

## **Leadership job family - Organisational Level 4**

**Job Title: Assistant Director Disability, Neurodiversity and Transitions**

**Reports to: Director Lifelong Services**

**Directorate: AWHP**

**Service: ASC**

**Grade: PS15**

**Date: February 2025**

### **Role Purpose**

To lead the disability and neurodiversity teams within Adult Social Care to provide specialist, dedicated support for individuals with disabilities, neurodiversity and with the expertise to manage often complex and challenging cases.

Provide operational leadership across the county-wide Transitions Team services to ensure that young people and their families experience the highest quality outcomes.

To lead the Supported Independent Living Service

Robustly promote within the whole system, a compelling case for raising the bar for professionals' expectations and aspirations when planning for or supporting people who are living with a disability.

Contribute to collective leadership of the council, working collaboratively across the organisation and with partners and stakeholders to support delivery of great services to residents.

### **Leadership Accountabilities**

*(The key results or outcomes for all roles at this level – do not amend this section)*

Work collaboratively with senior colleagues to develop the council's strategic approach to service delivery and business improvement to deliver the council's priorities.

Lead a defined service, business or technical area, developing policy, operational plans and providing expert professional advice as appropriate, to meet quality and statutory requirements and to implement the strategic aims and objectives of the area they lead.

Provide professional leadership to the team/s and/or colleagues, strengthening skills and competence and fostering a strong culture of standards, performance and accountability to deliver public value and efficiency.

Role model the council's behaviours and leadership expectations and ensure that all approaches and outcomes are consistent with organisational and public service values.

Champion and manage transformational change and embed new ways of working to ensure high quality service delivery and value for money.

Work collaboratively internally and externally to ensure that issues are effectively managed and foster partnership working to promote sustainable service improvements and generate efficiencies.

Maintain effective budgetary control, while ensuring legal, regulatory and policy compliance within area of responsibility and that effective systems operate to manage performance and risk.

Work inclusively with a diverse range of stakeholders and provide leadership on equality issues to promote equality of opportunity.

### **Specific Role Accountabilities**

Develop, lead and manage the Disability, Neurodiversity and Transition Teams including Supported Independent Living and in house services providing a range of adult social care services, ensuring that assessment and interventions are delivered at the right time, promote independence and improve outcomes for individuals and their families/carers.

Provide leadership and direction for the programme designed to deliver more independent living schemes across the County and ensure there is a rapid transformation from traditional institutional forms of care across residential and daytime services which better reflect people's aspirations to live ordinary lives in their communities.

Lead the Supported Independent Living Service and in house service delivery.

In line with the service's transformation and improvement plans, lead on the commissioning of services that promote independence, use resources as investments to improve outcomes for the individuals. Building the right community capacity and ensuring access to universal services, including employment.

Lead on Continuing Health Care within the function.

Lead and manage services that have the safeguarding of vulnerable adults as their key priority and ensure the council deliver quality services that provide opportunities for Surrey residents to enjoy a better quality of life and be protected from harm and injury.

Ensure delivery of the statutory obligations relating to safeguarding for areas of accountability and that safeguarding is actively promoted, understood and procedures followed to keep safe those most in need of protection and care in the designated location.

Ensure day to day operations are delivered with a continued focus on efficiency, quality and compliance with regulatory standards and statutory requirements to achieve optimal operational outcomes across social care services.

Ensure the effective delivery of service and practise standards across all the functions within the remit of the role to ensure quality and safeguarding within the directorate.

Manage efficient responses to legislative changes and national policy developments to support improvement.

Work closely with senior colleagues within Children, Families, Learning and Communities to ensure young people who have demonstrable needs that will require continued support of SCC upon transition to adult social care have outcomes and interventions in line with our core principles.

Collaborate with NHS colleagues on the county's 10 year strategic vision for health and wellbeing and its integration agenda. This will include being the Joint Senior Responsible Officer for the Transforming Care Programme, leading on the social care response and co-chairing the Board.

Manage efficient and timely reporting of key areas of operational delivery and performance indicators, and report to elected councillors and committees as and when required.

Contribute to the operational leadership and strategic development of the service as a member of the Service Leadership Team to improve the performance and quality of services.

## **Dimensions**

- **Financial**

*(Include whether the post controls, or has an impact on, a budget or other resources, expressed in money terms on an annual basis)*

*Roles at this level are likely to be directly accountable for small/medium sized budgets in the region of £500,000 to £10million, and/or an indirect impact on any element of the directorate-wide budget.*

- Direct control net expenditure budget c £188.1m
- Influence over directorate budget of c£439.5m.

- **Non-Financial**

*(Include services this post is responsible for, number of direct reports and approximate total staff headcount in job holder's area. Please include an organisation chart if available.)*

Approx. 3 direct reports.

## **Knowledge, Qualifications, Skills and Experience**

*(The requirements necessary to perform the role to an acceptable standard. Most of these will apply to all roles at this level, however they can be amended to reflect any specific requirements for this job.)*

- Degree level or equivalent qualification plus management experience in a complex business environment.
- Membership of appropriate professional body or evidence of continuing professional development (CPD).
- Knowledge of principles and practices gained through extensive experience and development in a specific field.
- Extensive understanding of the broader contextual factors affecting the role.
- Ability to balance policy development with effective operational management.
- Ability to deploy advanced skills to inspire, motivate, coach and develop team members to high levels of performance.
- Highly developed written and verbal communication skills with the ability to influence and engage high level internal and external stakeholders effectively.
- Proven ability to manage budgets and available resources to deliver effective support to their area of responsibility.
- Proven ability to manage and deliver change programmes and apply effective project management
- Excellent analytical thinker able to apply a significant degree of evaluative judgement and provide practical and creative solutions.
- Political sensitivity with an ability make progress in complex policy areas and a strong belief in the value of local democracy and accountability.
- Commitment to Surrey County Council's values and behaviours and equal opportunity policy, with an ability to demonstrate personal leadership on the importance of diversity.

## **Other requirements**

Professional qualification in social care, occupational therapy or other relevant health qualification.

Extensive and wide ranging professional knowledge base in relation to social care & health service provisions for adults, the impacts of disability or autism on individual development.

Contemporary and extensive knowledge and understanding of the statutory framework for health and social care, relevant legislation and current guidance, best practice and research.

Understanding of the pressures within the public sector & the wider economy and what that means for the council, the teams being led and partners.

Knowledge of the context in which safeguarding operates within social services and health.

Ability to demonstrate a clear understanding of the principles that underpin the personalisation agenda and the interpersonal skills to achieve this change.  
Satisfactory DBS clearance.

On call - be available if required to maintain key service delivery and in the event of a serious incident.