

**Candidate Information Pack**

Social Care Wales

Assistant Director, Regulation and Deputy Registrar.

Closing Date 10.07.17 (5pm)

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**Welcome**

We are delighted that you are interested in becoming an Assistant Director of Regulation and Deputy Registrar and for Social Care Wales.

We are at a pivotal moment in social care in Wales. We are a new organisation with a new ambition. The new Board is developing its five-year strategic plan, which sets out our aims to meet sector and Ministerial priorities. We have agreed our 3 strategic core functions: Developing the Workforce through qualifications and training, Driving Improvement through research and intelligence and providing Public Confidence through our regulatory role. We are currently consulting on the Strategic Plan and in several specific areas, namely; the regulation of domiciliary care workers, a research strategy and the Care and Support at Home Implementation Plan. A major focus for us over the coming months is to help the domiciliary care workforce prepare for registration from 2018.

As part of the leadership team you will help us move forward our ambition to work with the sector, the workforce and people who receive care and support along with their families and carers to **build confidence in the workforce and drive improvement in social care**

So, if you are an energetic individual, the kind of person who combines leadership with making things happen, if you are ambitious to drive forward Social Care Wales and our strategic aims we look forward to hearing from you!

Sue Evans

Chief Executive Officer

**Who we are and what we do**

Our aim is to make sure people in Wales can rely on a high-quality social care workforce that provides services to fully meet their needs.

We work with people who use care and support services, and organisations to lead improvement in social care.

We:

* set standards for the care and support workforce, making them accountable for their work
* develop the workforce so they have the knowledge and skills to provide the best care and support
* work with others to improve services for areas seen as a priority, such as care and support in people’s homes
* set priorities for research to collect evidence of what works well
* share good practice with the workforce so they can provide the best care
* provide information on care and support for the public, the workforce and other organisations.

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**How we work**

We expect our staff, board members, and anyone who works on our behalf, to behave in a way that demonstrates our values.

**Our values mean we:**

* **respect everyone -** we see people as individuals and treat everyone with dignity and respect.
* **take a professional approach** - we act responsibly and in the right way, holding each other to account.
* **are always learning** – we believe in improving ourselves and supporting others to be the best we can be.
* **involve people** – we encourage and enable everyone to work together.

**We're committed to:**

* being a truly bilingual organisation
* valuing diversity and improving opportunity for all
* involving the people of Wales in how we work
* listening to feedback
* setting high standards of customer service
* publishing and accessing information
* improving our own performance

**Key information about this job**

Role Title and Description

Assistant Director, Regulation and Deputy Registrar.

Social Care Wales wants to ensure that regulation is used to support improvement in the sector through supporting the workforce to practise to the highest standards and providing assurance to the public regarding the quality of the social care workforce.

We currently have an effective regulatory function, but in this role you would oversee the expansion of the register from 12,000 to over 50, 000 individuals by 2022, ensure our fitness to practice investigations can respond to the expanded register and establish a new function for regulation of social care training. This will involve close working with the social care workforce and their employers as well as collaboration with other regulatory bodies such as the Care and Social Services Inspectorate for Wales.

The Assistant Director will oversee the work of:

* + a registration department registering the social care workforce
  + A fitness to practise team investigating concerns raised about the practise of registrants
  + A committee management team co-ordinating a hearings process for fitness to practise cases
  + A regulation of training team quality assuring social work and key social care worker training.

The Assistant Director will report to the Director of Regulation and Intelligence, Deputy Chief Exectutive and Registrar

Who we are looking for

We are looking for someone who can:

* translate strategic plans into operational practise
* apply knowledge of social care or regulatory frameworks on a national basis
* oversee the operation of a growing department and collaborate with a wider leadership team in organisational development and management

Someone who wants the opportunity:

* to step up to a national role
* apply knowledge and experience from a practise role to a national agenda.

Some who can:

* manage and lead the regulatory team – five members of staff reporting directly to you.
* drive and deliver the development and implementation of the business and strategic plan for regulation
* Work in partnership with relevant external bodies in relation to regulatory matters
* collaborate with other leadership team members on management of the organisation.

Skills and competencies

* Strategic planning skills and experience
* Understanding of legal/legislative frameworks and their application
* Good person/management skills
* Ability/capacity to operate at senior levels

Where are we recruiting

This is a national post and we have two office locations:

Southgate House, Wood St, Cardiff CF10 1EW, we are part of a multi occupancy building less than 5 minutes’ walk from Cardiff Central train station.

Unit 19 St Asaph Business Park, Glascoed Rd, St Asaph LL17 0LJ. A smaller office than in Cardiff but benefits greatly from being an open plan, close-nit environment, with the added advantage of on-site parking.

Contract type and grade

This is a permanent position at our C2 grade £43,905 - £52,548

**Key timelines**

**Closing date**: Monday 10 July (mid-day)

**Assessment Centre and Interview**: 18 / 19 July in Cardiff or St Asaph (to be confirmed).

We will be holding an open-door event on Monday 3 July between 10am – 12 mid-day. This is an opportunity for anyone considering applying to come into the office, meet our management team and find out a bit more about us.

If you are interested in attending, please contact Rhianon Jones on 02920 780692 or by email [rhianon.jones@socialcare.wales](mailto:rhianon.jones@socialcare.wales).

**Employee Benefits**

We believe that a happy and healthy workforce is a productive workforce, and are always looking for new ways to motivate and engage our workforce.

We believe that we offer excellent terms and conditions including:

* + Generous annual leave entitlement of 28 days + 3 privilege days + 8 public holidays (This rises to 29 days after 3 years’ service and 30 days after 5 years’ service).
  + Our standard contractual hours are 9am-5pm Monday to Friday, however we do operate in a flexible environment.
  + Membership of a local government pension scheme
  + A comprehensive induction and learning and development framework
  + Family-friendly policies
  + Salary sacrifice scheme for childcare vouchers
  + Cycle to work scheme
  + Travel to work loans

We have been recognised as an Investor in People at Silver Level, and also hold the silver Corporate Health Award.

**How to apply**

To apply you need to submit the following documentations to us by no later than 10.07.17

* A **CV** setting out your career history, with key responsibilities and achievements, giving details where applicable of budgets and numbers of people managed, relevant achievements in recent roles, along with any gaps within the last two years
* A **statement of suitability (**no longer than two pages**)** explaining why you are interested in this role along with details of how your personal skills, qualities and experience provide evidence of your suitability for the role, to be successful you will need to demonstrate your capability and potential against the person specification.
* Contact details of two professional referees who we will contact. No contact will be made without your prior knowledge.

**The full job description and person specification are available below.**

Completed application documentation should be sent to [rhianon.jones@socialcare.wales](mailto:rhianon.jones@socialcare.wales)

**Get in touch**

If we haven’t answered all your questions, or if you would just like to talk to someone to find out a bit more about us or the role, please contact Rhianon Jones HR & Wellbeing Manager;

Tel: 02920 780692

Email: rhianon.jones@socialcare.wales



# **ROLE DESCRIPTION**

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| Post: | Assistant Director Regulation |
| Post No: | C181 |
| Department: | Regulation and Intelligence Directorate |
| Location: | All Wales with offices in Cardiff & St Asaph |
| Pay Band: | C2 |
| Responsible for: | Regulation of the social care workforce and the regulation of training |
| Reports To: | Executive Director of Standards and Regulation, Registrar and Deputy CEO |
| Key Relationships: | * The Executive Leadership Team * The Leadership Team * The Board * The workforce * External Stakeholders relevant to the organisation including Welsh Government |

**Job Purpose:**

* To lead on the development and delivery of a high performing regulatory framework with a focus on effective and efficient processes and continuous improvement
* To lead and develop the team with focus on excellence, efficiency, integrity, compliance and quality.
* To be a member of the Leadership Team and provide cross organisational leadership in the development and delivery of operational priorities.

**Key Responsibilities:**

**SETTING STRATEGY AND DELIVERING IMPACT**

**Strategy and Planning**

**Contribute to the development of the Social Care Wales strategic plan and lead on the implementation of regulatory framework activities in line with the purpose, values and vision.**

* Work with the Executive Team and leadership team to agree and deliver the strategic plan, vision and priorities.
* Communicate Social Care Wales vision and ambition with energy and commitment, connecting the ambition to the organisations delivery objectives.
* Engage with external stakeholders and provide expert and technical advice on opportunities for innovation, efficiency and effectiveness. Bringing back any learning to share with the wider Leadership team.

**Service Delivery**

**Ensure Excellence in Service Delivery**

* Set and monitor standards that will ensure delivery of excellent customer service, internally and externally.
* Provide expert professional advice to Executive and Leadership team and other staff as required.
* Ensure that the regulatory processes are compliant with legislative requirements and deliver value for money.
* Encourage a culture of continuous improvement, innovation and excellence, learning from others and building networks

**LEADING AND ENGAGING PEOPLE**

**Internal**

**Exemplify Social Care Wales & Public Service Leadership Values and behaviours**

* Take collective accountability the Leadership and Executive Team decisions at corporate level.
* Lead the performance of the regulation department by communicating with clarity team and individual objectives, reviewing performance and supporting development.
* Drive improvement in how we deliver by leading on change initiatives internally and externally
* Deputise for the Executive Director of Standards and Regulation, Registrar and Deputy CEO as and when required.

**External**

**Development and maintain relationships with external stakeholders.**

* Develop effective external partnerships which support the delivery of the Organisations vision and plans.
* Seek out opportunities for collaborative working which would enhance delivery of our aims and objectives and support those partner organisations.
* Manage relationships to maximise our engagement with the sector building a culture of listening and collaborative working.
* Work with key stakeholders to ensure that the findings of workforce regulation inform workforce and service improvement
* Ensure that regulation of training is responsive to sectoral and professional needs and supports high quality training and learning

**ACCOUNTABILITY AND COMPLIANCE**

**Workforce Regulation and Regulation of Training (Finance and Risk)**

**Ensure that Social Care Wales provides values for money and that our systems and processes allow for transparency and accountability.**

* Ensure all regulatory policies and procedures are in line with current legislation and best practice
* Ensure that regulatory processes provide the highest public assurance and is focused on improvement of the workforce
* Ensure that risk is identified and risk management plans are in place.
* Work with colleagues to support partnership arrangements that support value for money approaches and maximise resources

**GOVERNANCE**

**Supports the effective and efficient operation of the Board and ensure compliance with all Government and public sector responsibilities.**

* Adhere to Social Care Wales governance arrangements, and commitment to delivering to the vision and ambition of “one public” sector.
* Report on regulation of the workforce and training activities to the Board
* Ensure compliancy with all regulatory and sponsorship standards associated to the role.
* Ensure the Accounting Officer and Executive Team is fully aware of matters which could adversely impact on the reputation or performance of the Organisation.

**PERSON SPECIFICATION**

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| --- | --- |
| Post: | Assistant Director Regulation |

We expect all our staff embrace and demonstrate behaviour that is in line with our Organisational Values.

**Respect Everyone**

Seeing people as Individuals and treating everyone with dignity and respect

**Professional Approach**

Acting responsibly and appropriately, holding each other to account.

**Always Learning**

Improving ourselves and supporting others to be the best we can be.

**Involve People**

Encourage and enable everyone to work together

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|  | **Essential** | **Desirable** |
| **Qualifications** | Degree level education or equivalent professional qualification or experience in relevant field | Evidence of continuing professional development |
| **Knowledge** | Up to date knowledge of legislative frameworks in both professional regulation and regulation of training  Sound knowledge of current and future challenges facing the sector |  |
| **Experience** | Experience of senior strategic leadership and management  Significant evidence of building strong and effective partnerships  Evidence of developing and delivering business plans, budgets, strategies, complex programmes and policies | Proven track record of leading and embedding change  Experience of working and delivering at a national level |
| **Skills & Attributes** | Proactive and Innovative problem solver  Ability to develop and maintain excellent external working relationships  Ability to build strong motivated teams  Commitment to working in line with the Public Sector Values | Ability to work through the medium of Welsh |