

Job description

Details of the job

Post title:	Local Offer Team Manager (2923)
Salary Grade:	J
Hours:	Full Time (37 hours per week)
Location:	One Angel Square
Reports to:	SSS Service Manager
Service area:	Learning Skills and Education

Overall purpose of the post

1. To lead and manage the Local Offer Team to deliver an effective and responsive support offer.
2. To lead and manage work on the development and delivery of a comprehensive information service that supports the needs of families, young people, providers, employers and partners ensuring statutory compliance in relation to the Local Offer requirements of the Children & Families Bill 2013.
3. To provide West Northamptonshire Council with evaluated data to inform future planning, resource allocation, ensuring efficient expenditure and good value for money.
4. To lead and manage work on the development of the Prevention Information Service including ensuring statutory compliance with the legislative requirements relating to the Family Information Service.

Overall purpose of the post

1. To lead and manage an information and support team that is responsible to the needs of the business, effectively allocating the resources of the team, supporting, and motivating staff setting objectives and managing performance.
2. To lead and manage an integrated Local Offer database maximising the divisions usage of appropriate communications channels including internet, social media, database, and printed material.
3. To ensure the Council is statutorily compliant with legislative requirements relating to the Local Offer, liaising with partners, internal, external, and central government to ensure a fit for purpose service.
4. To support divisional business planning, performance management and risk processes, ensuring the divisions compliance with corporate requirements.

5. To support the identification of commissioning needs for the business development team and manage commissioning processes from start to finish.
6. To act as project lead on a range of service initiatives as identified and required by the Service Manager.
7. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
8. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the department.
9. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interest of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification

Post title:	Local Offer Team Manager
Grade	J
Service area:	Learning Skills and Education

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education, and Qualifications	High Level Qualification or considerable relevant business experience in an appropriate discipline	Recognised additional qualification in Business or Administration
Experience and Knowledge	<p>The post holder should have:</p> <p>Experience of developing information and communication channels to meet the needs of customers</p> <p>Experience of multi-agency working</p> <p>Project management experience</p> <p>Experience of providing a point of contact for service users</p> <p>Experience of using and preparing management information and reports</p> <p>Proven experience of developing and implementing business plans, budgets and other strategic and service planning</p> <p>Experience of the management and supervision of a small team to meet service objectives.</p>	<p>Experience of identifying commissioning requirements</p> <p>Experience of community development work across the voluntary and statutory sector</p> <p>Knowledge, understand and experience in the field of SEN and disability and of disability related issues</p> <p>Knowledge of relevant statute, regulations, policies, and procedures</p> <p>IT literate Microsoft Excel and Word and tribal Database knowledge</p>

Ability and Skills	<p>Excellent interpersonal skills at a range of levels within organisations and with service users.</p> <p>Ability to manage workloads to meet deadlines</p> <p>Ability to manage staff whilst managing own workload</p> <p>Good analytical, interpretative and problem solving skills</p> <p>Competent in the use of IT</p> <p>Adaptable and enthusiastic</p> <p>Able to contribute ideas and embrace change as systems and processes develop to improve service delivery</p> <p>Able to work independently and as part of a team</p>	
Equal Opportunities	<p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs</p>	