



Applicant Pack

Sefton is a really great place to live and work



Welcome



Hi

My name is Deborah Butcher, as the Executive Director of Social Care, Health and Wellbeing I am responsible for the leadership arrangements across social work and professional practice, occupational therapy, mental health teams, safeguarding, public health and integrated commissioning for adults with a focus on a life course approach. I am also in a joint role between the Council and the Cheshire and Merseyside Integrated Care Board (ICB).

This role will be vital in leading the social care commissioning arrangements for adults and in developing integrated commissioning arrangements to further our Better Care Fund ambitions. We want to ensure we have good market leadership and engagement in place and that we work with exceptional providers who can improve outcomes and the wellbeing of Sefton residents.

Thank you for your interest in wanting to join our amazing Team.

The Job Description and Person Specification for this vacancy are available in this candidate pack; and if you have any further questions, please don't hesitate to get in touch with me Deborah.Butcher@sefton.gov.uk

We're excited to hear from you. Best of luck!

A bit about the team

As the Assistant Director of Commissioning and Transformation, you will work closely with social workers to ensure gaps in social care provision are filled and that market sustainability is a priority.

You will have the support of a fantastic team and will play a key role in the Council's Senior Leadership Board, working across the Council and beyond to help us achieve our strategic objectives.

Key areas of responsibility include:

- Strategic commissioning of services for people with a learning disability and autism

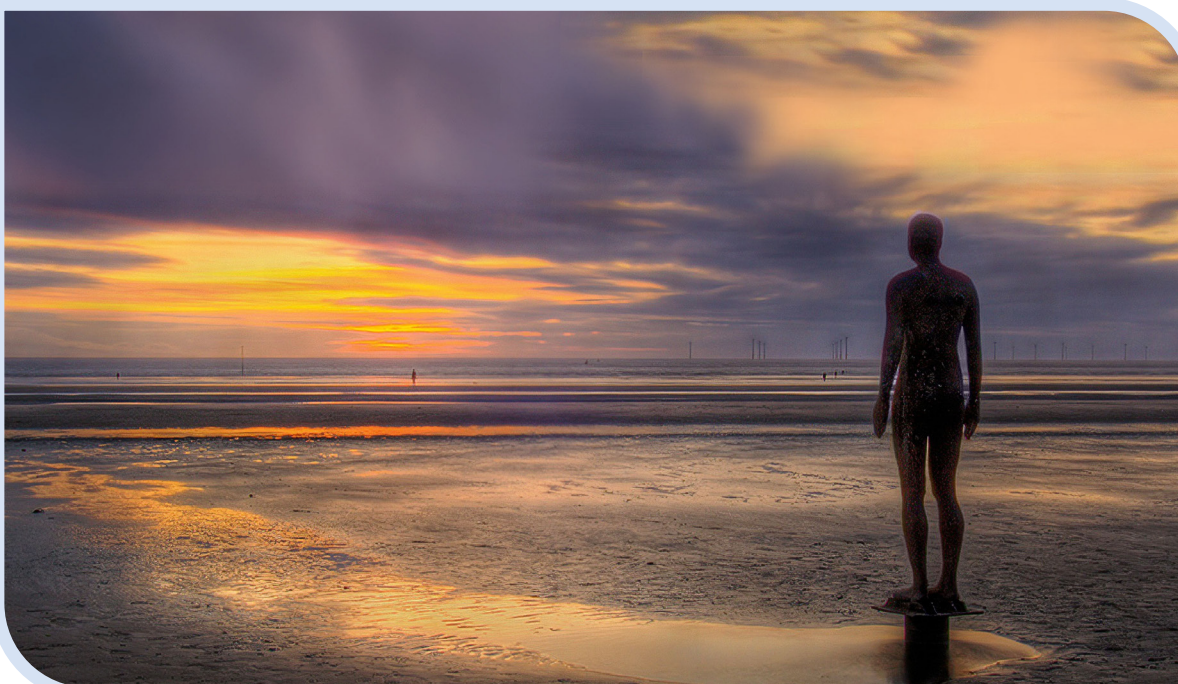
- Transitions
- Early help and support
- Commissioning regulated services , Domiciliary care and Residential and nursing joint commissioning
- Market plans
- Quality Assurance and Improvement with ICB
- Better Care Fund and pooled budgets
- Efficiencies and transformation

We are really clear about how we lead as an organisation, and you will see the Leadership qualities and value base we look for in the leaders of our Council.

A bit about Sefton

Sefton is a confident, connected Borough. Stretching from Bootle in the south to the resort of Southport in the north, Sefton has over 275,000 residents living

in its vibrant towns and neighbourhoods, including Bootle, Litherland, Seaforth, Crosby, Formby, Maghull and Southport.



It really is a great place to live and work.

We are the northern-most borough of the Liverpool City Region and have everything from beautiful coast and countryside to pretty villages, industrial areas and the docks.

Sefton boasts 22 miles of stunning coastline, making it a leading coastal tourist destination with a flourishing visitor economy. It spans the busy Port of Liverpool, the famous Antony Gormley's 'Another Place' iron men installation, beaches and protected dunes that are home to a number of rare species.

Although the distinctiveness of Sefton's towns and villages is integral to our uniqueness, it is the Borough's people who create the distinct and diverse communities that make it a vibrant place in which to live, work and invest and to visit.

As well as the miles of golden sands, those who choose to work in Sefton will have access to a world-renowned racecourse and famous golf courses alongside National Trust nature reserves where people can relax and have fun.

Excellent transport links mean Sefton is well placed for accessing cities across the Northwest, including Liverpool and Manchester, and is close enough to the Lake District and North Wales for short weekend breaks away.

Vibrant town centres, intimate commuter towns, beautiful villages and stunning coastal and rural locations, mean everyone can find their perfect home in Sefton.

With house and rent prices in Sefton lower on average than our big neighbours of Liverpool and Manchester, you could join us by the coast and still enjoy a city lifestyle.

A bit about the Council

We pride ourselves on being an open, co-operative Council that is absolutely committed to placing Sefton residents at the heart of all we do.

There is an energy in Sefton that reflects our commitment to delivering the very best service to the people who live here. Like all Councils we have our challenges, but we are meeting these challenges head on with our dedicated, creative and passionate colleagues.

People who work in local government are driven by more than financial motivation. They are people who want to make a difference in local communities and put their talents to use helping people around them and improving the local area.

One thing we're proud of is the exciting vision for the future of Sefton, which we developed with our communities and partners. It underpins everything we do.

Our Imagine Sefton 2030 consultation engaged thousands of people, local businesses, visitors and potential investors to create a Vision that promotes collectively shared prosperity, coordinated public investment, and a healthy environment and population.

[Our Vision 2030](#), will help us to stimulate growth, set new levels of aspiration, see our communities thrive and focus on what is important for Sefton.

We have excellent links with partners,

businesses and communities who are integral to the delivery of our services and have the shared goal of making Sefton the best place it can be.



Working at Sefton Council

Sefton Council is committed to building a culture where you can thrive no matter what stage of your career you are in, whilst maintaining a healthy work life balance. We want to give our people the best culture to allow our staff at Sefton a happy and inclusive environment to work in.

We value our colleagues and aim to create a positive, innovative and open work culture that supports everyone.

Some of the benefits are listed in this application, but to find out more information on the [benefits we offer at Sefton Council](#), have a look on our website.



An Inclusive Workplace

We are always working to make sure that the Council is inclusive and representative of our communities. A diverse workforce is important to us, and our staff bring with them a wide range of experiences, views, ideas and innovations. We are committed to providing an environment that recognises, respects, and values everybody's identity, an environment where individual differences are strengths and where everyone can thrive and maximise their potential.

Sefton was the first local authority within the Liverpool City Region to be Navajo accredited, which means we're committed to promoting the rights of LGBTQ+ people. As well as this, we're also a Disability Confident accredited employer and are fully committed to building a diverse workforce that represents the needs of our communities.

We have a number of staff forums including a Black and Ethnically Diverse Group, LGBTQ+ Group, Women's Network, Disability Staff Network, and a Christian Workplace Group.

We are an Equal Opportunities Employer and our decision to appoint will be based upon whether an individual's skills, experience, qualifications, and abilities make them the most suitable candidate for the role. All applications for jobs in the service of the Authority will receive equal treatment irrespective of their race, gender, marital status, age, disability, religion, sexual orientation, or socioeconomic status.

We have also made 'care experienced' a protected characteristic here in Sefton and welcome any applications from people who may have previously experienced the care system.

Our family friendly policies to help staff achieve a good work-life balance and flexible working and part time job roles provide the opportunity to have both a work and a family life.

Read our [Equality, Diversity and Inclusion strategy](#)



Assistant Director of Adult Social Care – Commissioning & Transformation

JOB PURPOSE

- Lead the development and implementation of a range of commissioning strategies in relation to Adult Social Care across the life course with primary focus on market sustainability and sufficiency for adults who need care and support in Sefton. This role will be responsible for ensuring the Local Authority meets its requirements under section 5 of the Care Act 2014, to ensure the provision of services which are diverse, sustainable, and of a high quality.
- The role will also be responsible for the quality of the services in Sefton and oversee the Head of Quality and Head of Commissioning for the Council.
- The postholder will work with Executive Director Adult Social Care & Health and NHS Place Director and the Director of Public Health to develop integrated strategies, prevention and early intervention and work programmes which will deliver efficiency and improved outcomes for people who use services in Sefton.
- The postholder will develop best practice for market engagement and contract performance and anticipate changes influencing commissioning to mitigate risk at place and on a regional and national level.
- The postholder will oversee the delivery of life course commissioning to shift resources to promote resilience and independence, supporting the most vulnerable children and adults in the borough.
- This role will be responsible for the development and management of the Better Care Fund and associated pooled budget arrangements and implement national best practice in executing this role.
- The postholder will lead the development and implementation of market sustainability plans, shaping markets and mitigating risks.
- The role will inform and deliver plans and strategies with an analytical, collaborative, and pioneering approach.
- The postholder will ensure that all aspects of the commissioning cycle are implemented in a consistent, safe, and efficient way to support excellent outcomes and value for money.
- The postholder will ensure that services are commissioned and built on the principles of 'life course' and a culture of achievement and excellence in delivering real outcomes.
- The postholder will deputise for the Executive Director of Adult Social Care and Health on commissioning issues across health and social care.
- The postholder will also work collaboratively with commissioning colleagues within the Children's Service where required to ensure robust arrangements for transitions.

- The postholder will be a member of the Council's Strategic Leadership Board and will be expected to participate and collaborate in wider transformation programmes across the Council.
- The postholder will sit on the Council's Health and Wellbeing Board and ICB Place Leadership Team.

Responsible for the performance and line management of the following areas:

- The postholder will have specific line management responsibility for the respective commissioning managers.

PRINCIPAL RESPONSIBILITIES

1. Strategic commissioning and planning across a budget of circa £180m and a pooled fund of circa £50m.
2. To ensure readiness for assessment against the National Assurance for key areas related to the role.
3. Lead the implementation of the Better at Home Programme to transform older people's services.
4. Lead the implementation of Extra Care Housing alongside the strategic housing function in Sefton.
5. Take overall strategic responsibility for improving outcomes through high quality commissioning for adults.
6. Through market management strategies and integrated programmes with the NHS, improve quality of service provision in the independent sector.
7. Ensure contract compliance and monitoring of all commissioned contracts.
8. Lead the implementation of an early intervention and prevention commissioning strategy.
9. To structure and lead the integrated programme management of the portfolios of commissioning in Sefton based on life course to ensure timely and feasible proposals are developed, procured and implemented providing high quality services within the Borough of Sefton.
10. To take lead responsibility for the implementation of life course strategic commissioning intentions and priorities and embed these to ensure that the market can respond to and meet service user and carer outcomes and the associated sufficiency duties for adults in Sefton.
11. To create a strong performance culture across multi-professional teams as well as leading on whole system resilience.
12. To lead on the further development and integration of commissioning and redesign for better health and wellbeing outcomes for adults, and communities at place.

13. To ensure high standards of working policies across provision and integrated commissioning including safeguarding and quality assurance.
14. To ensure the appropriate implementation of quality assurance arrangements are in place across all commissioned services.
15. To lead and facilitate full engagement of providers across health and social care to enable a collaborative approach to strategy and service development.
16. To design and lead the effective involvement and participation of individuals and carers in the co-design, development and evaluation of services relating to children and adults commissioning.
17. To be accountable for significant commissioning budgets, directly influencing the budget setting and long-term financial planning related to commissioning funding envelopes and demonstrating value for money.
18. To have strategic management responsibility for the performance management and development of commissioning staff, taking the lead on staff engagement, staff development and progression planning and ensuring organisational structures support the delivery of excellent working practice.
19. To have strategic responsibility for market reviews to ensure performance outcomes are met and to instigate improvement action where required.
20. To lead and oversee projects and programmes of work which will improve outcomes across all aspects of the commissioning service.
21. To foster a high-performance culture within commissioning ensuring efficiencies are maximised across commissioning and continuous improvement and transformation occurs.
22. To ensure effective and innovative strategic relationships with all partners are developed and embedded across the system.

The postholder will:

- Take responsibility for personal professional development and undertake any necessary training, coaching and development activities, as appropriate.
- Comply with professional standards and ethics.
- Comply with, observe and promote the equality policies of the Council.
- Exercise discretion at all times and observe relevant codes of practice and legislation in relation to GDPR and data protection.
- Be expected to work flexibly. The exact nature of the duties described above is subject to periodic review and is liable to change. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

OVERARCHING ESSENTIAL CRITERIA

Role Based Criteria

- Emphasis on functional leadership and management, co-ordination and oversight of a range of related functions to achieve specific outcomes for local people.
- Make appropriate evidenced based commissioning decisions for a range of council services in line with council policy and priorities.
- Work closely with elected Councillors especially Cabinet members and support them in undertaking their community leadership and policy and decision-making roles.
- Direct personal accountability for delivery of a range of services and outcomes to agreed performance standards and within budget.
- Constantly seek efficiency and value for money and support the development of new delivery and support models.
- Empower and devolve decision making to the most appropriate level, as close as possible to the frontline, to maximise performance.
- Discover new ways to reduce the cost of services to taxpayers and improve their overall productivity and value for money to service users.
- Actively manage demand and risk whilst encouraging creative thinking and innovative practice.
- Develop staff with flexible skills and competencies that are valued and supported.
- Set clear expectations and provide development and support to enable the Council to deliver the required outcomes.
- Promote cross-organisational team working within the Council and with partner organisations to deliver more cost-effective and valued services and enable coherent and integrated problem solving.
- Fulfil the role of Project Sponsor for specified key corporate projects.
- Empower all staff to deliver effectively and efficiently.

Skill and Attitude and Value Based Criteria

- Sefton's Vision and promise sets out how we as a Council want to work with each other, and with our communities and our partners, to make Sefton a great place to be.
- Personal responsibility to support the delivery of the vision and consistently demonstrate the behaviours and values expressed in the Promise and Leadership requirements.
- Have the necessary political knowledge, skills and abilities needed to operate effectively in a political environment.
- Develop, lead, participate and collaborate in effective partnership across organisations and sectors.

- Focus on outcomes, break down service/professional barriers and facilitate One Council delivery.
- Demonstrate exceptional personal resilience.
- Create and sustain enabling and open relationships.
- Create the most effective environment for innovation, learning and performance.
- Lead change and empower the whole Council to effectively manage complexity, ambiguity and risk.

LEADERSHIP

Must demonstrate the following leadership competencies:

- Provide clear vision and direction.
- Lead and manage change.
- Plan strategically.
- Lead people and performance.
- Work corporately as well as collaboratively with partners.
- Communicate effectively.
- Focus on excellence.
- Develop self and others.

BEHAVIOURS

Must demonstrate the following behaviours:

- Provide support with a view to improving quality.
- Provide appropriate and constructive challenge.
- Create a culture that looks for understanding and solutions.
- Visibly and positively respect and value staff.
- Communicate a consistent and clear message throughout the Council and with partners.
- Respect, listen to and value others' views.
- Maintain a customer focus with a relentless pursuit of excellent outcomes.
- Have collective integrity and responsibility.
- Endeavour to improve outcomes for the communities of Sefton.

STRATEGIC SERVICE

- Provide strategic direction and decision making. Understand the impact of change driven by national agendas and adapt services to meet these changes as required.

MANAGING CHANGE

- Develop and promote initiatives to improve the quality and efficiency of children's social care.
- Contribute to the delivery of the Sefton 2030 vision Framework for change, Place Plan and Health and Wellbeing Strategy.

PARTNERSHIPS

- Manage relationships with partners to deliver the highest standards of service.
- Actively promote Regional and National networks to foster relationships.
- Promote integration across NHS and Adult Social Care.

GENERAL:


Assistant Directors will:

- Lead Council-wide officer and partner groups as required.
- Act as the Emergency Duty Co-ordinator, on a rota basis, for the Council's Emergency Planning processes and to attend training as required.
- Represent the Council on key Civic events as required including Remembrance Services.
- Represent the Council at partner events as required.

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (i.e., filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. For further information, please refer to DBS filtering guidance at www.gov.uk/dbs.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

In addition to his/her principal duties the post holder will be expected to contribute more widely to the overall development of the Service and the Council and will be required to contribute to the Out of Hours Service.



All staff have a duty to take care of their own health & safety and that of others who may be affected by your actions at work. Staff must co-operate with employers and co-workers to help everyone meet their legal requirements.

The Authority has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the Council.

Since confidential information is involved with the duties of this post, the postholder will be required to always exercise discretion and to observe relevant codes of practice and legislation in relation to data protection and personal information.

Note: Where the post-holder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

PERSON SPECIFICATION

Post: Assistant Director – ASC Commissioning & Transformation

Department: Adult Social Care & Health

Personal Attributes Required (considerations)	Essential (E) Or Desirable (D)	Method of Assessment (suggested)
QUALIFICATIONS		
Education to degree level or equivalent commissioning/ management experience	E	AF/C/I
Leadership or Management Qualification - evidence of continued professional, management and personal development	E	AF/C/I
Project Management training	D	AF/C/I
EXPERIENCE		
A proven track record of extensive successful strategic leadership in commissioning and planning services for Adult Social Care and/or Health	E	AF/I
A proven track record of transformation to improve outcomes	E	AF/I
Experience of working with Cabinet Members to deliver service improvements	E	AF/I
A proven track record of leading, motivating and managing multi-disciplinary teams, including the establishment of a positive performance culture that has delivered effective performance and continuous service improvement	E	AF/I
A proven record of success in leading and championing organisational and cultural change, creating organisational development programmes and effective working with staff, trade unions, elected members and other stakeholders	E	AF/I
Evidence of successful resource and financial management, including the resolution of conflicting priorities, formulating budgets and applying rigorous monitoring and control procedures	E	AF/I
Extensive experience in chairing meetings	E	AF/I
A proven track record of success in communicating, engaging and developing relationships with a range of internal and external stakeholders, including Elected Members, building whole system partnerships and productive relationships and positively promoting organisational reputation and interests	D	AF/I

Personal Attributes Required (considerations)	Essential (E) Or Desirable (D)	Method of Assessment (suggested)
Extensive experience of contract development, negotiations and provider relationship/market management	D	AF/I
Extensive experience of managing and successfully delivering projects and work programmes across a wide range of fields	E	AF/I
Experience of integrating service user and stakeholder perspectives in service development and delivery	E	AF/I
ABILITY, SKILLS & KNOWLEDGE		
Validated and detailed knowledge of the health economy and system wide health and social care	E	AF
Robust understanding of current relevant legislation and statutory duties, responsibilities and best practice in the fields of adult social care and children's services	E	AF
Ability to innovate and resolve whole system conflicts, issues and challenges	E	AF/I
Excellent persuading, negotiation and influencing skills to bring about behavioural change and achieved desired results and outcomes	E	AF/I
Ability to analyse complex problems, data and intelligence to inform the development of business models, evaluating risk against a changing background of social, political and financial factors	E	AF/I
Ability to empathise and understand the needs and aspirations of people who receive services	E	AF/I
Effective presentation, communication and interpersonal skills	E	AF/I
A thorough knowledge of the legislative and regulatory framework within which strategic commissioning is set, the key national and regional policy drivers and the broader influences relating to the role	E	AF/I
A clear understanding and knowledge of the working of local government, including its legal, financial, social and political context and its interface and integration agenda with health	E	AF/I
Knowledge of project management methodologies and techniques and their application in a business context	D	AF/I

Personal Attributes Required (considerations)	Essential (E) Or Desirable (D)	Method of Assessment (suggested)
PERSONAL STYLE AND BEHAVIOUR		
An innovative natural and charismatic leader who is able to work effectively and creatively across traditional organisational boundaries	E	AF/I
Delivering strategic programmes of work of a high standard, set ambitious and attainable goals and to act upon lessons learnt	E	AF/I
An inclusive leader who is able to work in partnership to co-design excellent value for money outcomes	E	AF/I
Demonstrate a resilient work style and passionate approach to ensure achievement of strategic objectives and outcomes within constantly changing and complex situations	E	AF/I
Ability to commute (or drive) to various locations across the Borough	E	AF/I

Assessment Methods Key:

AF – Application Form

C – Certificates

I – Interview

P – Presentation