

**JOB DESCRIPTION & PERSON SPECIFICATION**

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| <b>Director Area:</b> Adult Care and Community Wellbeing | <b>Job Ref Number:</b> 04156 |
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| <b>Service Area:</b> Adult Care | <b>Grade:</b> G13 |
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**Job Title:** Area Manager

**PURPOSE OF JOB:**

The postholder will provide day-to-day leadership and management oversight for all Adult Care services within a designated area.

They will be responsible for ensuring high-quality social care practice across multiple settings, promoting a culture of continuous improvement, strengths-based working, and outcome-focused delivery.

The role includes ensuring services comply with all relevant legislation, policies, and standards, while also identifying synergies and efficiencies to maximise the impact of resources.

A key part of the role is the development and maintenance of strong, effective partnerships across the locality with Health, housing, commissioners, voluntary and independent sector providers, and local stakeholders.

The postholder will represent the Council in multi-agency and regional settings, contributing to strategic planning and service transformation across the County.

**STRUCTURE CHART:**



| <b>MAIN DUTIES:</b> |  |
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| 1.                  | Provide day-to-day leadership, management and oversight for all adult care services and commissioning functions within a defined area.   |
| 2.                  | Ensure delivery of high-quality, person-centred, strengths-based practice in line with statutory duties, national/local policy, and best practice guidance.                              |
| 3.                  | Work collaboratively with commissioning teams, senior leaders, and external partners to shape and implement service strategies and delivery plans aligned with the Council's priorities. |
| 4.                  | Monitor service delivery and workforce performance against key outcomes, targets and quality standards.  |
| 5.                  | Operate quality assurance frameworks and ensure continuous service improvement.  |
| 6.                  | Contribute to and monitor national and local performance indicators, identifying and implementing value for money initiatives.   |
| 7.                  | Lead, inspire and manage diverse staff teams including Principal Practitioners and Team Managers delivering assessment and support services.   |
| 8.                  | Promote a high-performing, flexible and motivated workforce through effective performance management, coaching, mentoring and talent development.  |
| 9.                  | Identify safe staffing levels and associated HR responsibilities in accordance with policy.  |
| 10.                 | Lead service and business planning activities, setting clear performance targets and aligning workforce capacity with population need and demand forecasting.                            |
| 11.                 | Map local needs and design services accordingly, ensuring the best use of resources to achieve outcomes.   |
| 12.                 | Ensure that budgets are effectively monitored and managed, with a focus on efficiency, effectiveness and sustainability.   |
| 13.                 | Develop and maintain strong working relationships with stakeholders including health, housing, voluntary and independent sector partners.  |
| 14.                 | Actively participate in multi-agency forums and regional networks, representing the Council in external settings.  |
| 15.                 | Support market development, engagement and review with providers to ensure robust and responsive service delivery.   |
| 16.                 | Ensure compliance with all relevant legal, policy, safeguarding and regulatory requirements including adult protection and Care Act duties.  |
| 17.                 | Oversee the function of Best Interests Assessor (BIA) meetings and provide oversight of complex legal liaison, including matters related to the Court of Protection.                     |
| 18.                 | Embed new ways of working across teams, promoting innovation and a strengths-based approach to practice.   |

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| 19. | Act as a role model and change leader, supporting staff to manage uncertainty and positively respond to evolving service demands. |
| 20. | Contribute to corporate programmes and strategic initiatives as part of the Directorate's leadership team.                        |
| 21. | Work flexibly, including participation in an out-of-hours Rota supporting the Emergency Duty Team.                                |
| 22. | Promote the Council's values, equality and diversity objectives, and a culture of excellent customer service.                     |
| 23. | Promote the service internally and externally and contribute to maintaining a positive public image of the County Council.        |

**PERSON SPECIFICATION:**

| Requirements   | Where identified* | Essential | Desirable |
|--|-------------------|-----------|-----------|
| Educated to degree level or equivalent   | A                 | ✓         |           |
| Professional qualification in Social Work, Occupational Therapy, or Nursing                        | A                 | ✓         |           |
| Current HCPC or NMC registration (as appropriate)  | A                 | ✓         |           |
| Management qualification with relevant leadership experience                                       | A                 |           | ✓         |
| Extensive knowledge and experience of working in social care or health settings                    | A/I               | ✓         |           |
| Sound understanding of social care and health legislation, including Continuing Health Care        | A/I               | ✓         |           |
| Detailed knowledge of multi-disciplinary and integrated working within statutory social care teams | A/I               | ✓         |           |
| Demonstrable understanding of personalisation and strengths-based approaches                       | A/I               | ✓         |           |
| Understanding of performance management, quality assurance, and outcome frameworks                 | A/I               | ✓         |           |
| Experience and understanding of commissioning processes  | A/I               | ✓         |           |
| Knowledge of services and frameworks used by health, third sector, and independent sector partners | A/I               | ✓         |           |
| Advanced knowledge in relevant disciplines (e.g. education, law, finance, management)              | A/I               | ✓         |           |
| Demonstrable experience of leading and managing change   | A/I               | ✓         |           |
| Ability to influence and build strong relationships across internal and external stakeholders      | A/I               | ✓         |           |
| Ability to motivate and lead teams through change  | A/I               | ✓         |           |
| Conflict resolution skills   | A/I               | ✓         |           |
| Effective budget and financial systems management  | A/I               | ✓         |           |
| Excellent written, verbal, and presentation communication skills                                   | A/I               | ✓         |           |
| High-level interpersonal skills with the ability to build professional credibility                 | A/I               | ✓         |           |
| Ability to converse at ease and provide advice in accurate spoken English (Fluency Duty)           | I                 | ✓         |           |

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| Excellent organisational skills and ability to manage work using IT systems     | A/I | ✓ |   |
| Awareness of Health and Safety, including Moving & Handling and IOSH principles | A/I |   | ✓ |
| Ability to work with ambiguity and uncertainty, applying professional judgement | A/I | ✓ |   |

\*A = Application form      T = Test/Assessment      I = Interview      P = Presentation

**GENERAL**

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Safeguarding** -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.