

Job description

Job title: Locality/Specialist Manager

Grade: 14

Job evaluation reference: HS472

Job family: Health and Social Care

Purpose and impact

1. To lead and manage the adult social care service provided in the locality or specialist services as specified in the context statement and in accordance with Dorset Council's policies and procedures within the range of agreed delegated duties.
2. Be responsible for the outcome of relationships with a wide range of internal and external contacts, including Health Service colleagues, independent and voluntary providers and district councils, to ensure the quality, effectiveness and efficiency of the service being provided as outlined in the context statement.
3. Take decisions on a range of complex and contentious matters, leading to the setting of work standards for others and to changes in procedures and practices as specified in the context statement. The post holder will be required to deal with a range of contentious and complex issues affecting service delivery/provision and will need to exercise professional judgement when dealing with these matters.

Key responsibilities

4. To operate as part of the wider management team for adult social care operations, to proactively drive service development and commissioning initiatives and implement monitor and evaluate service developments and the implementation of projects and business strategies
5. To work closely with commissioning colleagues in the purchasing and commissioning of services from the private and independent sector including overseeing the implementation of new arrangements and contributing to subsequent monitoring, review and evaluation of service impacts and delivery.
6. To manage designated teams of social care and business support staff in the locality or specialist services, delegating case accountability and supervision to lead practitioners.
7. Ensure effective implementation of Care Act duties through an efficient and person centred assessment and care planning function.
8. To lead effective service performance and to monitor and evaluate team and service performance against local and national quality standards, performance targets and Directorate policy and practice.
9. To manage delegated budgets.
10. To act as a member of the Management Team with a focus on in the identification of service needs, producing strategic plans and ensuring the contribution of team members in the development of new services.
11. To contribute through leadership and responsibility for allocated service areas to the delivery of outcomes and whole Council strategic aims.
12. To develop and proactively maintain effective working relationships with colleagues in the Directorate, local health partners and statutory, voluntary and independent sector agencies.
13. Take responsibility for promoting person centred practice in areas of responsibility including in safeguarding and other complex casework.



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14. Undertake the full range of people management and staff development activity for all designated teams/staff including identifying staff training and development needs to support staff development and succession planning.
15. Chair meetings as required.
16. Assist in training delivery as required.
17. Be responsible for ensuring data quality and as such the integrity of management information through ensuring the proper use and safekeeping of data and record systems both manual and computerised.
18. Exercise powers delegated by the directorate's Scheme of Delegation or as determined by Managers.
19. Participate in service management and cover arrangements as appropriate
20. Contribute to the provision of a response to business continuity civil contingencies as required.
21. Any other lesser or comparable duties as required

NB: The duties and responsibilities of this post are not restrictive and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Supervision and management

22. Responsible for line management of allocated team(s)

Our behaviours

Dorset Council has developed and embedded a set of behaviours that will form part of everything you do and you will need to be able to demonstrate them through the way you work, regardless of your role or grade within the organisation.

Full details can be found on the job website under '[Working for Dorset Council](#)'.



Person specification

Applicants will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

Essential

Essential criteria are the minimum requirement for the above post.

Qualifications/ training/registrations	
Required by law, and/or essential to the performance of the role	
1.	A recognised professional/management qualification or significant adult care operational leadership experience as detailed in the context statement.
2.	Degree level or equivalent educational attainment.
Experience	
3.	Substantial post-qualification experience including a detailed understanding of personalisation, care assessment and planning (including complex cases), managing meetings, professional supervision, report writing, multi-agency working and risk assessment/management.
4.	Experience of working with the relevant, or similar, service user groups.
5.	Proven experience of staff supervision/management.
6.	Proven track record of delivering outcomes.
7.	Proven track record of effective management of change and implementing service changes.
8.	Experience of successfully managing budgets.
9.	Experience of using data, information and intelligence to monitor and evaluate performance.
10.	Experience of developing and implementing successful strategies in consultation with others to develop capacity or improve service performance.
Skills, abilities & knowledge	
Knowledge	
11.	Detailed, comprehensive knowledge of all legislation relevant to the service user group/s outlined in the context statement.
12.	Detailed knowledge of social policy relating to the relevant service user group.
13.	Knowledge of financial management policy and processes.
14.	Knowledge of performance management.
15.	Thorough knowledge of Child/Adult Safeguarding requirements /procedures.
16.	Knowledge of other systems, policies and procedures relevant to the area of work as identified in the context statement.
Key Skills	
17.	High level of written and oral communication skills.
18.	People leadership and management skills.
19.	Good interpersonal skills and ability to communicate with a range of audiences.
20.	Budget and performance management skills.
21.	Analytical skills.
Behaviours	
22.	Respect
23.	Responsibility
24.	Recognition
25.	One Team: Collaboration
Other	
26.	Ability to work flexibly according to the demands of the post.

Desirable

Desirable criteria will be used in the event of a large number of applicants meeting the minimum essential requirements.

Qualifications/ training/registrations	
27.	Post qualification professional training or award.
28.	Commitment to continuing professional development.

Approval			
Manager	Harry Capron Assistant Director	Date	December 2017

