SEFTON METROPOLITAN COUNCIL

**JOB DESCRIPTION**

Department: Adult Social Care Location: Magdalen House

Post: Service Manager - Integrated Social Care and Health

Grade: HAY 6 Post No. 19911

Responsible to: Assistant Director Adult Social Care and Health

Responsible for: No direct reports

# CONTEXT

The Service Manager, Integrated Social Care and Health, will have responsibility for driving change and delivering more effective outcomes for residents of all ages in meeting their health and social care needs. The post-holder will provide support to the Assistant Director for Adult Social Care and Health to provide strategic leadership on delivering on our commitment to integrated working. A key part of the role will be to develop policies and provide options for change as well as develop pooled budgets and integration with the NHS Cheshire and Merseyside Integrated Care Board – Sefton Place and integrated operational practices with the NHS and partners.

The post-holder will be working on a range of complex strategic issues and be able to work within a rapidly changing national and local landscape. The task is to develop local arrangements which translate into better outcomes for local people.

The post-holder will, through dynamic and effective leadership, direct and lead cross boundary working so as to provide the most effective services and best outcomes possible for Sefton residents.

## JOB PURPOSE

* To support the Assistant Director for Adult Social Care and Health with the pooling of budgets and integration with the NHS Cheshire and Merseyside Integrated Care Board – Sefton Place (NHS Place Team) and to develop integrated operational policies and practices with NHS and partners, across all age groups.
* To represent Sefton and work to reform Health and Social Care including transformational change programs across the acute sector, primary care, mental health and support public health.

## MAIN DUTIES

1. To work collaboratively building constructive relationships between people and partners around a shared set of aims, values, expectations and deliverables.
2. To provide clear leadership for the HWBB and BCF programme and support to translate the vision into operational reality that delivers integrated health and social care in Sefton.
3. To be a full member of the Executive Board of the HWBB and ensure strategic service delivery and alignment of commissioning activities.
4. To work effectively with non-executive leadership of the partner organizations, i.e., NHS Place Team, NHS organisations and elected members in Sefton.
5. To ensure full engagement and to support collaboration by providers.
6. To ensure developments progressed are in line with principles agreed with partners with regards to leadership, governance and commissioning of health and social care.
7. To have a key role in supporting the work of the Health and Wellbeing Board, as well as providing professional advice to members of the Board, Executive Members of the Council and members of the NHS Place Team.
8. Ensure public engagement and co-production in the planning of new policies and in developing, considering and making decisions on any proposals for changes that would have an impact on service delivery on the range of health and social services.
9. Monitor and influence the range of budgets / resources made available to the services to ensure that resources are deployed to best effect, provide value for money, are well monitored and controlled and that services are managed within budget.
10. Personal commitment to continuous self-development and service improvement
11. 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.

See Person Specification.

### SPECIAL CONDITIONS

1. Requirement to work flexible hours and provide out of hours advice as necessary
2. Flexibility to attend meetings which are held in the evenings and at venues throughout the Borough and outside the Borough
3. Prepared to relocate offices within the Borough if necessary

# GENERAL

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.

 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.

 All staff are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

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 post holder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

Undertake, and participate in training, coaching and development activities, as appropriate.

**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.

Prepared by: Assistant Director, Adult Social Care and Health

Date: April 2024