

Job Description

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the job.

Job Title:	Head of Adult Social Care		
Job Family:	Adult Social Care	Salary Grade:	8 + MFS
Service:	Children and Adults		
Political Restriction:	n/a		
Primary work location(s):	Park House, St Mary's		
Working hours:	37 hours per week	Standby duties:	Out of hours contact or duty in an emergency. Including occasional weekend or evening
Working pattern	Monday – Friday, 09:00 – 17:00, 30 mins lunchbreak		
Managed by:	Director of Adults and Children (DASS and DCS)		
Line manager for:	All staff working in Adult Social Care and any other members of staff as appropriate		
Financial accountability	Act as budget holder for the operational budget within the responsibilities of the role. Be responsible for reporting, forecasting, preparing, monitoring and controlling assigned budget. Also responsible for developing business cases, applications for grant funding etc in order to maximize resources for the effective delivery of services across the Isles of Scilly		
Date last reviewed:	2025		
Approved by (Director):			

Role Purpose:

The post holder will provide senior level leadership to the Adults and Children directorate to ensure the delivery of an integrated, evidence-based social care service that promotes the welfare of the communities and protects vulnerable people from harm. The post holder will contribute to a multi-disciplinary team that delivers positive outcomes in the lives of service users.

The post holder lead a small team to instil a culture of excellence and to promote best practice in Adult Social Care in partnership with others. The post holder will champion personalised social care planning to make sure the Authority gets the best possible outcomes across a variety of cases, supervising and supporting staff to help them work to the very highest standards and to ensure the requirements of Making Safeguarding

Personal (MSP) are followed. The post holder will ensure that care placements and pathways for Adults are of the highest possible standards and achieve positive outcomes. The post holder supervises a small team in order that there are safe, legal and well evidenced conclusions in relation to social care and are fully compliant with the requirements of the Care Act (2014).

The post holder will also provide strategic oversight of workforce development within Adult Social Care, ensuring the service attracts, retains, and develops a skilled and resilient workforce. This includes identifying and addressing recruitment and retention challenges, fostering a culture of continuous professional development, and working collaboratively with HR and external partners to implement innovative solutions that support staff wellbeing and career progression.

Day to day duties include:

- Overseeing and determining the allocation of work
- Quality assuring and decision-making aspects of case work across the team
- Ensuring rigorous performance management and undertaking regular case file audits of work undertaken
- Providing consultation and advice to other team members in relation to aspects of case work and to colleagues across the Children and Adults Directorate and the Council and its partners.
- Chairing Adult safeguarding case conferences and Best Interest Meetings and other such operational duties as required.
- Embedding personalisation into all care planning so that services users achieve the best possible outcomes.
- Contribution to meaningful engagement with partner agencies in the area of Adult Social Care, including around training, participation in multi-agency forums and in address of issues emerging through case work.
- Contribution to strategic and operational developments related to the establishment and sustenance of excellent practice across the service area.
- Commission and management of contracts for additional social work services, such as Best Interest Assessors, enhanced physio and advocacy
- Taking responsibility for ensuring that Adult's Social Care practice is up to date and that policies and procedures are in place and regularly reviewed. The post holder will develop good knowledge of local resources and the needs of the community on the Isles of Scilly.
- Provide monitoring and oversight of CQC registered services to maintain quality governance within these services.
- Support the CQC registered services manager to develop and implement improvement actions plans resulting from audit and inspection.

Accountabilities:

The post holder will be responsible to the Director of Children and Adults who will hold the statutory duties of the DASS but who will work closely and collaboratively with the postholder to ensure an effective adult social care service to the communities on the Islands of Scilly.

The post holder has management and supervision responsibilities for the Adult

Social Care staff

The post holder will also have strategic oversight for the implementation of safeguarding policies and procedures for the Isles of Scilly.

The post holder will have strategic oversight for Adult social care policy, working with the Director of Children and Adults, ensuring that legislation and best practice is translated into policy and procedure for the department.

The post holder will deputise for the DASS at key meetings both on the islands and on the mainland including the Cornwall and Isles of Scilly SAB.

The post holder will manage and supervise complex casework within a challenging and often fluid environment with all the inherent demands of working in the smallest Council in England, with the highest proportion of older people.

Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within the Council's Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. driving own private vehicle or CIOS vehicle)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/ repetitive bending / squatting / kneeling / crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Working on/ or near a road
<input type="checkbox"/> Manual cleaning/ domestic duties	<input type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Continual telephone use
<input type="checkbox"/> Work with children or vulnerable adults	<input type="checkbox"/> Provision of personal care on a regular basis
<input type="checkbox"/> Working with challenging behaviours	<input type="checkbox"/> Potential exposure to blood or bodily fluids
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Face-to-face contact with the general public
<input type="checkbox"/> Regular work with skin irritants/ allergens	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work requiring hearing protection (exposure to high noise levels)
<input type="checkbox"/> Work with waste, refuse	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Other (please specify):	

Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job. Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Knowledge, skills and experience	Essential /desirable	Assessment Method
Recognised qualification in Adult Social Work with current HCPC registration	Essential	A
Thorough and up to date understanding of the legislative, procedural and research base underpinning Adult Social Care and the appropriate assessment of clients and carers	Essential	I
Extensive knowledge of issues prevalent in cases necessitating the protection of adults from harm	Essential	I
Ability to identify indicators of risk and carry out effective risk assessment.	Essential	T
Excellent communication skills providing the ability to effectively engage with a range of individuals, including client, their families and carers, colleagues and Managers the authority and across agencies.	Essential	P/I
Excellent written skills providing the ability to produce professional reports which clearly articulate and evidence issues for vulnerable adults and their carers	Essential	A/P
Ability to present and disseminate information to support learning and development in social care staff and staff of partner agencies	Essential	A/P
Significant experience in improving and developing services	Essential	A/I
Significant experience in critical reflection, challenge and evidence-informed decision making in complex situations and the support of others in developing these capabilities and finding their own solutions	Essential	I
Proven track record in dealing with a range of Adult Social Care issues	Essential	A/I
Proven track record in multi-agency working and information governance	Essential	A
Experience of implementing legislation	Essential	A

Experience of developing strategies, policies and procedures	Essential	A/I
Strong understanding of health landscape in Cornwall and the Isles of Scilly and the priorities for improving health service delivery on the islands	Essential	A
Ability to chair and co-ordinate meetings	Essential	A/P
Ability to use information technology, write reports and provide performance data	Essential	A/P
Track record in managing care services that meet CQC requirements and providing evidence to CQC	Essential	A
Post qualifying experience/Management qualification	Desirable	A
Experience in workforce development and addressing recruitment and retention challenges in social care	Essential	A/I

Behaviours/values	Essential /desirable	Assessment Method

Other requirements	Essential /desirable	Assessment Method

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