



**To: Chief Officer Employment Committee**

Professor Steven Broomhead  
Chief Executive

**Councillors:**

**R Bowden (Chair), M McLaughlin, P Wright,  
K Buckley and P Walker**

Town Hall  
Sankey Street  
Warrington  
WA1 1UH

**Chief Officer Employment Committee**

**Thursday, 12 July 2018 – 1.00pm in the No 1 Committee Room, Town Hall,  
Warrington WA1 1UH**

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Agenda prepared by Christine Oliver, Executive Assistant to the Leader.  
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**AGENDA**

**Part 1**

Items during the consideration of which the meeting is expected to be open to members of the public (including the press) subject to any statutory right of exclusion.

**1. Code of Conduct – Declaration of Interests  
Relevant Authorities (Disclosable Pecuniary Interests)  
Regulations 2012**

Members are reminded of their responsibility to declare any disclosable pecuniary or non-pecuniary interest which they have in any item of business on the agenda no later than when the item is reached.

**2. Minutes**

To agree the minutes of the meeting held on 13 March 2018.

**Part 2**

Items of a “confidential or other special nature” during which it is likely that the meeting will not be open to the public and press as there would be a disclosure of exempt information as defined in Section 100I of the Local Government Act 1972.

**3. Interview – Operational Director, Adult Social Care, Families and Wellbeing**

Job Description and Person Specification attached.



**CHIEF OFFICER EMPLOYMENT COMMITTEE**

**13 March 2018**

Present: Councillors T O'Neill (Chair), R Bowden, J Carter, K Buckley, S Harris

Officers present: S Broomhead, S Peddie, S Whittaker

**CO 16 Apologies**

Nil.

**CO 17 Code of Conduct – Declarations of Interest**

Councillors T O'Neill (Chair), R Bowden & J Carter declared an interest in agenda item C20 below on the grounds that they knew a close family member of one of the candidates to be interviewed. Councillors O'Neill, Bowden and Carter remained in the room and took part in the proceedings and voted thereon.

**CO 18 Minutes**

Resolved – that the Minutes of the meeting held on 6 March 2018 were received and signed by the Chairman of the Committee and signed as a correct record.

**CO 19 Exclusion of the Public (including the Press)**

Resolved - that members of the public (including the press) be excluded from the meeting by reason of exempt information considered in the course of the following item of business being within Category 4 of Schedule 12A to the Local Government Act 1972 and the public interest in not disclosing the information outweighs the public interest in disclosing it.

**CO 20 Appointment of Operational Director, Children's Services, Families and Wellbeing**

The Committee interviewed two applicants for the above position.

Resolved – that an offer be made to Amanda Amesbury subject to any constitutional arrangements.

Signed.....

Dated.....





# JOB DESCRIPTION

**DIRECTORATE:** Families and Wellbeing Services

**POST DETAILS**

**JOB TITLE:** Operational Director – Adult Social Care  
(Deputy Director of Adult Services)

**LOCATION OF WORK:** New Town House

**DIRECTLY RESPONSIBLE TO:** Executive Director – Families and Wellbeing Directorate

**DIRECTLY RESPONSIBLE FOR:** Heads of Service:  
Assessment and Care Management X 2  
Safeguarding and Quality Assurance  
Commissioning and Contracting  
Integrated Commissioning and BCF  
Business Manager

**GRADE:** C

**PRIMARY PURPOSE AND SCOPE OF THE JOB:**

As a member of the Directorate Management Team to be responsible for:

- Ensuring that the service delivers on the Council's vision to work together with our residents and partners to make Warrington a place where everyone can thrive.
- Formally deputising for the Executive Director, Families and Wellbeing (Director of Adult Services ) in all appropriate matters relating to both the corporate and the Adult Social Care agenda
- Ensuring effective integrated commissioning and operational delivery of adult social care within a health and social care context
- Ensuring the effective leadership, management and development of the department to ensure high quality, top performance and person- focused services to meet the needs of the vulnerable adults in the borough and their families and carers.
- Effectively managing the performance of Heads of Service within the designated service areas.
- Providing strategic advice to the Executive Board, Executive Directors and the Senior Management Team.
- Effectively lead and manage the safeguarding of and making safeguarding personal for vulnerable adults in Warrington.
- Leading the Council through a process of continuous improvement to deliver services that are customer driven in the most effective and efficient manner.

**KEY TASKS AND ACCOUNTABILITIES**

1. To act as the strategic safeguarding lead on vulnerable adults for the Council.
2. To provide leadership for adult social care within a health and social care context, ensuring there are sufficient resources to discharge statutory functions, providing direct support to the statutory role of Director of Adult Services
3. To deputise for the Executive Director – Adult Social Care Services (DASS) as required.
4. To manage and lead social work and social care services for adults through good financial management and a strong performance culture, ensuring that the local authority meets its

statutory duties in relation to the welfare and safeguarding of vulnerable adults and their families and carers in Warrington ensuring they achieve the best outcomes possible.

5. To ensure that services are delivered and developed in partnership with others and with adults at the centre of both planning and delivery, including the coordination and effective working with NHS, housing and other partners and providers to develop and improve services
6. To develop positive and effective relationships with, and provide strategic advice on issues related to vulnerable adults and carers to, Elected Members, partner agencies and colleagues across the directorate, including the promotion of a positive corporate responsibility culture for adults in need of care and support.
7. To use the Council's available financial resources to maximum effect within the Council's financial regulations and standing orders, and manage the service area budget within expenditure limit. To ensure that the service is efficient and effective and delivers good value for money.
8. To set and measure ambitious targets that reflect the Council's vision and values that develop 'outstanding' service objectives that improve organisational effectiveness.
9. To work with Executive Directors and Assistant Directors to ensure the development and delivery of crosscutting themes across the Council. Actively support and promote co-operative and collaborative working throughout the Council and with the Council's partners and promote and develop multi-disciplinary teams where appropriate.
10. To embed a culture for developing confidence in others with a leadership style and approach that teams and individuals will buy in to and contribute to the support networks of other functions.
11. Undertake service planning that ensures the Council keeps on track to continually improve operational delivery using the performance management framework to deliver 'outstanding' Adult social care services.
12. To develop and maintain a positive image and reputation for the Council.
13. To ensure that all employees and activities within the Service comply at all times with the requirements of relevant legislation and statutory duties.
14. To constructively develop and maintain effective relationships with stakeholders and partners ensuring that services are responsive to the diverse needs of all community members who live and work in Warrington.
15. To support the work and development of the Accountable Care Partnership ('Together Warrington') and Warrington Safeguarding Adults Board.
16. To provide high level support to Full Council, Executive Board, Policy Committees and the Council's scrutiny function and through the constitutional framework assist them in identifying priorities, policies and service developments to meet both national priorities and local need.
17. To take account of the organisational culture and understands the impact of relationships, tactical planning and the political awareness of implementing strategies for change that meet customer driven needs.
18. To strengthen partnership working that acknowledges the benefits of shared services and increases our capacity to deliver customer focused services.

19. To ensure that all employees and activities within the Service comply at all times with the requirements of relevant legislation and statutory duties.
20. To promote equality of opportunity and access to the Council's functions and service activities and to fulfil the Council's responsibilities as an employer.
21. All other duties as directed and as commensurate with the role.

### **WORKING RELATIONSHIPS**

- Elected Members
- Managers, Staff, Unions across the Directorate and the Council
- Service users, carers and their families, and representative groups
- Warrington CCG
- Bridgewater Community Health Services
- North West Boroughs Mental Health Trust
- Warrington Healthwatch
- Local Housing Trusts and housing providers
- Cheshire Police
- Cheshire Fire
- Warrington voluntary and third sector agencies
- Regional and national ADASS (Association of Directors of Adult Social Services)
- Regional and local Care Quality Commission (CQC)
- Skills for Care
- Social Care Institute for Excellence
- Other Local Authorities and providers

### **REVIEW ARRANGEMENTS**

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

**Date Job Description Prepared/Revised: January 2018**

**Prepared/Revised By: Steve Peddie**



## **PERSON SPECIFICATION**

### **NOTE TO APPLICANTS:**

**Whilst all points on the specification are important, 'D' is desirable. Those marked 'E' (essential) are the key requirements. You should pay particular attention to these essential points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.**

**JOB TITLE: Operational Director**

**GRADE: C**

**DIRECTORATE: Families and Wellbeing Directorate**

**SERVICE: Adult Services**

### **CRITERIA:**

#### **Experience**

1. Proven track record of achievement in a senior management role involving the managing and commissioning of adult health and social care services. E (A,I)
2. Previous senior management experience in a Local Authority or similar agency E (A)
3. Proven track record of achieving and managing change, organisational development and service improvements. E (A,I)
4. Evidence of success in establishing a positive performance culture, including business planning, target setting, performance appraisal and the management of staff groups. E (A,I)
5. A track record of developing successful multi-disciplinary teams. E (A,I)
6. A track record of working in successful partnerships with a wide range of internal and external bodies. E (A,I)
7. Proven ability to deliver effective high performing and high quality services. E (A,I)
8. A demonstrable understanding of the legal, financial and political workings of local government and current best practice on tackling the many challenges facing a unitary authority such as Warrington. E (A,I)
9. Proven leadership skills, including the ability to inspire and motivate others, individually and in teams. E (A,I)
10. Proven ability to see Service in the Council-wide context and think across functional and organisational boundaries. E (I)
11. Thorough knowledge of the professional/technical aspects of Adult Social Care and a proven ability to implement creative and imaginative approaches and identify new options for service development. E (A,I)
12. Evidence of achievement as a clear, strategic and lateral thinker, able to be effective decision maker in a complex and challenging environment. E (A,I)
13. Experience of establishing and maintaining robust systems to ensure service users, carers, families and vulnerable adults are safe E (A,I)
14. Experience of commissioning and interpreting market analysis E (A,I)
15. Experience of managing workforce development programmes E (A,I)



## **Skills and Abilities**

1. Ability to give objective, timely advice. E (I)
2. Strategic vision coupled with a proven ability to deliver on the ground. E (A,I)
3. Ability to prepare and present complex issues and reports in a clear and convincing manner. E (I)
4. Political awareness and sensitivity. E (A,I)
5. Ability to anticipate, interpret and manage change and achieve results through sound judgement in seeking creative solutions to complex situations. E (A,I)
6. Proven leadership skills, together with the ability to establish and sustain positive relationships that generate confidence, respect, credibility and trust. E (A,I)
7. The ability to establish and sustain positive, outcome focused [partnerships that improve outcomes for vulnerable adults. E (A,I)
8. Thorough understanding of the workings of the local government plus knowledge of the major legislation issues facing it. E (I)
9. An enthusiastic commitment to improving outcomes for vulnerable adults. E (I)
10. Energy, resilience, determination and humour coupled with the ability to work under pressure. E (I)
11. Commitment to collaborative style of working. E (A,I)
12. Ability to communicate and negotiate with and influence a wide range of audiences including partners, Councillors and clients. E (A,I)
13. Ability to manage effectively people, budgets, projects, initiatives, and programmes of work to meet defined targets and competing priorities. E (A,I)
14. Understand of and commitment to the principles and practice of equal opportunities, both in relation to unemployment issues and to service delivery. E (A,I)
15. Customer focused. Commitment to continuous improvement, delivery of best value and achievement of service objectives. E (A,I)
16. Strong commitment to public service and local democracy. E (A,I)

## **Education/Qualifications/Knowledge**

1. Degree and/or postgraduate level qualification. E (A)
2. Relevant professional qualification. D (A)
3. Commitment to and evidence of, continuous professional development. E (A)
4. Management qualification. D (A)

## **Other Requirements**

1. 37 hours per week as required within the needs of the service, out of hours work required, particularly around the school meeting schedules. E (I)
2. Based at New Town House, Warrington Town Centre and working across the Borough and beyond the Borough boundaries as required with partner agencies and other local authorities. E
3. Full driving licence and use of own vehicle. E (I)
4. On call and out of hour's duties as requested. E (I)

## **Commitment to Equal Opportunities**

1. Ability to understand, demonstrate and ensure consideration and commitment to equality and diversity within all service plans, work of all teams and across the service as a whole. E (A,I)
2. Actively promote equality by identifying potential for discrimination, challenging inequity and championing this attitude throughout the service. E (A,I)

### **Commitment to Service Delivery/Customer Care**

1. Ability to demonstrate and champion client empathy and high standards of customer service throughout the service. E (A,I)
2. Ability to communicate with vulnerable adults and establish supportive relationships. E (A,I)
3. Commitment to and responsibility for ensuring the highest standards and quality of service delivery throughout the service. E (A,I)

### **Methods of Assessment key**

**A = Application form, I = Interview/ Assessment Centre**