

Job Profile: Assistant Head of Mental Health Services

Grade: Reward band 1 (HAY308)

Date created: February 2026

About the Job

The post-holder will support and provide additional strategic and operational capacity for the Mental Health Head of Service in the overall responsibility for the Mental Health Team. As a key member of the Adult Social Care Senior Leadership team, you will be focused on the strategic development and delivery of the services. In this role, you will ensure the services are able to respond to the demands, achieve value for money and deliver quality customer service.

This is what we need you to do...

- Line manage the Mental Health Team,
- Manage the financial resources associated with the team, including undertaking budget holder responsibilities
- Ensure services respond and contribute to improved outcomes for individuals and deliver the council's plans, priorities, and strategies to achieve value for money, consistent with good practice
- Take a lead for audit and quality assurance within the services, developing and monitoring performance mechanisms
- Ensure services reporting to the post holder are sufficiently flexible to respond to demand, legislative and system changes
- Lead operational development and organisational change across ASC operational teams whilst providing autonomy to innovate
- Ensure there is adequate capacity across the operations and delivery functions and challenge existing provision and identify innovative solutions which support the continuous improvement agenda.
- Support the Mental Health Head of Service with change and operational improvement projects across ASC operational teams.
- Support the Mental Health Head of Service, undertaking a countywide role in relation to an area of policy or practice, providing specialist advice and support

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- Demonstrate leadership through role modelling and championing of the council's wider values including equalities, value for money, sustainability, and safety

Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome-based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the Council reserves its right to amend or add to the accountabilities listed above.

The ideal candidate will have...

Experience

- Proven experience of developing and delivering challenging business plans and achieving targets through strong performance and resource management.
- Proven track record in the leadership, management, and development of services.
- Proven experience of the preparation and presentation of information to relevant stakeholders.
- Experience of leading and successfully delivering major projects
- Substantial post-qualification experience of working in a statutory mental health or social care setting demonstrating increasing levels of responsibility.
- Experience of managing budgets within target
- Experience of managing social care service functions
- Experience of providing professional supervision.
- Experience of change management and operational service development within ASC teams.
- Experience of identifying and managing risk and planning appropriate interventions.

Behavioural attributes

- Aligns with Gloucestershire Leader/ Employee Values and behaviours which are available on our [website](#)
- Acts as a good role model providing inspirational and credible leadership.
- Creates a learning environment to get the best from themselves, individuals, and teams.
- Achieves corporate objectives by building on performance and team strengths, through strong relationships both inside and outside the organisation.
- Removes barriers to effective partnership working.
- Able to cope and function effectively when working in a pressurised environment.
- Flexible, creative, self- starter, focused.
- Organised and able to meet tight deadlines.

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- Experience of providing coaching or mentoring.

- Able to respond to a changing pattern of demand at work which can be unpredictable and unplanned requiring constant shifts of priority.

Knowledge, Skills and Understanding

- Significant knowledge of social care legislation and ability to apply knowledge appropriately.
- Ability to provide professional leadership and guidance.
- Able to demonstrate an understanding of personnel / human resource management issues e.g., recruitment and retention, performance management.
- Able to demonstrate significant experience of multidisciplinary service delivery for adults and older people, including health, social care, and the voluntary sector.
- Able to demonstrate a sound knowledge of quality assurance / performance management methods.
- Able to demonstrate knowledge and commitment to principles of strengths-based practice, personalisation and positive risk taking.
- Demonstrable track record of effective motivational leadership.
- Strong political awareness and understanding/experience of working in a political environment.
- Successful financial management at operational level.
- Ability to communicate influence and negotiate at all levels of an organisation.

Education & Qualifications

Essential

- Social Work qualification
- Social Work registration with professional body in England
- Evidence of ongoing relevant professional and managerial development.

Special Conditions

- This position is subject to an enhanced Disclosure and Barring Service (DBS) check, and you will be asked to apply for a DBS check, if you are offered the position.
- The post involves travel throughout the County.
- The post will involve work out of normal office hours at times, including occasional management cover for out of hour's services.
- The post will be part of the Council's Emergency Welfare Team cover.

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