

POST TITLE	Head of Children's Services
DIRECTORATE	Children, Education and Communities
SERVICE	Children's Services or Performance, Quality & Improvement
RESPONSIBLE TO	Corporate Director – Children, Education & Communities
NUMBER OF POST HOLDERS	5
ACTING UP/ SECONDMENT	No

PURPOSE OF JOB

To be primarily responsible for the performance, efficiency and development of a major children's service:

- Early Intervention
- Corporate Parenting
- Social work practice
- Complex Safeguarding
- Performance, Quality and Compliance

MAJOR TASKS/JOB ACTIVITIES

- Manage a major service area of the Council.
- Responsible for the effective delivery of statutory services for either of the above service areas.
- Ensure that services are improving outcomes to those in need of essential quality of life services across the city.
- Undertake regular practice evaluations and address and improvements in practice where required.
- Lead on the development of initiatives, strategic plans and policy development within own area of expertise and across the department and council, as required.
- Work effectively with partners including the Third and voluntary service.
- Manage and monitor the performance of external consultants and contractors.
- Effectively lead and develop team-working within own area of expertise and across the wider environment in which the post-holder operates.
- Deputise for the Service Director, other service managers, or represent the Corporate Director and/or the Council as required.
- Work closely with Chief Officers, Elected Members, senior officers and external agencies to represent the Council's interests.
- Take personal responsibility for the development of sustainable strategic plans, service delivery and development
- To initiate, develop and manage the implementation of major innovative projects.
- Secure funding packages and ensure delivery to budget and within timescale.
- Responsible for the preparation and content of reports, strategic plans, other documents, briefings, presentations and FOIs for Council meetings, external agencies, senior officers, including the Corporate Leadership Team and the relevant committees as well as business and stakeholder groups.
- Ensure and demonstrate the services under their control provide best value.

- Set standards, policies and procedures which ensure compliance with statutory responsibilities, national legislation, standing orders, delegated authority, Council policies, aims and objectives.
- Lead on identifying and establishing effective management arrangements for key risks within the service, compliant with the Council's risk management policy and framework.
- Identify opportunities for continual improvement and demonstrate effective management of change within a complex internal and external environment particularly during a time of restructure.
- Present expert evidence and opinion at Public Enquiries, hearings and court proceedings etc.
- Support the Council's democratic process, including scrutiny, local development committees, meetings of the Council and Elected Members.

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)

- The post will require extensive knowledge and skills in a range of unrelated professional disciplines to the extent that they can manage a major service area involving the delivery of specialist services requiring these disciplines.
- The discipline covered would be social work.
- This will usually mean the post holder is qualified to degree or postgraduate level, or equivalent in respect of social work qualification and will have extensive management experience.
- The post will develop and implement proposals relating to the policy, procedures and strategic development of a major service area covering a range of diverse services and professional disciplines.
- This will involve developing totally new approaches and key policy initiatives in a wide range of subject areas impacting across the council and the city
- Contacts will relate to the development and delivery of a major council service area and as such will have a wide-ranging impact on budgets, merging services etc.
- The post will represent the Council on a range of external bodies and will have the authority to commit the Council to a course of action with major implications,
- The post will have the final decision on all advice, recommendations and proposals presented to Chief Officials, Elected Members and committees relating to policy, service practice and provision for a range of major services across the council and the City.

ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

- The post holder will strategically manage a major service area interpreting the changing local and national factors impacting on the service.
- Operational matters requiring an immediate response will normally be dealt with by the operational and service managers reporting to this post.
- Although the post may be exposed to some physical demands these will be predominantly within the range of normal office-based activities.
- Although the post may be exposed to some adverse working conditions these will be predominantly within the range of normal office-based activities.
- Although the post will have some requirement to take care in relation to the working environment, work activities and dealing with people this will not be more than the normal required of a council employee.

SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)

- The post will be responsible for the planning, co-ordination and management of a major service area and as such will have a number of service managers reporting directly to them.
- The service managers will in turn be responsible for delivering a major service.
- There will typically be over 100 staff in total across all services and these will cover a range of different professions.

RESOURCES

- The post will be the budget holder for a budget of up to £55.9 Million per annum.
- The post holder will work productively with Finance colleagues to ensure a balanced budget position.
- The post holder will be responsible for the safe and efficient running of buildings within the service, where the service is the only inhabitant.
- Where the service is in shared location buildings the post holder will ensure that the service is able to contribute and communicate effectively with other service areas sharing the premises in order to address all issues that may affect the building and the delivery of the service.
- The post holder will ensure that personal information held about service users or performance data, within the case file management system should be maintained safely and in accordance with the principles of GDPR.

HEALTH AND SAFETY

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.