

Role profile

Job Title:	Assistant Director Assurance and Governance	Grade:	CB2
Department:	Adults Social Care	Post no.:	
Directorate:	Adults and Public Health	Location:	Perceval House

Role reports to:	Strategic Director – Adults and Public Health
Direct reports:	3
Indirect reports:	20

Job description

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check.

Purpose of role

- To strategically lead on the framework for governance and assurance across adult social care
- To lead on systems for oversight, performance management and delivery of statutory duties
- To ensure effective oversight and management of the adult social care budget
- To ensure adult social care delivers best practice and excellent outcomes for Ealing's residents
- To support and collaborate with senior leaders in adult social care to deliver departmental objectives across commissioning, performance and operations

Key accountabilities

- To lead and be responsible for the preparation for the **national ASC assurance framework** and peer reviews of the Directorate's services and to represent the department for areas of responsibility with CQC, Department of Health & Social Care and other government bodies including implementing action plans post assurance
- To strategically lead and direct an evidence-based demand and **performance management and improvement** approach for Adult Social Care, assured by high quality performance management and information services.

- To lead on the production of departmental **business plans, associated policies and strategic** documents, and to establish and manage monitoring arrangements for the Directorate
- To provide strategic leadership and a delivery for **programmes and projects**, and a culture of innovation and continuous improvement.
- To lead on the development and implementation of an **information and communications strategy**, ensuring strategic oversight of the provision of information to both the public and to staff
- To lead and be responsible for the departments approach to **reviewing and learning** from serious incidents including managing the serious incident policy, coroners enquiries, safeguarding adults reviews and audits
- If a qualified and registered Social Worker then undertake the role of Principal Social Worker lead on **quality assurance of professional practice**, overseeing, supporting and developing excellent social work practice.
- If not a registered Social Worker then through and alongside the Principal Social Worker lead on **quality assurance of professional practice**, overseeing, supporting and developing excellent social work practice
- To provide assurance and oversight of the Directorates compliance with GDPR, data protection, **information governance** and Caldicott requirements and to act as **Caldicott Guardian** for the Directorate
- To proactively monitor developments in **central government policy** which impact on social care, identifying and evaluating changes in legislation, providing briefings to senior managers/elected members and leading on associated delivery programmes.
- Strategically lead the following functions in Adults :
 - a. Complaints
 - b. Deprivation of Liberty Safeguards
 - c. Appointee ships and Deputyships (Client Financial Affairs)
 - d. Safeguarding and provider concerns (including Ealing Safeguarding Adults Board)
 - e. Principal Social Workers office
 - f. Directorate Business Support Hub

Key performance indicators

- Adult Social Care Outcomes Framework Measures

- Social Work health check measures
- Resident surveys
- Audit and assurance outcomes
- Budget outturn

Key relationships (internal and external)

- Senior Leadership Team
- Ealing leadership Team
- Strategic Director – Adults and Public Health
- Director of Public Health
- Assistant Directors in Adult Social Care
- Cabinet and Executive Member for Healthy Equal Lives
- Internal Audit
- Regional ADASS groups
- Adults Operations teams
- Adults Commissioning teams
- Care Quality Commission
- NHS

Authority level

- Accountable for all aspects of people management including authorisation for recruitment and dismissal within specific service areas
- Accountable for managing budget and authorising expenditure within limits specified by the Council.

Additional Requirements

- Any other duties appropriate to the post and grade

Person specification

Community and partnership working are essential for all roles as are a commitment to Equality, Diversity and Inclusion and ensuring Health and Safety at Work for everyone working at Ealing Council.

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Essential knowledge, skills and abilities

1. An outstanding ability to articulate, design and implement policies and procedures
2. An excellent knowledge of performance and quality frameworks as applied to statutory services
3. Exemplary ability to use multiple data bases, data programs and visualisations to understand and articulate performance and quality
4. Excellent ability to communicate messages to audiences who may not understand the complexities of the issue
5. A significant ability to write reports, policies and procedures
6. A proven track record being accountable for critical technical teams and delivery
7. A proven track record of successfully developing and implementing large scale change and transformation within a public sector or similar organisation
8. An expert in systems thinking and how this applies to driving long term and sustainable improvements in quality and outcomes
9. A relentless energy to drive yourself and others to achieve the best possible outcomes for residents in Ealing
10. We have high aspirations for people in Ealing who draw on social care services, and all those working in adults will share this ambition to enable people to live happy, independent and connected lives
11. Ability to influence a wide range of stakeholders especially at and beyond the boundary of the direct service that is being delivered
12. A naturally collaborative attitude, with a thirst for working effectively as part of a driven and knowledgeable senior management team

Essential qualification(s) and experience

1. A registered Social Worker or having achieved a recognised management or leadership qualification
2. Significant experience working at a senior level within a large complex organisation delivering statutory services (ideally health or social care)

Values and behaviours

Improved life for residents	Trustworthy	Collaborative	Innovative	Accountable
<ul style="list-style-type: none"> • Is passionate about making Ealing a better place • Can see and appreciate things from a resident point of view • Understands what people want and need • Encourages change to tackle underlying causes or issues 	<ul style="list-style-type: none"> • Does what they say they will do on time • Is open and honest • Treats all people fairly 	<ul style="list-style-type: none"> • Ambitious and confident in leading partnerships • Offers to share knowledge and ideas • Challenges constructively and respectfully listens to feedback • Overcomes barriers to develop our outcomes for residents 	<ul style="list-style-type: none"> • Tries out ways to do things better, faster and for less cost • Brings in ideas from outside to improve performance • Takes calculated risks to improve outcomes • Learns from mistakes and failures 	<ul style="list-style-type: none"> • Encourages all stakeholders to participate in decision making • Makes things happen • Acts on feedback to improve performance • Works to high standards