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# APPLICATION PACK

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**REFERENCE NUMBER: ERN02500**

**ADVERTISING: EXTERNAL**

**HEALTH & SOCIAL CARE PARTNERSHIP**

**JOB TITLE:  
HEAD OF RECOVERY & INTENSIVE SERVICES**

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This Application Pack should contain all the information you require to complete your application.

# ADVERTISEMENT



<b>JOB TITLE:</b>	Head of Recovery & Intensive Services
<b>JOB STATUS:</b>	Full Time
<b>DURATION:</b>	Permanent
<b>NUMBER OF VACANCIES:</b>	1
<b>GRADE:</b>	Head of Service
<b>ANNUAL SALARY:</b>	£84,977 per annum
<b>HOURS PER WEEK:</b>	35
<b>LOCATION:</b>	Eastwood Health & Care Centre

East Renfrewshire Health and Social Care Partnership is at the leading edge of integrated public services in Scotland, with a proven track record of successfully bringing together health and social care services.

We are looking for an experienced, visionary and successful individual to lead a team of dedicated health and social care professionals to deliver person centred, outcome focussed and efficient services. With relevant experience in public services and social work qualified, you will have a clear understanding of national policy developments and legislation. You will have a professional leadership role for social work practice and quality in adult services as well as a general management role.

Responsible for intensive services, including care at home and our residential care home, mental health and addictions, you will demonstrate a commitment to developing integrated services and working in partnership with GPs, third sector and community groups.

You will be committed to empowering individuals, families and communities to find their own solutions; passionate about the development of self-directed support and skilled in leading change and service re-design. You will also be a skilled communicator and have significant experience in managing budgets.

Employees with a contract of employment for 3 months or more are automatically included in our Local Government Pension Scheme which is a career average scheme. Pension contribution rates are based on a tiered system determined by your annual full time equivalent pensionable pay. For example for those earning up to and including £21,800 the contribution rate you pay is 5.5% of your salary. The council pays the rest of the cost of providing your benefits. This amount varies but it's always enough to make sure your pension can be paid and will be at least 19.3% of your pay. In addition you get tax relief on your contributions - the tax you pay on your salary is calculated after your pension contributions are deducted.

Other main pension benefits include a pension that increases each year in line with price inflation and the ability to exchange some of your pension to provide a tax free lump sum. Further details can be found in the attached document General Information for Applicants or via the Strathclyde Pension Fund website [www.spfo.org.uk](http://www.spfo.org.uk).

Please note this is a politically restricted post.

The post holder will be subject to a Disclosure Scotland check

**Employee personal data is required to be collected by the Council in order to carry out its duties as an employer under the employee/employer contract.**

**Please note that as part of the recruitment process for this post East Renfrewshire Council have worked in conjunction with 'Aspen People', a recruitment consultation company, and therefore candidate application forms will be shared between East Renfrewshire Council and Aspen People for this purpose only.**

**If you require clarification on this please contact us on [hrdirect@eastrenfrewshire.gov.uk](mailto:hrdirect@eastrenfrewshire.gov.uk) or to access the councils privacy notices, please visit [www.eastrenfrewshire.gov.uk/privacy](http://www.eastrenfrewshire.gov.uk/privacy)**

**Closing date for applications: midnight on Sunday 8 March 2020**

**Shortleet date: 11 March 2020**

**Assessment Centre Date: 18 March 2020**

**Interview date: 27 March 2020**

If you would like an informal discussion about the post, please contact Julie Murray, Chief Officer on 0141 4510746, and/or Catriona Mackie, Aspen 0141 212 7555.

## **Disability Confident**

If a disabled applicant can clearly show in their application that they meet the essential criteria for the job (as shown in the person specification) they will be given the opportunity to demonstrate their abilities at interview.

## **Communication**

As you are applying for this post on-line you will receive an automatic e-mail receipt once you have submitted your form.

You should also note that all communication will be sent electronically to the email address you provide on your form. This can include the following:

- Email notification advising of outcome of shortlisting
- Invite to interview email
- Conditional offer email
- Full employment contract

Given the nature of the correspondence you should ensure that the email address you provide is secure and relevant (i.e. not public or work related if possible)

# JOB DESCRIPTION



## Health and Social Care Partnership

**Division/Section:** Directorate

**Job Title:** Head of Recovery and Intensive Services

**Responsible to:** Chief Officer, Health and Social Care Partnership

**Grade:** Head of Service

**Date Revised:** December 2019

### Principal Functions:

To provide vision, leadership and have operational responsibility for the delivery and development of Intensive and Recovery Services.

To provide professional leadership, governance and quality assurance for adult social work and social care services, with professional oversight from the Chief Social Work Officer (CSWO) To deputise for the CSWO in their absence.

### Main Duties:

To ensure development of and operational delivery of social care Intensive Services comprising of Care at Home and Responder Services, Residential and Day Services for Older Adults and Out of Hours Services.

To ensure development of and operational delivery of social work and health Recovery Services including Adult Mental Health and Addictions services.

To lead the development and implementation of service redesign to improve services under the remit.

Ensure the development of a robust data set across the service and that quality assured processes are embedded across Adult Health and Social Care Services

To assume lead responsibility for data relating to social work and social care within Adult Health and Social Care, ensuring robust governance of care first and other systems relating to social work and social care.

Represent the HSCP at external planning and programme meetings and ensure HSCP service redesign and implementation meets agreed system wide requirements and local needs.

Ensure financial planning for all areas of responsibility and deliver on financial targets to achieving financial balance at year-end ensuring expenditure is managed in accordance with the required financial and contractual procedures.

Develop workforce plans contributing to wider HSCP, Council and NHS workforce planning that consider risk and ensure service sustainability, quality and safety.

Ensure that significant case reviews / significant clinical incident reviews are undertaken into all critical incidents whether resulting in, or which may have resulted in, death or serious harm.

Ensure the implementation of risk management arrangements and procedure.

Ensure the implementation of clinical and care governance arrangements and disseminate lessons learned from recommendations as identified from local processes and other scrutiny organisations.

Responsible for workforce development, ensuring safe recruitment practice, professional registrations and developments, managing poor performance and promoting continuous learning and development for staff within service areas.

Lead service and improvement planning that deliver strategic priorities, performance and savings targets, consider and manage risk and ensure service quality and safety.

Oversee redesign programmes including Intermediate Care, Urgent Care / Out of Hours and Care at Home ensuring compliance with reporting and governance requirements.

Oversee emergency and contingency planning and response for service area, and be key contributor to wider Winter Planning. Ensure appropriate on call and emergency cover. This may require participation in on call rota.

Contribute to strategic planning and commissioning, developing strong and effective partnerships with partner providers.

Ensure that all registered services meet registration requirements and standards.

To be a key member of the HSCP, Council and NHS Senior Management teams.

To ensure the delivery of high quality services which meet the required standards of practice and governance, ensuring the delivery of person-centred and outcome focussed planning.

To manage services within required legislative, policy and performance frameworks, with particular reference to Local Authority and NHS standing orders and financial regulations.

To promote professional and personal development for staff, ensuring that effective performance management arrangements are in place which provide learning and development opportunities and support motivation.

To undertake such other duties as may be required by the Chief Officer.

# PERSON SPECIFICATION



<p><b>POST OF:</b> Head of Recovery and Intensive Services</p> <p><b>GRADE:</b> Head of Service</p>	<p><b>DEPARTMENT:</b> Recovery and Intensive Services</p>		
ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<p><b>QUALIFICATIONS</b></p> <p>Relevant social work qualification (i.e. DipSW, CSS, CQSW or equivalent)</p> <p>Educated to degree level</p> <p>Recognised management or leadership accreditation / qualification</p> <p>Registered with Scottish Social Services Council</p>	<p>✓</p> <p>✓</p> <p></p> <p>✓</p>	<p></p> <p></p> <p>✓</p> <p></p>	<p>Application Form</p>
<p><b>RELEVANT WORK/OTHER EXPERIENCE</b></p> <p>Considerable experience at senior level in a complex organisation</p> <p>Considerable experience in the field of social work, in particular adult services and social care</p> <p>Comprehensive experience of managing, planning and developing services at a senior level and interpreting complex functional and budgetary information.</p> <p>Comprehensive experience of leading integrated health and social care services</p> <p>Proven track record in promoting, leading and managing change</p> <p>Experience of formulating policy on complex issues</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p>	<p>Application Form/ Presentation/ Interview</p>

Ability to demonstrate comprehensive knowledge of statutory responsibilities, relevant legislation and national developments within the public sector	✓		
<b>SKILLS AND ABILITIES</b>			
Highly developed literacy and numeracy and presentational skills	✓		Application Form/ Presentation/ Interview
Transformational leadership skills	✓		
Knowledge of specific legislation affecting local government/NHS	✓		
Proven abilities to work as part of a team and in partnership with other agencies	✓		
Highly developed negotiating and influencing skills	✓		
Highly developed conflict management skills	✓		
Ability to demonstrate a focus on outcomes	✓		
<b>LEADERSHIP COMPETENCIES</b>			
Acts in a politically sensitive manner, showing respect for a diversity of opinions and needs.	✓		Presentation/ Interview
Delivers professional impact through clear prioritization, effective delegation and timeous delivery of strategic priorities.	✓		
Maintains a calm and positive attitude under pressure and during times of conflict.	✓		
Begins with the end in mind, focusing on solutions that move the HSCP forward.	✓		
Inspires others to understand and buy into the organisational vision.	✓		
Leads a motivating performance culture that achieves improved outcomes.	✓		
Empowers others to be innovative and make decisions.	✓		



<p>Encourages open conversation, idea sharing and constructive challenge.</p> <p>Put the customer at the heart of everything we do.</p> <p>Working together to achieve shared objectives and best value for the HSCP.</p> <p><b>ADDITIONAL JOB REQUIREMENTS</b></p> <p><b>May be required to work out of hours as required.</b></p>	<p>✓</p> <p>✓</p> <p>✓</p>		
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