



# Thurrock Council Job Profile



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|-------------------------|---|
| <b>Job Title</b>        | Executive Director Adults and Health  |
| <b>Grade</b>            | SM4   |
| <b>Directorate</b>      | Adults and Health   |
| <b>Responsible to</b>   | Chief Executive   |
| <b>Responsible for</b>  | Director of Public Health, relevant Assistant Directors, Business Manager and other relevant senior postholders |
| <b>Last Review Date</b> | April 2024  |

## Job Purpose

Lead the development and delivery of high quality adult social care, health and community services including adult social care, public health, health partnerships, equalities and community services.

To be the Council's Director of Adult Social Services (DASS) and responsible for duties as set out in the statutory guidance on role and responsibilities.

To be an active member of the Council's Senior Leadership Team (SLT) leading the development and provision of high-quality Corporate Services, delivering, and driving through change and turning vision and strategy into effective implementation.

## Values & Accountabilities

|                                   |  |
|-----------------------------------|--|
| <b>Our Shared Values</b>          | <ol style="list-style-type: none"><li>1. Together, we hold ourselves to account to get things done. We do this by demonstrating accountability and integrity.</li><li>2. Together, we make possible what cannot be achieved alone. We do this by being collaborative and focusing on impact.</li><li>3. Together, we will listen and act to continually improve. We do this by being responsive to local people and the issues they raise and adapting our approach to achieve better outcomes.</li></ol>  |
| <b>Corporate Accountabilities</b> | <ul style="list-style-type: none"><li>• Provide high level advice and support to the Chief Executive and Elected Members in shaping the strategic direction of the Council.</li><li>• Are accountable as part of SLT to drive culture and behaviour change throughout the organisation and role model behaviours.</li><li>• Develop effective relationships with service users and ensure that the services provided reflect their needs.</li><li>• Take a lead role on driving through at pace, the ambitious change agenda required under intervention and accountable for continuous improvement post-intervention.</li></ul> |

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|--|--|
|  | <ul style="list-style-type: none"> <li>• Provide strong, forward-thinking leadership which results in high quality services that complement and further corporate objectives and values.</li> <li>• Plan and monitor the service's budget ensuring strategic direction, clear accountability, best value and optimum income generation.</li> <li>• Ensure effective leadership, motivation and development of the service's staff.</li> <li>• Regularly review resources, services, and partnership arrangements in order to identify, and act upon, opportunities to improve service delivery.</li> <li>• Take a lead role in furthering the Council's commitment to promote diversity and oppose discrimination in the provision of services and as an employer.</li> <li>• Take the lead role on Corporate Governance for the Council.</li> <li>• Ensure full compliance with all legislative and statutory requirements, including health and safety at work, and the local policy framework.</li> </ul>   |
| <p><b>Key Service Accountabilities</b></p> | <ol style="list-style-type: none"> <li>1. Assume responsibility for the provision of social services functions within the meaning of the Care Act 2014 as it relates to adults with social care needs.</li> <li>2. To ensure the effective operation of the Health and Wellbeing Board and also the Safeguarding Adults Board.</li> <li>3. Lead the surveillance of the population's health and wellbeing, direct appropriate interventions and assess their success.</li> <li>4. Ensure the provision of pro-active services to vulnerable and hard to reach residents, including safeguarding responsibilities.</li> <li>5. Identify and capitalise on opportunities for promoting the quality of life, independence and enablement of adults and families.</li> <li>6. Lead on the development of equalities and the collaborative communities' strategy for Thurrock including the management of the library / hub service.</li> <li>7. Leading by example and always working collaboratively, playing a full and active role in the oversight of delivery of Council services and the development of the Council's overall corporate strategy, ensuring that this is effectively delivered in line with the priorities agreed by the Council.</li> <li>8. To provide leadership, direction and management to the Directorate ensuring the delivery of efficient and effective services to customers aligned to members' priorities and budgets as set out in the Corporate Plan.</li> <li>9. Lead and facilitate effective senior leadership team engagement and ownership of strategic financial strategic planning and integrated business and resource planning to support delivery of high-quality services and priority projects.</li> <li>10. Maintaining and developing positive working relationships with other officers, elected members and community planning partners and taking the lead role in developing and implementing strategic programmes and projects.</li> <li>11. Ensure a collaborative approach to the delivery of services and corporate priorities, securing Best Value in the management and delivery of all Adults and Health services and ensuring that all relevant legislative requirements are fulfilled.</li> <li>12. Providing leadership and management support to direct reports responsible for the delivery and development of all functions within their</li> </ol> |

- remit and ensuring that all duties and responsibilities for Adults and Health are fulfilled in terms of the Health and Safety at Work Act 1974.
13. Establishing, monitoring and reviewing systems whereby Assistant Directors and Heads of Service regularly account for services, functions and resources under their control and ensuring these systems accomplish successful management outcomes and contribute to overall corporate effectiveness.
  14. Being accountable for the preparation and effective management of all revenue and capital budgets for Adults and Health and ensuring that Chief Officers and Senior Managers formally and regularly account for the service and programmes under their control.
  15. Ensuring that adequate risk management arrangements are developed and in place for all Adults and Health Services.
  16. Undertaking such delegated duties as may be decided by the Council and such other duties as may be directed by the Chief Executive.
  17. Deputising for the Chief Executive as required.

**This post is politically restricted under the Local Government and Housing Act 1989 and post holders are prohibited from seeking public election, holding political office, writing or speaking publicly on matters of political controversy.**



# Person Specification

|                    |                                      |
|--------------------|--------------------------------------|
| <b>Job Title</b>   | Executive Director Adults and Health |
| <b>Directorate</b> | Adults and Health                    |

## Information for Applicants

The person specification provides an outline of the experience, skills, and abilities we expect the successful applicant to possess. You should match your own skills, experience, and abilities to those listed below. Tell us in what way you meet the requirements.

| Method of testing    |
|----------------------|
| A = Application form |
| I = Interview        |
| T = Assessment tests |
| O = Other            |

Disabled people will be offered an interview where they meet the essential requirements alone.

## Requirements for this Job

| Key competencies and behaviours   | Method of testing |
|---|-------------------|
| Educated to degree level or equivalent and relevant work experience   | AO                |
| A recognised professional qualification in a relevant discipline  | AO                |
| Significant relevant experience in a senior management position with a record of measurable success             | AI                |
| Demonstrable success at inter-agency working  | AI                |
| Experience of identifying and developing opportunities for innovation, improvement, and change                  | AI                |
| Able to work under sustained pressure   | T                 |
| A high level of financial awareness and ability to understand the financial implications of strategy and policy | T                 |

|   |     |
|---|-----|
| Ability to lead and develop solutions to complex problems and manage others to promote a solution-focused approach  | AIT |
| Excellent written and oral communication skills, with proficiency in ICT  | AIT |
| Political awareness   | IT  |
| Considerable interpersonal skills including the ability to persuade, negotiate and influence  | IT  |
| Ability to promote diversity and oppose and challenge discrimination in the provision of services and as an employer  | AI  |
| To behave in accordance with our values.  | AI  |
| Commitment to the principles of agile working including the ability to work flexibly with regards to both hours of work and location of work including remote and home working as required. | AI  |
| Understanding of and commitment to principles of equality and diversity and compliance with Thurrock Council policies.  | AI  |

## For office use only

| Recruitment safeguarding  | Requirement                         |
|---|-------------------------------------|
| Will the post holder have substantial unsupervised access to children or vulnerable adults?                                     | Yes – Use Safer Recruitment process |
| Is a Disclosure and Barring Service (DBS) check required for this post? Read the Recruitment and Selection Policy for guidance. | Yes – Enhanced check required       |