

## DRAFT

### JOB DESCRIPTION

**Title: DIRECTOR OF HOUSING AND COMMUNITY CARE**

**Reporting to: CHIEF EXECUTIVE**

#### **Overall Job Purpose**

- To provide strong leadership for the Department of Housing and Community Care, identifying, agreeing and articulating the Council's vision and outcomes for achieving the highest standards in service delivery for service users.
- To take the lead for the Council in building and co-ordinating strong and effective partnerships across the authority between the Council, Brent Housing Partnership, Brent Primary Care Trust. the independent housing and care sectors and other external agencies and stakeholders to:
  - ⇒ drive forward the agenda for social inclusion and wellbeing of the community; and
  - ⇒ ensure that partnership arrangements are designed, managed and promoted to meet the needs of service users.
- To ensure the delivery of high quality and cost-effective services to the community.
- To discharge on behalf of the Council the statutory function of director of Adult Social Services.
- To develop a comprehensive improvement and change programme for implementation by the Department to meet local need, within available resources.
- To work with Councillors, the Chief Executive and senior management colleagues to lead, plan, deliver and monitor the Council's corporate and service priorities, creating and maintaining an organisational culture which is positive, outward looking, ambitious, results orientated and customer focused.
- To deputise for the Chief Executive when required.

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#### **Key Responsibilities**

- Support the Chief Executive and the Corporate Management Team in setting the vision and strategic direction of the Council, and in particular the Department of Housing and Community Care.
- Provide strong and effective leadership and vision ensuring clear direction for all those working within the service, with the aim of ensuring continuous improvement and high performance.
- Take the lead role in developing and delivering the Council's strategies for housing and adult social care.

- Maintain effective communication with a range of service users, external services, stakeholders, employees and partners in order to promote collaborative working, enhance the reputation of the services and actively promote the success and achievements in Brent in relation to service users.
- Manage the range of budgets made available to the Department and ensure that services are purchased and resources deployed to best effect which provide value for money, are well monitored and controlled, and that services are managed within budget and appropriate audit trails are developed for existing and new funding streams.
- In collaboration with public, voluntary and private sector partners, drive forward the Council's agenda for fully integrating services for the service-users.
- Provide strong and effective leadership to Assistant Directors and take overall responsibility for ensuring that they provide integrated and well co-ordinated services. Review develop and motivate them and their staff to ensure that programmes of work are properly delivered and achieved to the highest standard, and that Council's policy objectives and commitments are achieved.
- Through personal example, strong commitment and clear actions value the diversity of Brent's communities, ensuring equality of access; treatment and service delivery are fully integrated into services for adult service users and their carers.

### **Strategic Responsibilities**

- Provide strategic vision and leadership in conjunction with the local community and other partners to ensure that the Council is at the forefront of developing and improving services, and is equipped to respond rapidly to changes and challenges.
- Develop and foster effective external working relationships and positive liaison with key influencers in the community, in government and other appropriate public bodies, in order to address key strategic issues and deliver successful outcomes for service users.
- Ensure that high quality services are delivered to service users, and that those services are responsive to the expressed needs and aspirations of the Council's service users, regardless of background, lifestyle and abilities.
- Develop and implement appropriate quality assurance, improvement and performance management arrangements across all functions.
- Review, develop motivate and lead managers and staff to ensure that programmes of work are properly executed and the Council's policy objectives are achieved; ensuring compliance with statutory regulations and legislative requirements.
- Manage and develop Assistant Directors effectively, ensuring they provide advice and guidance to the Council on the strategic issues facing their areas of service responsibility and assist Council Members to formulate and review service polices to achieve the Council's strategic and statutory objectives.
- Vigorously pursue best practice and continuous improvement through regular reviews, effective target setting and sound performance management with the aim of encouraging an innovative and creative approach to service provision.
- Ensure that the delivery of services exceeds the requirements of external assessment frameworks.

- Provide high-level advice to Members on strategy, policy and the use of resources and facilities in the short, medium and longer term to ensure best quality service standards for the Department.

### **Corporate Responsibilities**

- Contribute to the corporate delivery of the Council's vision and core values, providing a clear sense of direction, optimism and purpose.
- As an active member of the Chief Executive's Corporate Management Team, work closely with Council Members and implement the council's strategic direction and policies through strong, effective leadership.
- Lead key corporate areas of activity, organisation development and council wide-cross departmental strategies, projects or policies for the council, where necessary.
- Ensure the Council's key messages and commitments are strongly promoted actively contributing to the corporate management and strategic leadership of the Council as a whole.

### **Service Responsibilities**

- Monitor housing needs and resourcing to identify, recommend and implement strategy and policy options available within legislation and Council objectives.
- Ensure the delivery of high quality and cost-effective housing services to the community, and the co-ordination of the housing function with other local authority services.
- Develop and manage a strategic approach to commissioning, procurement and delivery of services for vulnerable adults which ensures delivery of high quality services to vulnerable adults and the most effective use of resources.
- Work in close cooperation with the Department of Children & Families to develop a coherent whole-family approach to services, and to ensure continuity of approach and service-delivery for young people in the transition between children and adults services.
- Lead and develop working partnerships with other Council services and with other providers and agencies (with particular reference to the national Health Services) to establish strategic priorities for vulnerable adults and their carers and to ensure that resources are effectively utilised to deliver on these priorities.
- Develop and implement a public health improvement strategy for the community, and lead partnership working with the Government agencies and independent sector on health improvement programmes.
- Manage the Voluntary Sector Support Service which runs grants schemes to support community groups.
- Work cooperatively with the external inspection and regulation agencies, and ensure that the standards set by external regulation and assessment frameworks are exceeded.
- Develop and implement appropriate risk management strategies for activities associated with service development and delivery of services to vulnerable adults and their carers.