

Head of Mental Health



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| Grade: | Local Managerial Grade 5 £66,809-£72,828 |
| Department: | Adult Social Care and Health |
| Location: | Countywide |
| Responsible to: | Assistant Director, Operations |

We are looking to recruit an experienced and professionally qualified individual to lead a range of specialist operational teams within our Adult Social Care & Health Department. This is an exciting opportunity to really make a difference to the lives of vulnerable people in East Sussex in some of our most important service areas, such as:

- Working age and older people's mental health social work.
- AMHP
- Emergency Duty Service (Out of Hours)
- DoLS
- Substance Misuse

This position would be well suited to somebody with a strong background in mental health social work and management, in particular somebody who has an excellent understanding of the relevant legislation and its application in an operational setting.

The right candidate will be an experienced manager with demonstrable experience of partnership and collaborative working. We have established partnership arrangements with our local Health colleagues, our key objectives and aims for our communities are set out in the Sussex Health and Care Partnership Plan. The successful post holder will continue to build on this relationships and ensure that collectively, we all work towards meeting the health and social care needs of our most vulnerable adults.

You would be joining a dedicated and experienced management team and an organisation that strives to deliver excellent outcomes. We know the current climate is tough but so are we and we need great people working with us to continue to secure high quality outcomes for the people of East Sussex.

If you are passionate about making a difference and if you think you have what it takes to lead and develop high quality mental health services, we want to hear from you.

For work that makes a difference



About East Sussex County Council

East Sussex County Council has a strong reputation as a well led and well managed council, with positive feedback from external inspections and reviews. The Council employs approximately 4,400 people in its corporate departments, and approximately 5,900 people in its maintained schools.

The Council provides services used by all residents in East Sussex, including care and support to children, families and adults; maintaining the roads and providing library services; and working to boost the local economy. We have a long-term track record for delivery, producing excellent results for the public. The Council has four overarching priority outcomes: driving sustainable economic growth; keeping vulnerable people safe; helping people help themselves; and making best use of resources now and for the future.

Despite the severe funding restrictions affecting all local authorities, we have maintained our position as a well-run and high-performing council. We have met the unprecedented challenges of the Coronavirus, continuing to provide vital services to our local communities, and we will have a critical role to play, working with our local partners, in the recovery from the pandemic. We have been democratic, open and honest in determining the best quality services we can provide, within available resources.

Further information about our key plans and strategies and the County of East Sussex can be found on our website via the links below:

[Your Council](#)
[The East Sussex Community](#)

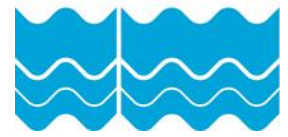
Organisational context

Along with all other council services, the Adult Social Care and Health Department is actively involved in working as One Council delivering quality services within a reduced budget.

We take a whole system approach to improving outcomes for adults and older people with partnership working at its heart. Strong relationships and structures for joint and integrated working locally with the NHS are used to plan, commission and deliver health and care services across the County and we play an active system leadership role with NHS partners within the Sussex Integrated Care System at both Sussex wide and East Sussex levels. We work with district and borough housing departments and with a wide range of voluntary and community organisations to promote effective support for vulnerable adults and older people.

The last year has seen four White Papers , each of which will have a significant impact on the shape of the service, how services are provided and who they are provided to. We are entering an exciting and challenging period of significant change and development in order to respond effectively and efficiently to the requirements of the White Papers at the same time as maintaining our existing high quality service provision.

We are looking for an individual who leads authentically and can motivate and support the skilled and dedicated teams delivering key services and support to both vulnerable adults, fellow professionals and colleagues. They need to have an eye for innovation and be able to drive forward our Digital Strategy, embrace the change and transformation created by the White Papers and also be an effective team player with all of our partner agencies, especially as they will have a key role in managing and maintaining the Council's relationships with the voluntary, community and social enterprise sectors.



EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

Job Title: Head of Service (Mental Health)

Department: Adult Social Care

Grade: LMG 5

Responsible to: Assistant Director, Operations

Responsible for:

Purpose of the Role:

Responsible for the operational and strategic management of an identified Departmental service area in the county with direct line management responsibility for Operations Managers and Administrative managers, including statutory responsibilities on behalf of East Sussex CC, budget management, performance management, continuous service improvement and significantly contributing to planning the future and managing change.

Key tasks:

1. Achieve an efficient and effective delivery of service through the management of people, taking responsibility for the formal operation of the County Council's policies and procedures on personnel and related matters, e.g. recruitment, grievance, disciplinary, etc.
2. Take direct line management responsibility for the designated service budget ensuring the achievement of the annual budget target.
3. Have responsibility for the achievement of Departmental performance targets, personal business targets, and for providing a clear and regular account of service performance to Operational Management Team, Departmental Management Team, Adult Social Care Scrutiny Committee, etc.
4. Ensure the discharge of duties and responsibilities within statutory and Departmental requirements for the Mental Health act (including Approved Mental Health Act Professionals) and Deprivation of Liberty Safeguards (DoLS).
5. Contribute to the achievement of Corporate, Departmental and Divisional policies through full membership of the Divisional Management Team.
6. Ensure the efficient and effective delivery of quality services for individuals within the designated area of service, making innovations and improvements and keeping ahead of a changing agenda.
7. Lead the process for the operational implementation of processes and mechanisms to meet the requirements of personalisation and self-directed support.

8. Make a significant contribution to planning the future, the development of strategic plans and change management.
9. Ensure that operational practice is promoted in line with strategic developments in order to maintain quality standards and value for money.
10. Be responsible for the implementation of the complaints procedure within the Departmental guidelines.
11. Undertake continuous service improvement, utilising Best Value principles.
12. Establish and develop effective links with other key organisations and partners in the community, promoting the principles of joint working and partnership.
13. Co-ordinate the development of staff and their effectiveness through training and regular supervision.
14. Represent the Department within local and national media in order to address relevant issues of local interest.
15. Be responsible for practising the management culture of East Sussex, encouraging new ideas and praising success.
16. Brief Department Management Team on problems needing resolution and highlight service achievements.
17. Ensure that the Performance Management Scheme is fully implemented throughout the service managed.
18. Ensure that Investors in People standards are maintained and developed throughout the service managed.
19. To provide management support to Departmental out of hours service and where appropriate, participate with others on a rota.
20. Assist as required in implementing the Department's Emergency Plan in the event of a major incident, which will include responding and providing a home telephone number.
21. To undertake any other duties as many reasonably fall within the purview of the post, as required by the manager/supervisor, ensuring that all duties undertaken are done so in accordance with departmental policies, practices, procedures and standards, including Equal Opportunities/Anti-Discriminatory practice.

Head of Service (Mental Health)

In addition to the generic duties as described in the job description, the Head of Operations (Mental Health) will have the following specific responsibilities:

- Overall management of Mental Health working age and older people's services and leadership of the Mental Health Management Team.
- Management of the Emergency Duty Service County wide
- Management and governance of the AMHP service
- Management and governance of the DoLS service
- Authoriser of ESCC DoLS applications.
- Ensuring that effective supervision is provided in line with the Council's supervision Policy is provided to mental health social care staff seconded to the Sussex Partnership Foundation Trust.
- Promotion and progress of the mental health services together with commissioners and through liaison with Members, trade unions, Departmental colleagues, CQC etc.
- Working closely and in partnership with the Sussex Partnership Foundation Trust, Primary Care Trusts and Hospitals Trust and relevant Voluntary Organisations and Carers and Service user run services and networks to achieve effective joint working, synergy and efficiency.
- Responding to government guidance and implement government policy as appropriate.
- Ensuring that there is effective interagency partnership.
- Ensuring all Departmental policies are followed - specifically with regard to:
 - Safeguarding Vulnerable Adults
 - Health and safety
 - Quality standards
 - Risk assessment
 - Transport

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

PERSON SPECIFICATION

Essential education and qualifications

- Level 6 Management qualification or willingness to complete Chartered Manager (Level 6) apprenticeship which will be funded by the Council

Essential key skills, abilities, knowledge, experience, values and behaviours

Able to demonstrate a high level of competence in:

- Political awareness.
- Identifying service needs and directing resources appropriately.
- Translating local and national policy into practice.
- Implementation/ development of new service initiatives.
- Interagency/partnership working.
- Financial management and effective leadership.
- Effective verbal and written communication skills.
- Ability to produce clear and concise reports.
- Negotiation and influencing skills.
- Public representation.
- Performance management.
- Flexible and practical problem solving skills.
- Staff supervision and management, team motivation and team building.
- Chairing meetings.
- Interpreting legislation in difficult and complex cases.
- Evidence of effective planning for change Identifying and achieving outcomes.

Able to demonstrate a knowledge of the following areas:

- Statutory responsibilities and Departmental policies and procedures in relation to specific service area.

- Relevant legislation and case law e.g. NHS and Community Care Act, Mental Health Act.
- Mental Capacity Act.
- Care Act.
- Safeguarding Vulnerable Adults systems, policies and procedures.
- Corporate functions and working arrangements within the Adult Social Care Department.
- Inter-relationship between Adult Social Care, Health and other Partners.

Able to demonstrate experience in the following areas:

- Significant Adult Social Care managerial experience.
- Experience of working in the Mental health services.
- Strategic service planning.
- Budgetary control.
- The management of change.

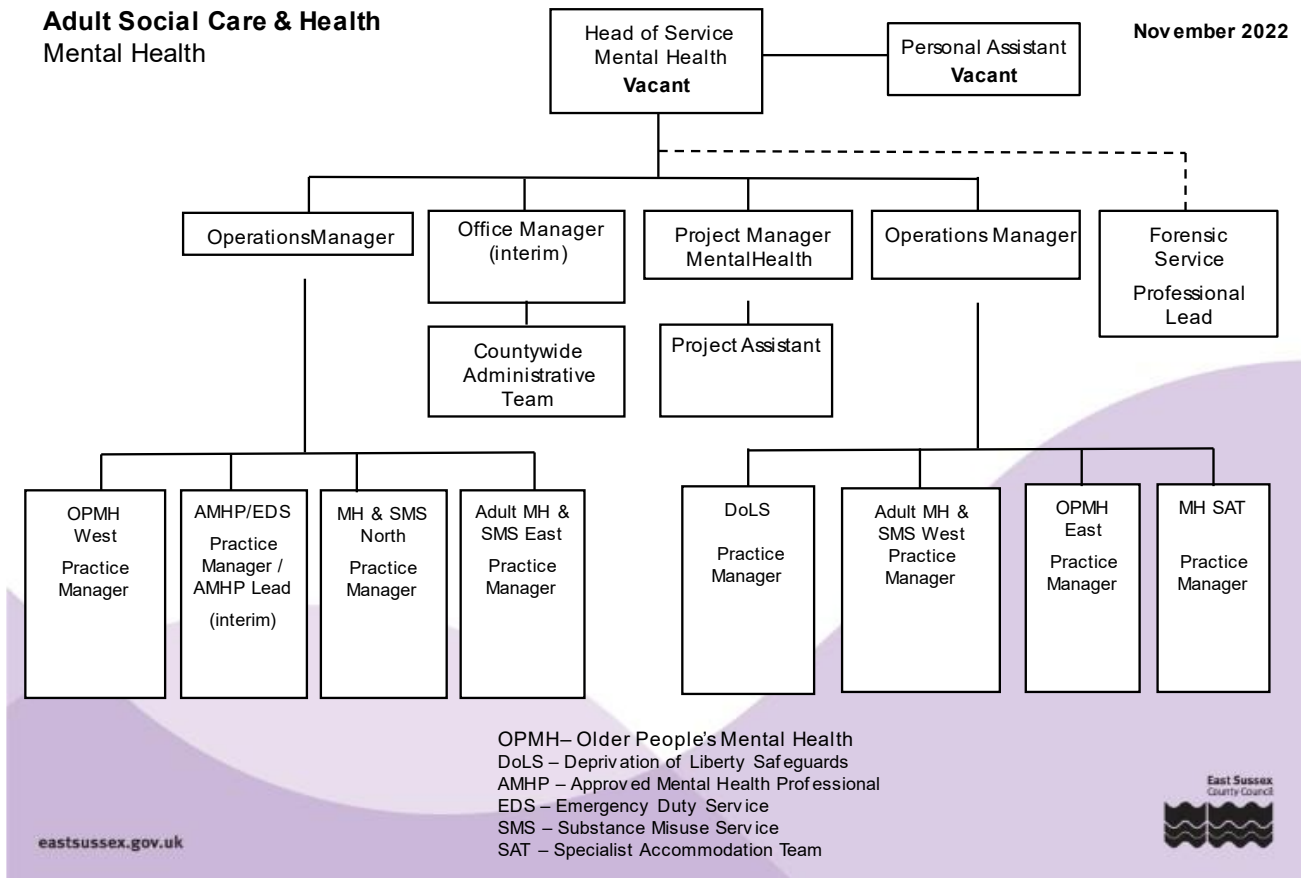
Personal attributes:

- A commitment to equal opportunities and anti-discriminatory practice.
- An ability to work constructively with colleagues, both internal and external.
- Diplomatic, innovative, decisive, change orientated, self-motivated, team worker.
- Ability to make decisions when dealing with constant and conflicting demands on time.

Desirable qualifications, key skills, abilities, knowledge, experience, values and behaviours

- Current or former warranted AMHP/ASW.
- Best Interest Assessor.
- Experience of interagency working with health colleagues.

Structure chart



Additional benefits

The Council offers a comprehensive range of staff benefits including:

- Minimum annual leave entitlement of 26-29 days per year depending on length of service, plus two extra-statutory days.
- Access to an online staff benefits portal, containing various offers and discounts from major retailers and service providers.
- Vehicle, bicycle, rental deposit and season ticket loan scheme.
- A variety of initiatives to support staff wellbeing.
- Enhanced maternity pay.
- Access to health cash plans at a corporate rate.
- Access to the Dell and Microsoft Home Use programmes, as well as the O2 open scheme.
- Access to salary deducted savings and loans via credit unions and Salary Finance, plus access to a Give as You Earn scheme.
- A range of support for remote and flexible working.
- An additional leave purchase scheme.
- Access to a car leasing scheme.
- Reimbursement for professional registration where this is a requirement of the role.
- Access to the Local Government Pension scheme, which offers an excellent range of benefits, including a career average pension when you retire. You can find out more on the [East Sussex Pension Fund website](#).

The County of East Sussex

East Sussex is a great place to live and work. Not only is the countryside beautiful and largely unspoilt, but our coastlines, towns and villages are vibrant and inviting. We have strong, local communities and we are working closely with them to improve their quality of life.

Located on the south coast of England we have a mild and, on average, sunnier climate than much of the rest of the UK, beautiful coastline and a number of coastal towns and villages including Eastbourne, Bexhill, Hastings, Seaford, Newhaven and Peacehaven.

Prior to the creation of Britain's newest national park - the South Downs National Park which became operational in 2011 - two-thirds of East Sussex was designated an Area of Outstanding Natural Beauty (AONB), including the Sussex Downs, Ashdown Forest and the High Weald AONB. Inland there are many picturesque villages and towns such as Lewes, Rye and Battle. There are numerous and significant historic sites of interest to visit across the County, including the site of the 1066 Battle of Hastings.

Our economy comprises a large number of small businesses and is mainly service based consisting of public services, education, financial services and tourism. We have a higher than average proportion of residents aged over 65 and 85 and this is set to increase based on current population projections.

East Sussex and the surrounding counties (West Sussex and Kent) offer a variety of urban and rural settings in both coastal and inland locations in which to live. There are many sports, leisure and cultural activities. There are also good schools and public facilities for you and your family to use.

We have a direct link to France with the Newhaven-Dieppe ferry and are approximately an hour's train journey from London. Gatwick is our nearest international airport. There is a variety of housing available, both to rent and buy. Despite the South East being above the national average for house prices, there are many thriving coastal towns that offer good value housing including Eastbourne, Newhaven, Seaford, Bexhill and Hastings, plus inland towns such as Uckfield and Crowborough. Brighton and Lewes are also popular places to live in Sussex and have good transport links to London and the South East.

