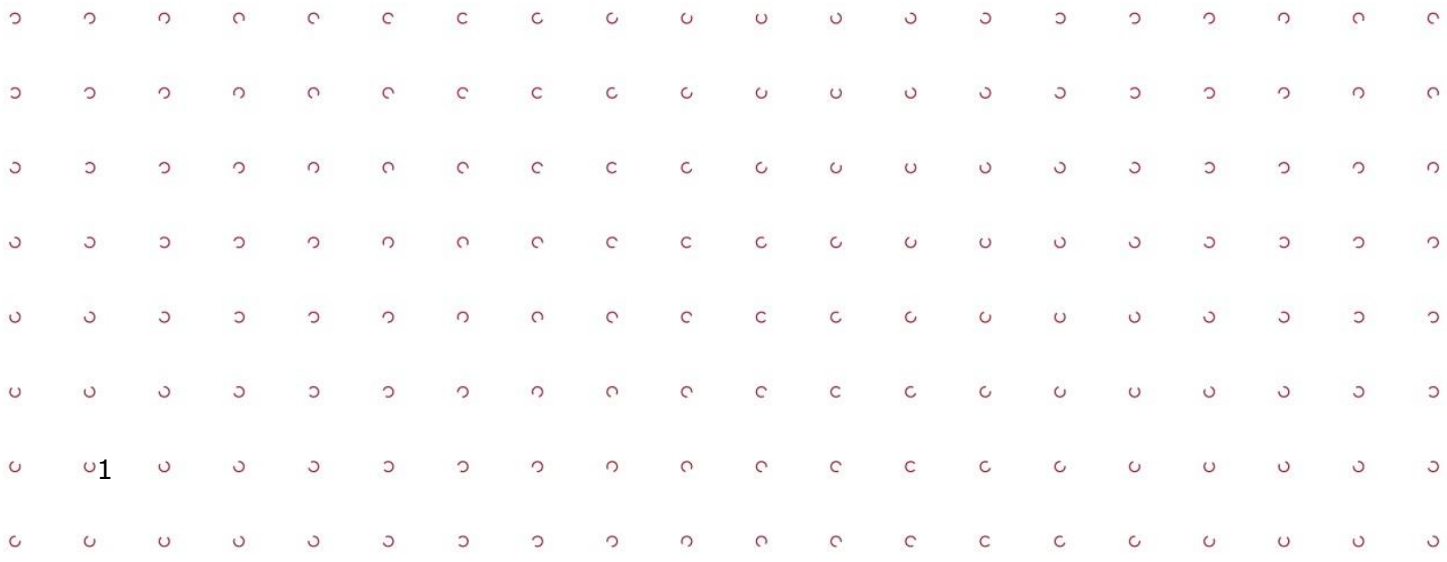
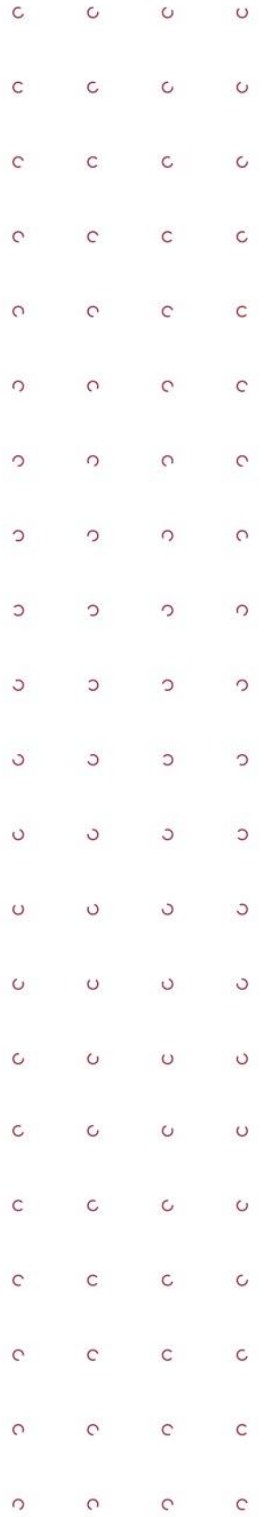




Position Profile

Scottish Social Services Council

Chief Executive



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1: Welcome from Professor James McGoldrick – Council Convener

Dear Candidate,

Thank you for your interest in this unique opportunity to lead and shape the regulation and development of the social service workforce in Scotland.

Over half a million people use social services at any one time in Scotland, with 1 in every 13 people employed working in this sector, demonstrating the value, both economic and social, that this dedicated and diverse workforce brings. There are 200,000 social service workers and more than 100,000 are already on our Register, rising to 140,000 by 2020.

Our new Chief Executive will spearhead innovation, championing our ongoing success, both in Scotland and the UK, working with our partners across the nations to deliver our vision of a trusted, skilled and confident social service workforce.

This is an exciting time to join the Scottish Social Services Council (SSSC) as we continue our business transformation programme. Social services are also going through rapid change. As we look to the future, there will continue to be new challenges and your exceptional communication and influencing skills will guide the organisation.

You will have transformative leadership experience, a unique set of skills and networks, and a visionary approach that will develop an organisational culture based on excellence, quality and accountability.

As Chief Executive, and working with a dedicated Council, you will help to shape our future strategy and the regulatory landscape across Scotland and the UK, inspiring our outstanding, committed staff team and our external stakeholders.

I wish you the very best with your application.



Professor James McGoldrick
Convener

2: About the Scottish Social Services Council

The SSSC is the regulator for the social service workforce in Scotland, set up under the Regulation of Care (Scotland) Act 2001.

Our work means the people of Scotland can count on social services being provided by a trusted, skilled and confident workforce.

We protect the public by registering social service workers, setting standards for their practice, conduct, training and education and by supporting their professional development. Where people fall below the standards of practice and conduct we can investigate and take action.

We:

- publish the national codes of practice for people working in social services and their employers
- register people working in social services and make sure they adhere to our codes of practice
- promote and regulate the learning and development of the social service workforce
- are the national lead for workforce development and planning for social services in Scotland.

This is achieved by working towards the following outcomes.

1. The right people are on the Register.
2. Our standards lead to a safe and skilled social service workforce.
3. Our resources support the professional development of the social service workforce.
4. Our stakeholders value our work.

The SSSC's work and activities are all based on and driven by our values:

- Integrity
- Commitment
- Accountability
- Pride in what we do
- Listening and engaging
- Creativity and learning

3: The role & opportunity

Job Title: Chief Executive
Reports to: The Council Convener
Location: Dundee*

* Although this post will be based in Dundee there will be a requirement for regular travel to locations throughout Scotland and the UK including overnight stays.

Role overview

Working in partnership with the Council you will lead the vision and strategic direction of the SSSC to deliver its purpose; to protect people who use services, raise standards of practice and strengthen and support the professionalism of the social service workforce.

Delivering a customer-focused approach that will ensure the SSSC delivers its key strategic priorities in line with the Scottish Government's objectives, you will ensure robust corporate governance and prudent financial management.

Key priorities will include the following:

- overseeing the expansion of the Register directly linked to care at home and housing support staff
- promoting an outcome based approach that publicises the added value of the SSSC
- managing the current shared services arrangements with the Care Inspectorate
- managing the ongoing relationship with Scottish Government, including both relevant officials and ministers, and ensuring the SSSC continues to be recognised as a valuable, effective and innovative organisation
- maintaining the SSSC's profile among external stakeholders and raising awareness of its workforce development and planning role among employers
- managing the SSSC's relationship with the other UK regulators while also taking a lead role in the context of the Sector Skills Council
- leading a positive organisational culture, with effective people management that promotes employee wellbeing, learning and professionalism
- continually demonstrating the SSSC's core values and behaviours and challenging any situation where those values are compromised.

Key responsibilities

Organisational leadership and strategic responsibilities

- Lead the development and delivery of the SSSC's three-year Strategic Plan in line with Scottish Government priorities, ensuring appropriate annual plans, objectives and engagement processes are in place to deliver against key strategic priorities and outcomes.

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- Ensure there is effective communication with key stakeholders, including staff, in the development, implementation and monitoring of the Strategic Plan and associated activities. You will also ensure that staff are engaged in the development and delivery of organisational objectives.
 - Promote a culture of accountability, openness, learning and development and one where diversity is valued and championed.
 - Adopt a leadership style which models the behaviours you expect to see in others, and inspires, empowers and develops staff to their full potential to deliver a high-quality service whilst also supporting career progression across the organisation.
 - Ensure systems and structures are in place to support the development of leadership capacity across all levels in the organisation in order to build high-performing teams.

Governance and operational responsibilities

- Ensure effective systems of robust corporate governance are in place, including risk management, financial management, information governance and sound employee relations.
- With the Convener, ensure that Council members have the tools to fulfill their role in scrutiny, strategy, leadership and challenge. You will ensure the Council and its committees receive accurate and timely information to support effective decision-making and good corporate governance.
- Manage the strategic relationships and expectations of working with the other UK partner Councils and relevant regulators in the UK to support the registration and regulatory programmes. This includes robust information sharing protocols which ensure public protection across national boundaries.
- Support positive relationships between the Council, the Executive Management Team and the Operational Management Team, promoting open and transparent dialogue and reporting.
- Advise the Council on strategic and policy developments in response to the external political environment.
- Provide clear advice and support to the Convener and Council members on all matters relating to the responsibilities and functions of the Chief Executive/Accountable Officer and the organisation as a whole.
- Ensure compliance with all applicable legal and regulatory requirements and continually strive for best practice.
- Ensure robust performance and risk management arrangements are in place to support the achievement of the Council's aims and objectives and facilitate comprehensive reporting to the Council, Scottish Government and the wider public.

External leadership and engagement responsibilities

- Provide the vision, in conjunction with the Council, for the SSSC's role across the social service sector. As ambassador for the SSSC and for social services, you will be the lead voice for the organisation, positioning the SSSC authoritatively and as a valued partner within the sector.
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- Establish, sustain and influence positive and productive relationships with a wide range of partners including employers, learning providers and the SSSC's partners in Scotland and across the UK on regulation and workforce development.
 - Ensure the SSSC continues to have strong outward focus relating to stakeholder engagement. You should be recognised as a key influencer of debate on policy in relation to workforce development and registration and regulation.
 - Lead the Sector Skills Council (Skills for Care and Development) in Scotland and ensure it fulfills its responsibilities for workforce planning and workforce development. You will collaborate strategically, effectively and professionally with the other UK partners with a focus on ensuring the people who use social services and their carers can rely on a safe, skilled and confident workforce.
 - Play a lead role in informing Scottish Government and ministers on significant issues for the social service sector in the development of policy and legislation.
 - Develop and maintain effective professional networks, enhancing the interests of the SSSC so the organisation is viewed as a sector leader, and an influential and reliable partner in social services and the wider public service environment.
 - Act as an ambassador in ways which enhance the organisation's reputation with the public, including through social media platforms, so that the activities of the SSSC are positively represented.

Principal accountable officer responsibilities

As Accountable Officer you are personally answerable to the Scottish Parliament for the exercise of your functions as set out in the **Memorandum to Accountable Officers for Other Public Bodies**. These include:

- Ensuring the propriety and regularity of the SSSC's finances and that there are sound and effective arrangements for internal control and risk management.
- Ensuring that the resources of the SSSC are used economically, efficiently and effectively and that appropriate arrangements are in place to secure Best Value and deliver Value for Money for the public sector as a whole.

Personal performance

- Lead a positive, accountable culture focused on delivering excellence internally and externally
- Create, identify and develop opportunities that enhance the organisation's sustainability and contribution to the Scottish and local economy

Key relationships

The following will be key working relationships:

- SSSC Convener and Board, the Executive Management Team, Operational Management Team and wider staff group
 - Scottish Government, particularly the Minister for Childcare and Early Years and the Office of the Chief Social Work Adviser
 - social service employers, umbrella bodies and learning providers
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- counterparts in regulation and workforce development across the UK and Ireland
 - key national partners such as the Care Inspectorate, General Teaching Council for Scotland, NHS Education for Scotland
 - organisations representing people who use services and carers
 - other public bodies.
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4: Candidate profile

A credible and inspiring leader you will be able to demonstrate a strong customer focus, a desire to deliver continuous improvement, exceptional partnership working and stakeholder management experience.

Qualifications

- Degree or recognised equivalent
- Relevant professional qualification
- Evidenced commitment to continuous professional development

Knowledge and experience

- A dynamic leader with a proven track record of strategic leadership at an executive level, preferably within the public, third or independent care sectors.
 - Strong staff management experience coupled with the ability to motivate and inspire.
 - Direct involvement in managing financial, service delivery and reputational risk
 - Proven track record in building effective networks, connections and working relationships with a range of stakeholders.
 - Responsibility for, and track record in, financial accountability and governance
 - Strong partnership working involved in delivering complex outcomes through effective negotiation and logical compromise.
 - Experience dealing with a range of complex issues in both political and demanding stakeholder environments.
 - Experience and understanding of opportunities associated with new and emerging digital technology and developments.
 - Relevant experience in preparing informed and authoritative advice on policy and its implementation, and of presenting this to a range of audiences within a complex stakeholder environment.
 - A level of understanding regarding the social services agenda to allow you to operate with credibility both internally and externally.
 - An appreciation of the political environment and financial framework within which SSSC operates.
 - Capacity to develop a clear understanding of the relevant legislation, regulatory framework, the policy and political context on which the SSSC operates.
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Personal attributes

- Values-driven and focused on the public interest and the SSSC's contribution to improving the outcomes and experiences of people using social services and their carers.
- A resilient and self-aware leader who recognises impact on others and creates an environment which supports diversity, equality, health and wellbeing.
- Excellent communication and presentational skills, including the ability to present confidently to large audiences, handle high profile exposure through the media. and to represent the organisation both nationally and internationally
- Raises performance using constructive challenge, feedback and coaching skills.
- A highly skilled negotiator with a record of achieving successful outcomes and building excellent relationships and partnerships with a wide range of stakeholders.
- Strong political astuteness and sensitivity coupled with strong diplomatic and influencing skills.
- Absolute personal integrity – the public profile of the organisation is of paramount importance.
- Able to demonstrate accountability, openness and a focus on continuous improvement and excellence.
- Achieves high standards of openness, accountability, integrity and participation in all business activities.
- Significant personal drive and resilience.

5: Remuneration

Salary: £83,661

Pension: Local Government Pension Scheme (17% Employer contribution, 9.3% employee contribution)

Holidays: 38 days including 5 fixed public holidays

6: The recruitment process

Interested candidates should provide a tailored CV and covering letter to Douglas Adam at douglasadam@livingstonjames.com

Livingston James will conduct initial discussions with candidates prior to the shortlist meeting with the SSSC.

Recruitment timetable:

Closing date for applications:	Monday, 11 June
Shortlist meeting (between Livingston James & SSSC)	Thursday, 28 June
Panel interviews	Wednesday, 4 July
