

Recruitment Ref:	844-3557777	AfC Ref:	1230
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1 Job details

<p>Job title: Band: Hours: Contract: Location: Responsible to: Reports to: Liaises with:</p>	<p>Deputy Director - Adult Social Care (Advisor to the Board) 8D Fixed Salary Point 37.5 per week Permanent St. Catherine's Health Centre Chief Nurse Chief Nurse</p> <p>Internally: Executive Directors, Chief Operating Officer, Chair, Non-Executive Directors, Medical Director, Deputy Chief Nurse, Service Directors, Professional / Clinical Leads, and Trade Union/Staff Representatives</p> <p>Externally: Senior commissioning staff (Local Authority and CCG), Director of Adult Social Services (DASS), Principal Social Worker (PSW), senior staff in NHSI, CQC and NHSI North, Local Area Team. Executives, GPs, Executive Directors and other senior colleagues from partner organisations, 3rd sector organisations and patients and the public</p>
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2 Job purpose

- To be responsible for the strategic and professional leadership of all statutory social care activity within Wirral Community Health & Care Trust; specifically, to provide professional advice to the CEO, Chief Nurse, Executive Team, and to provide strategic advice to the Board of Directors.
- To act as a member of the Senior Leadership Team actively contributing to the achievement of the Trust's overall strategic direction and objectives, to lead on strategic transformation within Adult Social Care
- To lead on all matters relating to Adult Social Care governance, regulation, quality and adherence to professional practice standards
- As a Senior Manager, to have shared accountability for the achievement of the trust's strategic and operational objectives within Adult Social Care and for setting and exemplifying the Trust's values and standards and for ensuring that its obligations to internal and external stakeholders are understood and met.
- To support the Chief Nurse and Chief Operating Officer with the overall delivery of the contract.
- To provide the Chief Executive, the Board of Directors and the senior leadership team with direction on social care issues, policy and direction and any associated risks.
- To provide the professional leadership, liaison, communication link and support to the Accountable Officer in the Local Authority (the Director of Health and Care) ensuring effective discharge all of delegated statutory responsibilities.
- To ensure the highest possible quality and range of health and care provision within available resources and in developing and sustaining a person-centred approach through all services and staff.

3 Role of directorate/department

- The post is part of the Senior Leadership Team of the organisation and will sit within the Quality and Governance Division
- The Quality and Governance Division provides the organisation's board with assurance regarding the quality and safety of its professional and clinical services. It takes a planned and systematic approach to monitoring, assessing and improving the quality and safety of all professional practice, discharge of statutory duties and clinical services.
- The post-holder will deputise for the Chief Nurse as appropriate and will have responsibility for Social Care Policy and Leadership and for the Social Care future workforce strategy.

4 Main duties and responsibilities

- 4.1 Interpret and assess the relevance of national legislation, regional and local, policy and guidance in relation to the quality of service provision. Provide guidance and support to the Board and relevant committees regarding implementation; ensuring effective systems for demonstrating the effectiveness of professional practice and intervention are developed.
- 4.2 Ensure WCHC is ready for the planned regulation of Adult Social Care by the Care Quality Commission (CQC), leading on all aspects of preparation, oversight and governance.
- 4.3 Maintain strong links with key national and regional groups such as the Association of Directors Adult Social Services (ADASS) ensuring best practice is identified and embedded within WCHC
- 4.4 Lead the strategic workforce programme for adult social care and transformational relating to professional social work practice.
- 4.5 Provide the Chief Nurse with direction on professional and quality issues and any associated risks which flow from the consideration of strategic options.
- 4.6 Provide specialised advice and leadership to the Trust's governance structures as required, including the sub board committees related to adult social care.
- 4.7 To work with the Chief Nurse and other colleagues to develop a culture that values continuing professional development and strives for excellence in the delivery of care, acting as a role model for the behaviours and high professional standards expected.
- 4.8 To support the Chief Nurse in providing strategic and professional leadership and to support the senior management team and provide specialist advice and guidance in relation to social work practice and developments
- 4.9 Lead on key transformation relating to legislation and professional Practice such as the implementation of the Liberty Protection Safeguards

- 4.10 To be accountable for the implementation and performance of the contract deliverables in relation to all matters concerning professional social work practice, employer standards and the delivery of delegated statutory duties.
- 4.11 Attend all WCHC Committees and Chair the Professional Standards Board for Social Care. Deputise for the Chief Nurse as required
- 4.12 Ensures that all social care teams have safe systems to enable them to comply with the organisation's policies, procedures and guidelines as set out by Social Work England.
- 4.13 Provide leadership to the Safeguarding Governance Team ensuring compliance with all statutory duties and best practice in relation to safeguarding. Ensure the achievement of excellence in communication, information giving, customer care, professional behaviour and staff attitude.
- 4.14 Provide profession advice regarding any high risk or complex practice issues
- 4.15 Oversee any fitness to practice concerns ensuring appropriate communication is maintained with Social Work England
- 4.16 Work with Service Directors to establish a system of staff support, which includes professional supervision, coaching, preceptorship, mentoring and management supervision. Be responsible for ensuring that the quality of supervision is maintained.
- 4.17 Participate in an annual individual performance review process where objectives will be agreed, performance monitored, and personal development needs discussed
- 4.18 Lead on staff learning and Continuous Professional Development (CPD) and education commissioning for WCHC; ensuring this meets the needs of all Adult Social Care Practitioners, in line with regulatory standards, the Employer Standards for social workers and all contractual requirements.
- 4.19 Lead the development of a learning and development policy within the Community Trust including developing comprehensive training packages for staff at all levels in relation to the key work streams including developing leadership skills at all levels which focus on quality outcomes and Essential Learning
- 4.20 Ensure that evidence can be provided to demonstrate how the quality assurance and regulatory standards for pre, and post registration professional education are met across all social care services. This includes dedicated programmes for social apprenticeships, ASYE's and post qualifying courses.
- 4.21 Evaluate options for the future delivery of Adult Social Care services and report back to the Board on the appropriate recommended approach including opportunities to reduce costs, improve efficiency and increase value for money within the context of a consistent quality of service.
- 4.22 Maintain strong links with the Lead Cabinet Member, Director of Adult Social Services and Principal Social Worker; providing assurance on the standards of social care practice
- 4.23 Maximise the role of information technology within services and use information analysis to drive service review, performance and decision-making. In doing so, take account of best practice across the sector in making best use of information technology to enhance social care services
- 4.24 Accountable for ensuring the effective assessment of local need ensuring the availability of resources to support the delivery of a full range of social care services.
- 4.25 Responsible for ensuring the service is able to identify appropriate assessment and support to carers to improve their personal outcomes.

- 4.26 Be the professional interpreting national policy and practice guidance for all social care issues for the Board and senior management team
- 4.27 Manage any conflicts which may arise as a result of strategies, policies and activities of the Council and its political leadership. Lead on minimising the risk and managing the impact.
- 4.28 Plan and horizon scan and together with the Chief Nurse and Chief Operating Officer, lead on the Trust's response to strategic cross cutting issues to ensure the Trust is best positioned to meet future challenges.
- 4.29 Act as Freedom to Speak Up Guardian on behalf of WCHC

Risk

- 4.30 Provide "expert" advice and guidance on all matters relating to risk assurance and risk management strategies regarding statutory social work duties and practice
- 4.31 Provide assurance to the Board and Committees in relation to the effective discharge of the organisations Safeguarding duties
- 4.32 Provide specialist advice regarding the investigation of incidents both internal and external including Safeguarding Adult Reviews and Domestic Homicide Reviews. Make recommendations for any actions required and oversee implementation
- 4.33 Interpret and assess the relevance of international, national, regional and local policy and guidance in relation to risk management. Provide guidance and support to the Director and relevant committees regarding implementation and ensure effective systems for demonstrating the effectiveness of the risk management processes are developed.
- 4.34 Work collaboratively with the Deputy Chief Nurse to co-ordinating the continued enhancement of risk management practices in all integrated settings and to ensure the communication of the governance framework throughout the organisation
- 4.35 Analyse complex incident information and alert the Chief Nurse and Chief Operating Officer of any arising trends and hotspots suggesting viable options for reduction and/or correction.
- 4.36 Lead on ensuring full utilisation of the Adult Social Care Sector Led Improvement Programme including Peer Reviews and Challenge.

System Leadership

- 4.37 Work collaboratively with internal and external stakeholders, including elected members and service directors, corporate services directorate and the Council.
- 4.38 Oversee the development for adult social care improvement and provide senior leadership direction for its improvement.
- 4.39 Work with and across organisational boundaries, directing transformational and pathway development to ensure that resources are placed where most needed for the population.
- 4.40 Take the lead in establishing and maintaining constructive and fruitful working relationships with all members of the Wirral health and social care economy, fostering a culture of partnerships and collaboration.

- 4.41 Work with a range of stakeholders, including local citizens, people with lived experiences, statutory partners and the voluntary sector on improving service delivery and promote creative and innovative ways of meeting need, increasing choice and tackling local health inequalities.
- 4.42 Develop and foster effective partnership working with other stakeholders, external agencies and healthcare providers to improve the lives of people of Wirral and to achieve better value for money.
- 4.43 Provide inspiration professional leadership and direction for the service, its staff, service users and patients.
- 4.44 Develop transformational plans and strategic direction in line with the Community's trusts values and organisational beliefs.
- 4.45 Provide professional advice to the Chief Operating Officer to support the design/transformation of services across the local health and care system via partnerships and co-operation with other agencies and local residents in the context of a Integrated Care Systems.
- 4.46 Using technology and human resources flexibly, tailor care packages for needs and ensure specialist opinion and core out of hospital services are readily accessible to patients who need them.
- 4.47
- 4.48 Support the Chief Operating Officer and lead with partners the development of a home first and strength based approach as an alternative to hospital admission.
- 4.49 Represent and advocate for WCHC at regional, national and international level to enhance the reputation of Wirral services.
- 4.50 Provide Professional leadership to managers and practitioners in the strategic direction of the social care delivery and the development of effective care pathways and service transformation by close working with the Chief Nurse and Chief Operating Officer.

Finance and Operations

- 4.51 Provide professional advice and guidance to ensure the efficient use of the care budget and any identified efficiencies; ensuring that safe practice is maintained
- 4.52 Support the efficient and effective use of resources including supporting the services to influence the use of the externally commissioned care budget.
- 4.53 Have a shared corporate responsibility for the financial performance of services, including the achievement of financial targets.
- 4.54 Ensure compliance with the organisation's standing orders and standing financial instructions and ensure effective corporate governance.
- 4.55 Promote the effective use of the organisation's financial, physical and human resources.

Performance

- 4.56 Support the achievement of all national and local quality performance standards and targets through the establishment of performance objectives working closely with the Chief Nurse.
- 4.57 Work with the Chief Operating Officer, continuously to review operational performance against plans and take action as necessary.

- 4.58 Work with commissioners and other providers around system targets and direct resources as appropriate to support overall system performance.
- 4.59 Work with the Director of Finance and the Chief Operating Officer, to ensure that a robust process is in place to agree organisation capacity, financial and activity target.
- 4.60 Take a lead role in improving outcomes, quality and performance of adult social care services

Other duties

- 4.61 Operate proactively as a member of the senior leadership team by contributing to debate, exerting appropriate challenge, delivering agreed actions, undergoing agreed development programmes and engaging with key stakeholders.
- 4.62 As appropriate, represent, and deputise for the Chief Nurse. This may involve assuming delegated authority and responsibility for all decisions and actions required during the absence of the Chief Nurse.
- 4.63 Provide written responses/briefings for media, MPs and FOI enquiries; and provide information for internal and external audit reviews and statutory accounts.
- 4.64 Ensure the highest standards of financial management, governance and probity are followed throughout the organisation.
- 4.65 Participate in the appropriate senior level on call rota.

Changes in duties and responsibilities as agreed with the Chief Nurse. from time to time. All members of the senior leadership team are expected to work as part of a cohesive team and when necessary to take lead responsibility for corporate issues outside their immediate sphere of responsibility.

This is not intended to be exhaustive and may be reviewed periodically with the post holder to ensure that the job relates to the job being performed.

5. Our Common Purpose and Values

Our Common Purpose and values guide and support the trust as we deliver high quality services, reflecting what we stand for and who we are. They were developed by staff from across the organisation.

Our Common Purpose:

Together we will support you and your community to live well.

Our Values:

Compassion: Supportive and caring, listening to others.

Open: Communicating openly, honestly and sharing ideas.

Trust: Trusted to deliver, feeling valued and safe.

6 Data protection (General Data Protection Regulations 2018) / Freedom of Information Act

2000 / Computer Misuse Act 1990

Wirral Community Health & Care NHS Foundation Trust fully supports the principles of corporate governance and recognises its public accountability, but equally places importance on the confidentiality of, and the security to safeguard, both personal information about patients and staff and commercially sensitive information. It is an annual requirement for employees to complete basic online Information Governance training.

Responsibilities for all staff

To ensure the confidentiality and security of all information that is dealt with in the course of performing your duties in accordance with the requirements of the General Data Protection Regulations 2018 and adhere to the principles of Caldicott.

Employee should be aware that the Trust operates a 'Code of Conduct for handling personal identifiable information'. They should become familiar with the 'Code' and keep up to date with any changes that are made. Breaches of the guidelines in the 'Code' could be regarded as gross misconduct and may result in serious disciplinary action being taken, up to and including dismissal.

To comply with and keep up to date with the requirements of legislation such as the Freedom of Information Act 2000 and the Computer Misuse Act 1990.

With the addition of management responsibilities for managers

To ensure that your staff maintain that the confidentiality and security of all information that is dealt with in the course of performing their duties is in accordance with the requirements of the General Data Protection Regulations 2018 and the principles of Caldicott.

To ensure that your staff are aware of their obligations under legislation such as the Freedom of Information Act 2000, the Computer Misuse Act 1990 and that staff are updated with any changes or additions relevant to legislation.

7 Appraisal / Learning and development

Wirral Community Health & Care NHS Foundation Trust is committed to supporting staff in carrying out their roles. As part of our commitment to supporting staff carrying out their roles, the Trust operates an annual appraisal. Wirral Community NHS Foundation Trust appraisal is based on the principles of good people management and how organisations can enable people to work effectively.

Wirral Community Health & Care NHS Foundation Trust appraisal aims to support the effective learning and development of individuals and teams.

8 Equal opportunities

Wirral Community Health & Care NHS Foundation Trust recognises the need for a diverse workforce and is committed to Equal Opportunities in employment and seeks to eliminate unlawful racial, sexual or disability discrimination, to promote equality of opportunity and good relations between staff and clients of differing groups under the Equality Act 2010.

9 Risk management, Sustainability and health and safety at work

Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974), to ensure the agreed safety procedures are carried out to maintain a safe environment for employees and visitors. All employees are expected to consider sustainable and environmental options during their working practices.

10 Infection control

Reducing the risk of infection through good infection control practice is the key priority for Wirral Community Health & Care NHS Foundation Trust. It is the responsibility of every member of staff to prevent and control the spread of infection. In order to maintain high standards of infection and prevention control all staff are expected to comply with Trust infection and prevention control policies, procedures and best practice guidance and report and concerns to their managers.

Staff are required to attend mandatory infection prevention and control training as set out in the Trust mandatory training matrixes.

11 Safeguarding

Wirral Community Health & Care NHS Foundation Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

12 Smoking

The NHS is smoke free. Smoking is not permitted on any of our premises, grounds or the surrounding land including car parking facilities. This also applies to the use of electronic cigarettes (vaping). The use of electronic cigarettes is prohibited wherever smoking is prohibited.

13 Policies and procedures

Wirral Community Health & Care NHS Foundation Trust has numerous policies and procedures in place which provide standard organisational ways of working in line with organisational objectives, relevant legislation and requirements. Policies allow for continuity and consistency within the Trust. Employees must abide by and adhere to all Wirral Community NHS Foundation Trust's policies at all times.

14 Agreed job description

Post holder

Name:.....

(please print)

Signature:.....

Manager

Name:.....

(please print)

Signature:.....