leeds.gov.uk



Leeds
CITY COUNCIL



Welcome!

Thank you for showing an interest in the role of Director of Adults and Health at Leeds City Council. I would like to share with you some information regarding the role and our ambitions for Leeds.

Leeds is a large, contemporary, and thriving city - and these adjectives equally apply to the Council. With over 14,000 staff delivering hundreds of different services to a population of 812,000 people, we work in a complex, diverse and fast-paced environment.

We are ambitious. Our [Best City Ambition](#) is our overall vision for the future of Leeds. At its heart is our mission to tackle poverty and inequality and improve quality of life for everyone who calls Leeds home.

We will achieve our mission by focusing on improving outcomes across the three Pillars of the Best City Ambition:

1. Health and wellbeing
2. Inclusive growth
3. Zero carbon

Our three Pillars are at the centre of the Best City Ambition. They capture the things that will make the biggest difference to improving people's lives in Leeds – and many of the big challenges we face and the best opportunities we have relate to all three. Our Organisational Plan sets out our vision to be the best council in the best city, with our staff supported to understand what we do, why we do it, and how we can all work together to achieve our ambitions and values.

As Director of Adults & Health you will have a leadership role spanning a wide area of social care and health with a strong focus on commissioning and partners at local and national level.

Thank you for taking the time to find out more about this opportunity to make a real and positive difference to the lives of the citizens of Leeds.

Tom Riordan CBE
Chief Executive
Leeds City Council



Director of Adults and Health

£155,900 - £169,522

As our new Director of Adults and Health you will relish the opportunity to function as the champion for the needs and aspirations of all vulnerable adults across Leeds, to ensure we are the best we can be.

You will be responsible for the discharge of all statutory adult social services functions and will need to have significant leadership experience at a senior level within the health and social care sector.

You should be someone who collaborates well – working with colleagues, partners, and the community to really understand what people need. You should also have experience of leadership within a ‘high support, high challenge’ culture and comprehensive knowledge and understanding of the statutory functions and requirements within adult health and care systems.

At Leeds City Council we have a culture of excellence and are continually striving to drive up standards. We are building on the recommendations of a positive peer review in November 2022 to help us deliver the next phase of our [Best City Ambition](#).

As a social care champion you will strive to deliver quality social care services that not only supports individuals but provides a future where carers have the support they deserve.

You will be key to delivering our [Better Lives strategy](#), highlighting the need for everyone to have the right to a good and fulfilling life. In Leeds, we want every person with care and support needs to be able to live the life they want to live, doing what’s important to them in good homes and in caring communities.

As well as social care, you will be responsible for Public Health, ensuring Leeds will be a healthy and caring city for all ages. You’ll also be instrumental in supporting our city-wide [Health and Wellbeing strategy](#), making sure that people who are the poorest improve their health the fastest.

Leeds is an ambitious city and if you can offer a compelling record and the desire to build on good practice, it is the ideal place to influence and shape innovation.

To apply, please upload your CV and personal statement on the Leeds Jobs site (jobs.leeds.gov.uk) ensuring your application reflects the requirements of the role as outlined in the Role Profile.

For more information or to arrange a discussion with Tom Riordan CBE, Chief Executive, about the role, please contact PA.ChiefExec@leeds.gov.uk

Job profile

Directorate: Adults and Health

Job Title: Director of Adults and Health

Grade: Director Grade

Conditions of service: JNC Terms and Conditions

Reports to: Chief Executive

Responsible for: Adults and Health Senior Leadership Team

Job purpose

Provide strategic leadership, providing advice and expertise to decision makers across the Council. The role is accountable to the Chief Executive for the delivery of agreed outcomes, targets and objectives. Working with key partners at national, regional and local level they will champion initiatives within the organisation and in collaboration with colleagues and partners, support the delivery of real change across the city. The postholder will be responsible for the discharge of all statutory adult social services functions.

Responsibilities

- Creation of a person-centred culture, delivering the wider vision of social services: combating social exclusion for adults and carers; ensuring those in charge are held accountable for assessing local needs, and providing the delivery of the full range of adult social services.
- Support cultural and organisational change, facilitating improvement in the way that adult services are provided and working to ensure a seamless service between the adult and children's services.
- Optimising the use and accessibility of resources for all adults and carers in Leeds through building and maintaining strong, effective partnerships, internally and with agencies.
- Taking the strategic and operational lead in developing and articulating a clear vision and effective framework for coordinated services to adults and their carers.
- Provide strategic leadership to the Adults & Health workforce to deliver cultural and organisational change to facilitate improvement in the way that adult services are provided.
- Establish and maintain effective partnerships and working relations with external organisations and partner agencies to achieve integrated planning, commissioning, and delivery of joined-up adult social services.
- Develop, in partnership with others, strategic commissioning strategies and frameworks across Adult Social Services, in order to shape existing and future service provision.

- Develop and lead a joint commissioning strategy to modernise adult services in Leeds within policies agreed by the Council and the ICB.
- Develop strategies to maximise the use and allocation of resources to meet statutory requirements and the needs of adults in Leeds, improving access to modernised services which support people to lead rewarding and fulfilling lives and promote well-being.
- Build strong relationships with the Lead Executive Board Member for Adult Social Care, Public Health & Active Lifestyles, which enables them to fulfil their statutory duties. Support the Council, Executive Board and Scrutiny Boards as the principal advisor on all aspects of strategy and service provision for adults and their carers.
- Contribute pro-actively to the national debate to shape and influence the direction of Adult Social Services nationally.
- Actively support and advocate the voice of vulnerable adults at the heart of decision making.
- With an emphasis on strong leadership, this role operates within the context of the Vision for Leeds, and the city's broader strategic objectives.
- Provide strategic leadership, providing advice and expertise to decision makers across the Council.
- Work with key partners at national, regional and local level and in collaboration with colleagues and partners support the delivery of real change across the city.
- Lead, promote and deliver positive solutions to achieving diversity and inclusion in all aspects of service delivery, community engagement and human resource areas, focussing on equality of outcome.
- In line with the Budget Management Accountability Framework ensure that effective budget management and control takes place across your service, the planned level and quality of service provided for within the revenue and capital budgets are delivered and that budget pressures are resolved.
- Work with elected members, service users and community representatives in ways which support open, responsive and accountable government providing appropriate advice relating to the work of the Directorate to Members and council officers so as to manage risk and support them in their respective roles.
- The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate to the grade.

Working Context:

Post holders will work flexibly both at home and at various locations across the City and region. All colleagues should work in line with our hybrid working principles and spend regular time in the workplace to support service delivery, meeting the needs of the team and the requirements of their individual role. The hours are worked mainly Monday to Friday. However, the post holder will be expected to work outside normal working hours, including attendance at evening/weekend meetings or events if required to meet the needs of the service. The Director of Adults & Health is a member of the Corporate Leadership Team and as such will participate in the leadership on-call rota.

Essential requirements

It is essential that the candidate should be able to demonstrate the following criteria. Candidates will only be shortlisted if they can demonstrate that they meet all the essential requirements.

- Relevant degree qualification or substantial experience in working in this field together with substantial senior leadership and management experience.
- Able to demonstrate credibility in a senior leadership position working collaboratively to lead and embed a performance management culture which delivers high quality outcomes.
- Evidence of ability to make reasoned and logical decisions allied with high level organisational skills.
- Excellent communication skills with the ability to influence, negotiate and establish credibility across sectors to enhance reputation and form positive relationships.
- Evidence of success in building and enhancing the reputation of an organisation, locally and nationally with external bodies, the community and the media.
- Experience of leading, shaping and influencing, innovative practice.
- Experience of successful strategic and operational resource management, including evaluating competing priorities within tight financial limits and managing progressive and innovative budgetary arrangements such as pooled budgets.
- Experience of managing resources to achieve improvements and excellence within financial and budgetary constraints, including the management of pooled budgets.
- Evidence of working with partners and key stakeholders and of forging and driving successful partnership programmes to deliver cross sector priorities and outcomes.
- Experience of successful leadership and management of large scale complex change programmes with an understanding of the strategic issues that face integrated work.
- Significant successful senior leadership experience.
- Substantial experience of operating in a political environment.
- Extensive experience of exercising sound judgement and providing clear advice at senior level.
- Experience of developing and implementing highly complex strategies leading to successful outcomes.
- Comprehensive knowledge and understanding of the current local, regional and national issues and the legislative and political context relating to the Adults Social Care agenda.
- Demonstrate knowledge of applicable legislation, regulations, policies, inspections and performance information and relevant strategic functions e.g. health, safety and security, confidentiality and data protection.
- Detailed knowledge and understanding of economic strategy and policy, understanding of local government political systems and experience of working on politically sensitive issues including significant experience of developing productive working relationships with Council Members, trade unions and Corporate Leadership Team.

Behavioural & other characteristics required:

- Understand and embrace Leeds City Council Values and Behaviours and codes of conduct.
- Committed to continuous improvement in all areas and work towards delivering the Best City Ambition of Health & Wellbeing, Inclusive Growth and Zero Carbon.
- Be aware of and promote and comply with Leeds City Council policies and procedures e.g., health, safety and security, confidentiality, and data protection.
- Be aware of and support difference ensuring equality for all working in an anti-discriminatory manner, upholding, and promoting the behaviours, values and standards of Leeds City Council.
- Recognise and appropriately challenge any incidents of racism, bullying, harassment, victimisation, and any form of abuse, ensuring compliance with relevant policies and procedures.
- Able to understand and observe Leeds City Council equality and diversity policies.
- Carry out all duties having regard to an employee's responsibility under Health and Safety Policies.



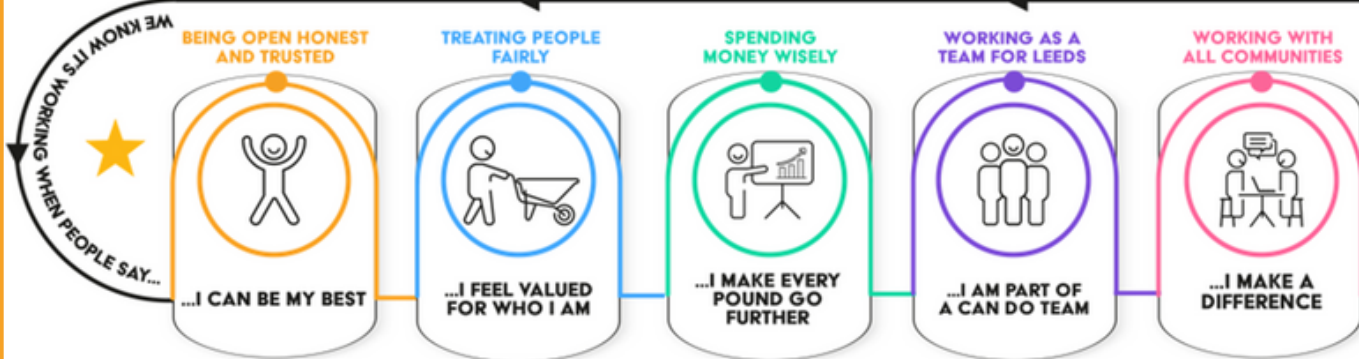
About Leeds City Council

Whilst the [Best City Ambition](#) outlines our vision to be the Best Council in the UK, how we progress our ambitions is as important as what the ambitions are.

Values and Behaviours

Our values and behaviours guide our individual approaches to our work; shape our working relationships with our colleagues and partners; and be a key test of our improvement towards being a more Efficient, Enterprising, Healthy and Inclusive Organisation. These complement the wider Team Leeds approach, set out in the Best City Ambition. Supporting and underpinning the values and behaviours within the organisation is a proactive approach to internal communications engagement which reaches all council staff as well as the leadership and management cohort. The framework guiding this approach is below.

OUR SHARED VALUES AND BEHAVIOURS HELP EVERYONE BE THEIR BEST

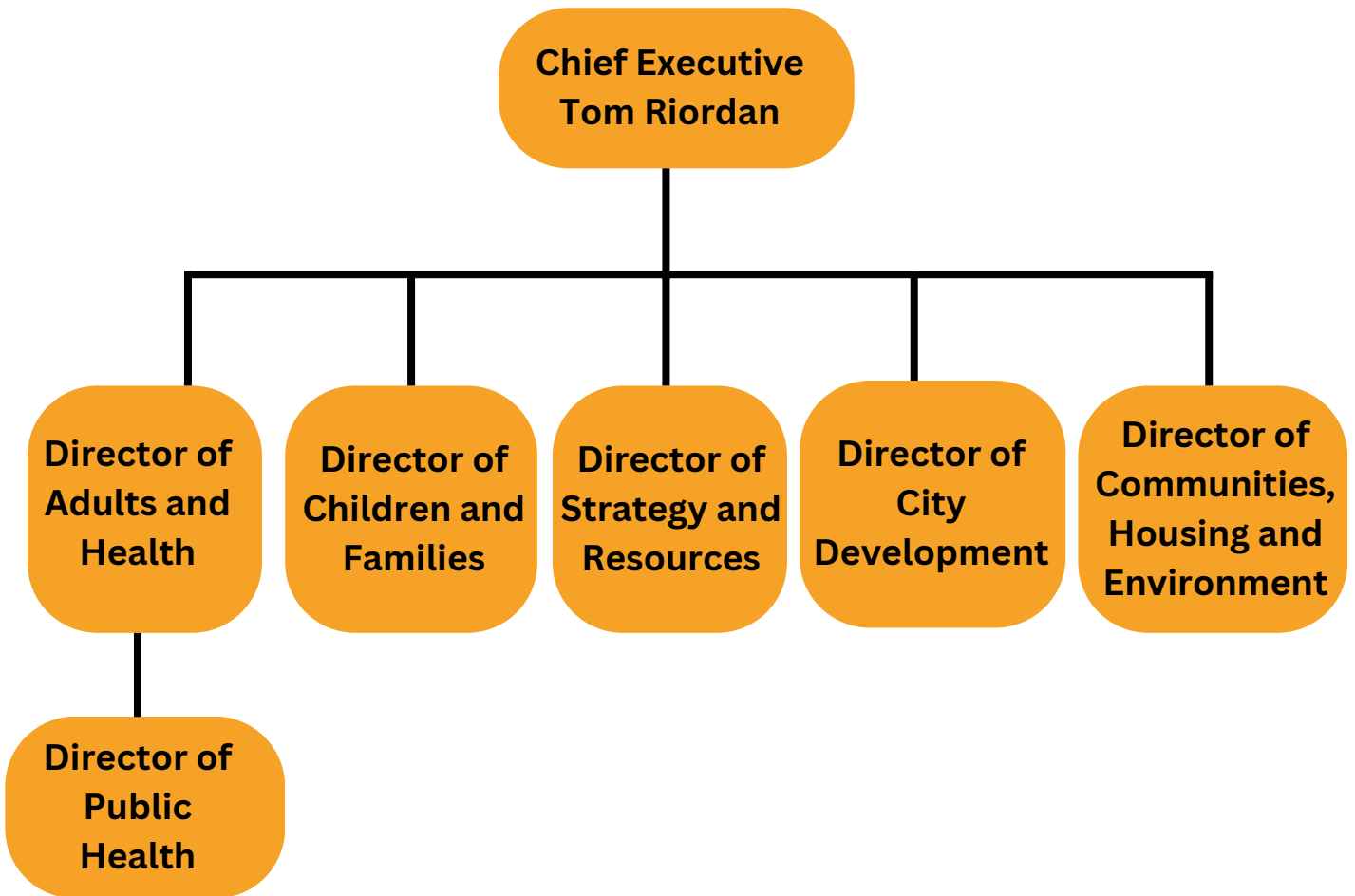


Our employees talk about the pride they feel in the work they do and in making a difference. In return for their dedication and contribution we offer a workplace where people feel supported, that celebrates difference and encourages everyone to grow like the city we love.

As with all other Local Authorities, the Council faces financial challenges and demographic pressures. However, we continue to maintain high levels of performance and are making progress to deliver our priorities.

We are a political organisation, with a responsibility for providing local services and facilities. There are 99 elected councillors across the city, three in each of our 33 wards to represent our citizens at a local level and help drive change for the better.

Leeds City Council Corporate Leadership Team



The Adults and Health Directorate Team

We are a passionate, friendly, and inclusive team who work together every day for the employees of Leeds City Council and the people of Leeds.

Adults and Health are responsible for co-ordinating public health and social support services across the city. Teams are dedicated to ensuring every person in Leeds can live a fulfilled, healthy life as independently as possible. We support older people; people with mental health problems, sensory impairments, physical disabilities, or learning disabilities; and other people with special needs. We also have a responsibility to protect people from abuse and neglect.

The Adults and Health directorate is one of five directorates across Leeds City Council and covers the areas of Social Work and Social Care, Health Partnerships, Transformation and Innovation, Integrated Commissioning, Public Health and Resources and Strategy.

Social Work and Social Care

Within social work and social care services our different teams share an overarching goal – [better lives](#) for people in Leeds with care and support needs.

We work collaboratively with individuals by drawing on their own strengths and assets to determine an outcome and promote a good and fulfilling life for them. We also have a responsibility to protect people's health, wellbeing and human rights and enable them to live free from harm, abuse and neglect.

Health Partnerships

The Health Partnerships Team works across the city to promote system leadership, connected strategy, collaboration and integration. The team is responsible for the Health and Wellbeing Board and Health and Wellbeing Strategy, managing citywide partnership governance and leading a number of projects covering integrated working with health, the third sector, wider determinants and academia. The team develops partnership approaches that bring together teams to work on key strategic and operational priorities, for example delivering the mental health strategy, aligning economic and health priorities and shaping approaches to the third sector and healthy communities, housing and employment.

Transformation and Innovation

Our transformation and innovation team has an eye to the future so that we can embrace new ideas to improve delivery and outcomes in Adults and Health.

In transformation and innovation we provide a support function across Adults and Health, delivering a range of activity to improve efficiency and effectiveness. We help to redesign services, maximise the use of digital technology and drive innovation.

We also lead on the delivery and development of Asset Based Community Development (ABCD) in partnership with third sector partners. This neighbourhood-based approach harnesses the strengths and capacity of the people who know best what change will benefit their communities – the residents themselves. ABCD is a key strategic programme for the council, embedding strength and asset based working in adult social care and the wider organisation.

Integrated Commissioning

In the integrated commissioning team we plan, purchase and monitor high quality services to be delivered by the wider Adults and Health team.

We commission health and social care services that address health and social inequality and support people to live healthy, independent and fulfilling lives. We create integrated systems that provide a clear pathway to support and care for older people, adults with physical and learning disabilities, people with substance misuse issues and those in housing need.

Our overarching goals are to design services that meet local needs, are fair and accessible to all who need them and deliver good value for money. We are always reviewing what we do, driving continuous service improvement through consistent contract, quality and performance management.

Public Health

We want Leeds to be a healthy city for all ages and all communities. In public health we look beyond health services at the wider issues that contribute to illness and impact people's wellbeing.

As public health professionals we work with and for the communities we serve to make sure that no community is left behind. We educate and empower individuals to lead healthy lives. We consider how the environments we live, work and grow old in can affect people's health and we find ways to remove barriers and facilitate access to high quality services.

Within the wider public health team our individual teams have a specific area of focus to reflect the diverse health needs of the population we serve.

The scope of our teams includes:

- older people and long-term conditions
- healthy living and health improvement
- children and families
- health protection and sexual health
- public mental health
- localities and primary care

Public Health cont.

Our dynamic workforce collaborates on wide-ranging projects with strategic partners locally and within the third sector. Work can vary from producing assessments of the health needs of subgroups within the city to the commissioning and development of health-promoting services informed by these assessments.

Resources and Strategy

Our resources and strategy team provides key business functions for Adults and Health so that people in Leeds receive the care and support they need, when they need it. To ensure care and support services are targeted, appropriate and timely we rely on good data and information, customer feedback and sound financial management. We also use our insight to plan services and develop our workforce to futureproof service provision.

Adults and Health Senior Leadership Structure

