**JOB DESCRIPTION**

# **CHILDREN’S SERVICES AND JOINT COMMISSIONING**

**JOB TITLE** HEAD OF SERVICE (SUBSTANCE MISUSE)

**DIVISION** PUBLIC HEALTH

**GRADE** BAND 15

**RESPONSIBLE TO** DIRECTOR OF CHILDREN’S SERVICES

**POST REFERENCE**  SR-107584

## **Purpose of Post**

* As an active member of the Division’s management team, support theDirector of Public Health in implementing the vision, strategic and core values of the Division and provide a clear sense of direction, optimism and purpose across the service.
* Lead the development and implementation of a Substance Misuse Strategy
* To monitor the impact of the strategy and effectiveness of all services
* Lead the delivery and development of the Integrated Substance Misuse Service

## **Key Relationships**

* Clinical Provider
* Director of Public Health
* Public Health team
* Assistant Director, Adult Services
* Assistant Director, Children and Families
* Commissioned providers
* Local NHS: GPs, Clinical Commissioning Group, and hospital sector.
* Healthwatch and members of the Health and Wellbeing Board
* Children and young people receiving support and their families
* Adults receiving support and their families
* Social Care Team Managers (Children and Adults)
* Schools
* Hartlepool and Stockton on Tees Safeguarding Children Partnership
* Tees Safeguarding Adults Board
* Safer Hartlepool Partnership
* Colleagues from partner organisations including those in statutory, voluntary, independent and faith sector;
* Colleagues in other divisions of the department and across the Council.

**Service Remit**

1. Responsible for the provision of Substance Misuse Services (including optimising delivery of services, and ensuring they are undertaken in a responsive, efficient and effective manner) within Children’s Services and Joint Commissioning.

To lead on the development and the integration of the service with partners, providers, clinicians, a multi-disciplinary team, peer mentors and volunteers.

1. Find ways of integrating services within the division to achieve efficiencies and improve quality of service delivery.
2. Manage the service, building a valued, confident, developed, empowered and innovative workforce. Direct and supervise the teams within the function.
3. Manage substance misuse budget as required ensuring adherence to council policies and procedures.
4. Ensure the provision/commissioning of safe, effective and high quality services that are responsive to local need and are provided within a clear quality framework compliant with statutory duties.
5. Ensure employees feel valued and understand their role in achieving the Council’s vision and objectives in a supportive and learning environment which protects and enhances their personal well-being.
6. Work with and influence relevant national and regional organisations, partners and stakeholders in a spirit of partnership and collaboration and develop effective working relationships. Develop links with partner services in order to increase referrals and contacts.
7. Promote and undertake cross organisational team working.
8. Develop and articulate the service vision to ensure its delivery to meet statutory obligations, policy objectives and value for money.
9. Responsible for the long term strategic service planning and delivery, ensuring efficient and effective use of the services available resources (financial, human and physical) and the commitment to improve within a whole systems approach.
10. Responsible for maximising the availability of all funding sources, including gaining external funding to enhance service delivery and continuously striving to reduce service costs.
11. Responsible for the co-ordination of delivery of services, ensuring they are undertaken in a responsive manner.
12. Ensure that synergies are considered across services to ensure maximum effectiveness.
13. Responsible for maximising the extent to which services are delivered directly to the user.
14. Responsible for ensuring the appropriate risk management arrangements for the service are in place.
15. Engage with and develop relationships with elected members, clients and customers.
16. Plan, manage and be accountable for the service business plans and work programmes, ensuring they are effective with specific measurable outcomes.
17. Responsible for maintaining and improving the quality of the service.
18. To lead on and ensure the key performance indicators set for the service are understood and met across the service.
19. To ensure effective performance management through accurate data collection, reporting and analysis. Ensure timely relevant reports are produced.
20. To ensure that all clinical interventions are delivered in line with national guidance, specifically ‘The Orange Guidelines’ Drug Misuse and Dependence UK Guidelines on Clinical Management (2017) and all relevant NICE guidance, advice, quality standards and pathways relating to substance misuse treatment.
21. Lead on initiating and developing policies for the whole service area.
22. Maintain up to date detailed knowledge of legislation and national policy and to ensure both the divisional management team and the service are briefed on changes.
23. Continuously use business process re-engineering to rationalise and reduce bureaucracy and duplication.
24. Ensure equalities and diversity issues are effectively assessed, planned and implemented.
25. Act as a design consultant/change agent working with others to develop innovative solutions to best meet local needs and learning from best practice elsewhere.
26. Provide technical advice and is the principal source of professional advice in relation to the service.

**Specific Duties Relating to the Post**

1. The post holder will be responsible for the development, implementation and review of the Drugs and Alcohol/ Substance Misuse strategy and action plan. Including the implementation of an audit and review process to drive service development and improvement.
2. Ensure all staff job descriptions, personal objectives and personal development plans are up to date and fit for purpose, and comply with human resources policies and standards for recruitment
3. Provide line management to the Team Leaders working in the adult and young people’s HBC substance misuse services.
4. Promote the collaboration and integration of this service with other Council in-house services, co-locating staff where this enhances collaboration.
5. Keep up to date on current evidence and research to inform service design and provide expert opinion in relation to drugs and alcohol to the Director of Public Health and governance arrangements.
6. To work closely with the commissioning team to ensure that any commissioned services are contributing effectively to the strategy.
7. To work with health commissioners and providers to improve collaboration across the system to improve outcomes for young people and adults using drugs and/ or alcohol.
8. To report as required to governance arrangements – Health and Wellbeing Board, Safer Hartlepool Partnership
9. To meet all contractual and national standards for quality, safety, secure data storage and staff health
10. Provide mandatory data returns within specified timescales
11. Manage the drug-related deaths learning process ensuring that effective audit and review is in place
12. Contribute to the Drugs and Alcohol Services Governance Board
13. Contribute to the Drugs and Alcohol Strategic Group (Chaired by Director of Public Health)
14. Coordinate with other agencies, especially criminal justice system, education/skills/employment and the NHS.
15. To contribute to the monitoring and evaluation of the Health and Wellbeing Strategy including the production of progress and analysis reports.
16. Attend national and sub regional meetings as required and as agreed by Director of Public Health
17. Any other duties of a related nature which might be required and allocated by the Director of Public Health.

#### Developments

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**