

POST TITLE	SERVICE MANAGER – MENTAL HEALTH AND WELLBEING
DIRECTORATE	CHILDREN, EDUCATION AND JUSTICE SERVICES
SERVICE	EDUCATION
RESPONSIBLE TO	HEAD OF EDUCATION - INCLUSION
NUMBER OF POST HOLDERS	1
ACTING UP/ SECONDMENT	NO

Purpose of Job

As part of the Inclusion and Wellbeing Senior Leadership Team, the post-holder will coordinate the design, development and delivery of mental health and wellbeing services and interventions for children and young people in schools. Strategically managing and developing a team comprising education wellbeing officers and school counsellors, they will oversee the implementation of evidence-based supports and interventions for mental health and wellbeing in schools and oversee the Community Mental Health framework through working closely with a variety of partners across Edinburgh locally and nationally.

The What - Major Tasks/Job activities

- Lead strategically on the delivery of local improvement priorities and service innovation in relation to children and young people’s mental health and wellbeing.
- Provide a robust and effective strategy to support the mental health and wellbeing of 5 to 24 year olds (26 for care-experienced), ensuring that the infrastructure for school counsellors and school-based support are in place.
- Work collaboratively with multi-agency partners such as primary care, allied health professionals, Social Care Partnership, CAMHS, youth work and the third sector to develop a whole systems approach to supporting and improving the mental health of children, young people and families based on the GIRFEC principles of prevention and early intervention. Maintain a strategic link with a variety of partners in relation to, for example: Neurodevelopmental and Mental Health; suicide prevention; the specific needs of under-represented groups; evidence based mental health and wellbeing interventions.
- Represent the authority on national groups to drive national improvement agendas in relation to children and young people’s mental health and wellbeing.
- Provide sound advice, guidance and support and present clear reports and strategies as required to the Education and Children’s Services directorate, Head of Education (Inclusion).
- As part of the Senior Leadership Team, deliver a high quality of service with good outcomes for children and families, and high performance against key measures within the Edinburgh Learns Inclusion Framework.
- Lead the development, implementation, and evaluation of Edinburgh’s Single Point of Access, including its contribution to strategic approaches to enable the principles of GIRFEC, ‘No Wrong Door’ and ‘Seamless Pathways to Support’.
- Promote comprehensive, strategic approaches that emphasise the importance of positive relationships and include an understanding of mental health, behaviour, and trauma.
- Ensure a high-quality local authority approach to the co-ordination, supervision and evaluation of school counsellors and the implementation and evaluation of community mental health supports.
- Gather and collate up to date information and data to provide a needs-led assessment of mental health and wellbeing offers. Work collaboratively to consider data on mental health needs, equalities, outcomes, and engage with stakeholders, to advise on gaps in services and supports.

- Maintain management information systems and produce regular reports in accordance with business needs on all aspects of mental health and wellbeing, including identifying trends and proposing solutions. Design and implement quality assurance systems for evidence-based mental health and wellbeing interventions.
- Contribute to the positive, inclusive, and caring ethos of the service demonstrating the council behaviours of respect, integrity and flexibility.
- Work with other service managers to ensure the professional development needs of all staff are identified and appropriately met and fulfil the role of CPD Coordinator in the service as required.
- Deputising for the Head of Education (Inclusion) as required.

The How - Knowledge and Skills (E.g. Creativity, Innovation, Relationship Management, Decision Making)

- Qualified to degree level plus the ability to provide evidence of registration or eligibility for the General Teaching Council Scotland (GTCS) or the Health and Care Professions Council (HCPC).
- The post is subject to PVG (Protecting Vulnerable Groups) scheme membership.
- Significant knowledge of Additional Support Needs, inclusion and equality legislation and demonstrable skills and experience in leading change.
- Effective service delivery and policy development, as well as strong knowledge and understanding of the emotional wellbeing *and* mental health of children and young people and evidence-based approaches to offering support eg ability to meaningfully engage and listen to the views of children and young people as part of service development and delivery.
- Think creatively and develop innovative solutions to complex problems and have excellent communication skills (oral and written).
- Effectively work collaboratively with a range of partners and stakeholders to develop a shared vision and objectives, work under their own initiative, managing complex projects and delivering positive outcomes.
- Ability to analyse and present findings on complex situations clearly and concisely.
- Understand systems and procedures and support the local authority approach to inclusion and wellbeing as outlined in local authority and national government policies and procedures.
- Demonstrate a high level of organisational skills to ensure the strategic co-ordination of counselling, the wellbeing academy, community mental health supports and other strategic approaches to emotional health and wellbeing.
- Ability to use project management methods to manage financial and other resources to achieve agreed outcomes and targets.

Environment

- The post holder will require skills to manage competing deadlines whilst maintaining effective line management of the education wellbeing and school counselling teams.
- This post will be part of a peripatetic service and will be expected to travel within the city and wider where required. A large proportion of the week may be office/school based or as part of working groups/attendance at meetings remotely. Although the post may be exposed to some adverse working conditions these will be predominantly within the range of normal office-based activities.
- At times, the post may need to demonstrate emotional resilience in potentially upsetting circumstances and be able to support a positive outcome for a colleague, staff or family members
- The post-holder may be required to work from any appropriate location within the Council area. There may also be an element of home-working

Supervision and Management of People (Numbers and type of staff)

The post will manage the following teams:

- 1 FTE Team leader Educational Wellbeing Service (Grade 8); up to 12 FTE Education Wellbeing Officers (Grade 7).
- 1 FTE Team leader School Counselling (Grade 7); up to 23 FTE School Counsellors (Grade 6).

Resources

- The post holder is responsible for several council budgets, including School Counselling, Community Mental Health Funds and Education Wellbeing Service, totalling around £1.2m.

Health and Safety

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work-related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).