

**Manchester City Council /Manchester Local Care Organisation  
Role Profile**

**Assistant Director Level - Band SS3**

**Reports to: Director of Adult Social Care Operations**

Detailed below are the core competencies expected from those applying for the role of Assistant Director. Additionally, there is an overview of what the role will cover.

**Responsibilities**

The role will be responsible for providing strategic management to Adult Social Care Services, to ensure that the social care needs of citizens are met.

The role will cover responsibility for the following:

- Delivery assessments and reviews across specialist service areas
- Oversight of safeguarding statutory responsibilities across specialist service areas
- Transformation and ongoing change and innovation
- Delivery of the specialist complex needs service, including:
  - Learning disability services
  - Mental health services
  - Substance misuse services
  - Entrenched rough sleeper teams
  - Sensory services
  - Lead for personalisation and direct payments
  - No recourse to public funds
  - Emergency duty services and AMHP functions
- Safe transfer of care from hospital
- Supporting wider system change and integration where appropriate

The role will be required to ensure multi-disciplinary working is embedded in all services we deliver, in a productive and successful way. This will require strong relationships with all Health partners to ensure that person-centred approaches are understood, valued, and embedded through the Manchester Local Care Organisation.

The role is expected to ensure that integration is progressing and delivering outcomes in line with the Manchester Locality Plan: Our Healthier Manchester, and the Our Manchester Strategy.

**Key Role Descriptors**

This senior management role will provide strategic leadership and management to the above service areas. This role will support the development of innovative commissioning alongside commissioner colleagues to develop person centred, outcome-focused services across a broad range of service areas ensuring

consistency and integrated thinking.

The role holder will establish new ways of working which focus on outcomes for Manchester Communities and drive continuous improvement in the delivery of services, and the professional development of employees.

Shows passion for Manchester throughout their work, and in their behaviour, championing Manchester in everything they do.

The role holder will develop greater coordinated working, across services, partners, and communities through relationships with key stakeholders and by listening and engaging with people to deliver improved services.

Manage employees and budgets successfully ensuring service needs and resource levels are identified and met.

Ensure statutory regulations are met to safeguard the organisation and the population of Manchester.

Lead responsibility for advising elected Members, Committees, services and other stakeholders from public, private and voluntary sectors, on matters relating to their service area.

Foster commitment, talent, and fresh thinking, challenging yourself and others, and take responsibility for your own development and promoting continuous learning.

Through personal example, open commitment, and clear action, ensure diversity is positively valued, resulting in equal access and treatment, in employment, service delivery and communications.

**Where the role holder is disabled, every effort will be made to supply all necessary aids, adaptations, or equipment, to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.**

## Behaviours, skills, and technical requirements

### Our Manchester Behaviours

- We work together and trust each other
- We are proud and passionate about Manchester
- We take time to listen and understand
- We own it and aren't afraid to try new things
- We show that we value our differences and treat people fairly

### Generic Skills

- **Communication on Skills:** Speaks fluently and writes articulately, expresses opinions, information, and key points of an argument clearly, makes presentations and undertakes public speaking with skill and confidence; responds quickly to the needs of an audience and to their reactions and feedback; projects credibility.
- **Analytical Skills:** Application of strong analytical reasoning skills, and intellectual focus, taking in the wider external and internal environments. Proactively think through problems, rather than following a procedure driven approach.
- **Planning and Organising:** Sets clearly defined objectives; plans activities and projects well in advance and takes account of changing circumstances; identifies and organises resources and manages time effectively monitoring performance against milestones and deadlines.
- **Problem Solving and Decision Making:** Uses creative ability to find solutions and whilst considering policy and procedure, is also confident in adopting (and justifying) novel or non-standard approaches.
- **Creative Skills:** Thinks creatively to plan and examine potential business processes and operating models and to develop a range of creative and original solutions that meet the strategic needs of the business.
- **Strategic Thinking:** Demonstrates a high level of political awareness and links strategies for continuous improvement with the drive to achieve national, corporate, and departmental standards and goals.
- **Financial Management:** Excellent financial management skills to develop short-, medium- and long-term financial plans with an ability to budget proactively with large, high-risk, or volatile elements being identified and cross-referenced to operational activity.
- **People Management:** The ability to manage a complex range of service areas within a large and significant department and multiple priorities with confidence. Key to success includes being able to maintain focus

and objectively under various conditions and skill in managing and maintaining a multi-priority workload, progressing various strategies and plans over the long term, concurrently with an ability to maintain sound judgement under competing priorities and pressure.

#### **Technical requirements (role specific)**

- Possession of a professional Social Work qualification.
- Registration with social Work England, and continuous professional development in order to maintain registration with SWE.

