

# Job purpose and person specification

|  |  |
| --- | --- |
| Job Title: | Head of Service – Corporate Parenting |
| Service: | Children and Families Services |
| Grade: | P6 |
| Reports to: | Assistant Director |

|  |
| --- |
| Job Purpose: |
| Acting as operational lead for the delivery of Council services that includes, but is not limited to:     * Assessment & Family Safeguarding * Looked After Children * Young People Leaving Care     To take collective and shared responsibility for the effective leadership and management of the Council’s services and delivery of improved outcomes and the achievement of value for money.  To lead and performance manage social care and/or a multi-professional social care service’s against local and national indicators and targets within statute and the relevant guidance to ensure that assessment and interventions are delivered in time and are of high quality to meet children and family’s needs and deliver the required outcome. |

|  |
| --- |
| Principal Accountabilities: |
| * To contribute and play an active part in the delivery of service across children’s   services as part of the Children’s Services Management Team and the  implementation of Family Safeguarding and motivational interviewing as the model  of intervention with families across Children's Social Care through the construction  of a Service Plan for the respective areas of responsibility.   * To advise and report to Corporate Parenting Panel, Safeguarding Board, Health & Wellbeing Board, Safeguarding Families board, the Lead Portfolio Holder and any other committee and/or relevant board. * To line manage Service Manager(s) and overall management responsibility for the   respective service areas and deliver services through the relevant Service plans.   * To manage and bring the budget for the responsible service area in on target. * To deputise for the Assistant Director, and or Director of Children Services as and when required, at any service or multi – agency meeting, board and /or committee. * To deliver training as and when required. * To update policies and procedures as and when required. * Take collective and shared responsibility for the effective leadership and management of the Council’s services and delivery of improved outcomes and the achievement of value for money. * To support the development and delivery of children’s services’ vision, values and   strategic objectives for children and young people, and their parents and carers,  taking a lead role on the development of relevant strategies, policies, procedures,  programmes and projects across Children’s Services and professional agencies.   * To manage the budget for those services responsible for or through commissioned   providers, and contribute to the budget setting and the coming in on target.   * Attend and contribute to the LSCB, and Children’s Commissioning as and when   required.   * To take lead responsibility for specific areas of practice and strategic development   relevant to the service, e.g. MAPPA, MARAC, CSE Operational and Domestic  Abuse, Corporate Parenting Panel, Child Death Panel, Family Safeguarding Panel.   * To lead and direct the agenda for the Service/Service Managers and where required, Team Managers meeting and any other meeting and committee as and when required. * Report to elected councillors and committee as and when required. * To participate and actively lead care planning for all children * Ensure that safeguarding is actively promoted, understood and procedures   followed so children and young people are protected.   * Contribute to the delivery of preventative services across all thresholds of need. * Ensure all children have quality assessments and plans, leading to safe and   effective interventions to meet need.   * To carry out all responsibilities with regard to the Council’s Equalities Policy and   Procedures and Customer Care Policy.   * To comply with all Health & Safety at work requirements as laid down by the   employer.   * To act as a decision maker for the Emergency Duty Team on a rota basis between   5pm and 11pm on weekdays and between 9am and 11pm on weekends.   * To ensure that all Performance Development Reviews are completed within   timescale.  **Statutory Responsibilities**   * Ensure services are delivered in accordance with statute, national and local standards, targets, regulations and legislative requirements. * Ensure assessments and interventions are timely, responsive and meet need taking into account the child and families’ views. * Ensure safeguarding procedures are followed, up to date and maintained to protect vulnerable children and families. * Ensure assessments are of high quality and address and meet need of the child and family.   **Leadership and Collaboration**   * Demonstrate compassionate and inclusive leadership through the line management of services for whom the post is accountable and provides strong and motivational leadership to drive continuous improvement, efficiency savings and higher levels of satisfaction for residents. * Actively understand the challenges faced by colleagues across the organisation to be able to support the delivery of corporate objectives. * Actively promote and role model the council’s priorities and ways of working, values and behaviours to ensure they are delivered throughout the service. * Develop and implement effective communication and engagement arrangements with all stakeholders to facilitate effective relationships that drive improvements in service delivery.   **Governance**   * Understand and uphold the Constitution, Scheme of Financial Delegation and Contract Procedure Rules of the Council and ensure that they are followed throughout the directorate. * Support the democratic process, providing advice to elected members on the appropriate response to local and regional matters as well as the internal business of the Council. * Champion effective management of risk and the active response to audit findings in relation to service delivery. Be jointly accountable with others in the Directorate for the local risk register and any aspects of the corporate risk register and corporate risk framework of the Council relevant to services areas that the postholder is accountable for. * Ensure that teams under the postholders sphere of influence fulfil their duties in relation to standards, complaints and scrutiny, maintaining an open culture of transparency, accountability and ownership, taking responsibility for mistakes, putting them right and learning lessons for future improvement. * Promote, preserve and protect the health, safety and wellbeing of councillors, employees, service users, contractors and partners in the provision of Council services, ensuring that the provisions of all relevant legislation are achieved, such as the Health and Safety at Work Act 1974.   **Innovation**   * Champion innovation by being open minded to new and radical ways to deliver services, actively seeking out good practice from others to learn from to develop our own service design and delivery. * Promote a culture of continuous improvement by encouraging colleagues to share ideas, take appropriate risks, and recognising innovation. * Champion and embed a performance and quality assurance culture that delivers results through rigorous open challenge, personal accountability and continuous improvement.   **Equality, Diversity and Inclusion**   * Promote an organisational culture that is positive, safe, respectful and compassionate, as well as open to change and feedback enabling everyone to feel empowered and valued. * Act, at all times, in ways that create an inclusive environment where people can thrive and be empowered to do their best. Role model good behaviour and practice and proactively seek ways to ensure staff feel valued and develop a sense of belonging. * Demonstrate awareness of the diverse needs of our residents to inform the decisions made about the services we deliver and ensuring a robust approach to equality impact assessments and their application to employment, service delivery and policy development.   **Financial Responsibilities**   * continually review and reshape service delivery to achieve financial efficiencies and maximise opportunities for income generation, whilst maintaining the highest standards of service delivery. * ensure the effective management and deployment of all appropriate budgets in line with agreed financial processes, envelopes and savings, including contract budgets for people services and pooled budgets where appropriate.   **Sole Decision Maker – Out of Hours**   * Work across any function area in the management of risk and advise out of hours with regard to children at risk of significant harm or in need of protection where appropriate. * Manage thresholds and where appropriate agree accommodation, including on call out of hours working for adults and children. |

|  |
| --- |
| Job Knowledge, Skills & Experience: |

**Minimum levels of qualifications and/or equivalent experience required for this job**

|  |  |  |
| --- | --- | --- |
| Qualifications Required | **Subject** | **Essential /**  **desirable** |
| Key Skill Level 4: Bachelor’s degree; HNC; HND NVQ level 4 or equivalent; including professional qualification, | Degree level in a range of professional backgrounds. | Essential |
| Degree level qualification – Social Work | Recognised Social Worker qualification  Relevant specialist post qualifying and or post graduate training | Essential |
|  | Current Social Work England registration | Essential |
| Evidence of recent and relevant professional development | Post graduate management qualification | Essential |
| Higher Degree; Masters degree; Bachelor’s degree + qualification; NVQ level 5 or equivalent; including all chartered professions and post-graduate qualification in management |  | Desirable |

**Minimum levels of knowledge, skills and experience required for this job**

|  |  |  |
| --- | --- | --- |
| Knowledge & understanding | Describe | **Essential / desirable** |
|  | * A comprehensive understanding of the current issues and challenges facing local government as well as the statutory framework governing the sector. * Understanding of the barriers to organisational and cultural change and the commitment to being a catalyst for change. * Detailed knowledge and understanding of operational safeguarding children services and corporate parenting. | **Essential** |

|  |  |  |
| --- | --- | --- |
| **Skills** | **Describe** | **Essential /**  **desirable** |
| *Ability to demonstrate:* | * Skills in understanding and responding to different perspectives and taking a cross-organisational approach, gained by working in a political or similarly challenging environment. * Business acumen and an entrepreneurial mindset to lead the strategic delivery of services and maintain a focus on obtaining best value for money at all times balanced, against the difficult and sensitive challenges faced. * Ability to lead, develop and sustain effective team, partnership and multi-agency working through strong effective advocacy, influencing and negotiating skills. * Skills to provide creative solutions to complex problems together with high level analytical, presentational and communication skills. * Ability to establish and sustain positive relationships that generate confidence, ability and trust. * Highly developed influencing and negotiation skills to operate at a strategic professional and political level, locally and nationally.   Personal Effectiveness   * A clear and strong personal commitment to equality, diversity and inclusion and a track record of developing inclusive services and leading by example. * Personal and professional credibility which commands the confidence of elected members, senior managers, staff, external partners and external stakeholders. * Leadership by example with a style that empowers others and is open to question and challenge as well as a commitment to continuous self-improvement. * A commitment to and evidence of successful strategies in managing personal resilience and wellbeing at a leadership level and promoting positive leadership practice, role modelling these behaviours for others. * Evidence of planning for the future delivery of services, including effective workforce planning for future challenges. * Evidence of operating effectively and openly within the democratic process with the political acumen and skills to develop productive working relationships with Councillors that command respect, trust and confidence. | **Essential**  **Essential** |

|  |  |  |
| --- | --- | --- |
| **Experience** | **Describe** | **Essential / desirable** |
| *Significant and successful experience of:* | * Working at a senior level within a large and complex organisation with comparable scope, responsibilities, budget, and resources. * Providing balanced strategic advice and guidance in a political setting. * Leading the delivery of public services with competing priorities and demands often outside of the Council’s direct control. * Leading transformational change and crating innovative service models, particularly in response to the demands of an organisation that is undergoing a radical transformation and modernisation. * Delivering complex projects on time and within budget and outcomes * Leading and contributing to strategic decision making, resource allocation and to policy formulation and delivery, adopting a problem-solving culture. * Delivering creative and innovative solutions to improve the use of resources and achieve value for money across an organisation. * Establishing a strong performance culture including effective performance measures, evaluation of service quality and the improvement of service delivery to achieve the Council’s objectives * Leading, managing and developing employees to sustain high levels of service delivery, recognising and developing talent. * Developing and nurturing positive and constructive working relationships with a wide range of customers, stakeholders and partners, maintaining a positive personal and organisational profile. * Evidence of leading people and services to recognise, respect and value individual needs to achieve a culture of inclusivity. | **Essential** |