

Job Description

Job Title:	Head of Service (Assessment, ICRT, EDT & Localities)
Salary Grade:	Leader 7
SCP:	
Directorate:	Children's Social Care
Work Environment:	Social Care, ICRT & Localities Teams
Reports to:	Director of Children's Services
Number of Reports:	Locality Service Manager Team 1, Locality Team 2 and Children with Disabilities Service Manager and Contact, referral and Assessment Service Manager and EDT

Your normal place of work will be at the Sandhill Centre, but you may be required to work at any Company recognised workplace.

This position requires an Enhanced Disclosure and Barring Service (DBS) Check.

Purpose:

To assist and deputise for the Director of Children's Social Care as appropriate.

To provide strategic leadership, vision and direction to the Social Care, ICRT & Localities functions in line with the company's vision and priorities and to ensure that these are embedded within the service.

To act as the lead member of a cooperative and collaborative senior leadership team that assumes responsibility for budget delivery, people, and performance management.

To be accountable for the service performance and operational standards through the establishment of clear targets and key performance indicators, ensuring the effective delivery to ensure continuous improvement.

To participate in the senior management EDT on call rota.

Key responsibilities:

To be the Agency Decision Maker (ADM) for the implementation of all decisions which are related to safeguarding and placement.

To be the strategic professional lead for Assessment, ICRT, EDT & Localities Teams.

To carry out the duties and responsibilities of Principal Social Worker.

To ensure the service identifies children at risk of harm and provides a quick and timely response to their needs through early help and Child in Need service provision, effectively supports children and young people who are subject to a child protection plan and responds quickly to issues related to children's social care that arise out of hours on a 24/7 basis for 365 days a year.

To provide an effective Corporate Parenting Programme.

To provide timely reports and information to the TFC Board and OCG.

To contribute to meeting the Company's priorities by ensuring the delivery of high quality, consistent and value for money services through effective service and business planning, budget and performance management.

To contribute to meeting political and financial objectives by leading and encouraging the innovation of service delivery methods and improvements through active engagement with partner organisations.

To lead, develop and empower staff to support their personal achievement and contribution to the delivery of the service objectives.

To be responsible for developing the service's managers and teams and clearly demonstrating that cooperative values, innovation, evidence based practice and learning from others is how the service does business.

To represent the Company as may be required.

To carry out specific corporate roles and assignments and such other duties as appropriate in the role.

To ensure that the quality of services lead to strong outcomes in Ofsted's inspection framework.

To keep up to date with any national or legislative changes that impact on children's services and ensure implementation of changes where applicable.

To develop and embed a culture of performance management that promotes positive social work professional standards, ensures that there is strong and owned quality assurance, and that continual self – improvement and reflection are a key part of the culture and that the voices of children shape the services that are delivered.

To manage HR issues in accordance with the scheme of governance.

To investigate complaints.

Statutory Requirements

Comply with the principles and requirements of the General Data Protection Regulation (GDPR) in relation to the management of Together for Children Sunderland's records and information, and respect the privacy of personal information held by Together for Children Sunderland.

Comply with the principles and requirements of the Freedom in Information Act 2000.

Comply with the Together for Children Sunderland's information security standards, and requirements for the management and handling of information.

Use information only for authorised purposes.

The postholder must carry out his or her duties with full regard to Together for Children Equal Opportunities Policy, Code of Conduct and all other policies.

The postholder must comply with Together for Children Health & Safety rules and regulations and with Health & Safety legislation.

This position is a politically restricted post as identified by Together for Children and in accordance with The Local Government and Housing Act 1989 (LGHA).

Author: Martin Birch

Date: December 2018

Person Specification

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Essential Requirements	
<p>Qualifications:</p> <ul style="list-style-type: none"> • Relevant academic/ Professional qualification ie Qualified Social Worker DipSW, CQSW. • Current HCPC registration. • Significant experience directly related to the area of specialism. • Evidence in continuing professional development/management development. • Current driving licence and access to a car, or means to mobility support. 	<p>Application Form/Certificates</p>
<p>Experience of :</p> <ul style="list-style-type: none"> • Significant specialist knowledge gained through broad working experience. • Experience of making judgments based on past learning and current strategic thinking. • Significant experience of planning for and leading change. • Significant experience of managing very large budgets • Substantial and recent senior management experience in leading delivery of effective services in a social care setting • Managing change at a senior level in services for children and or other services, implementing and delivering new working policies and practices alongside significant cultural and structural change that deliver improved services in a more efficient way. • Having a successful track record and background of consistent achievement as a senior manager in a large complex and comparable organisation. • Successful strategic budget management in a comparable organisation, evaluating competing budgetary priorities within tight financial limits, including financial planning, monitoring and control. • Establishing effective performance measures and the achievements of targets and objectives in accordance with specified deadlines. 	<p>Application Form/ Interview/ Presentation/</p>

<ul style="list-style-type: none"> • Communicating effectively to a wide range of audiences both internally and externally to achieve the corporate and service objectives of a comparable organisation. • Working effectively within a political environment, providing clear, balanced advice and guidance on strategic issues that achieve corporate and service objectives of the company. • Leading on the implementation of new models of service delivery. • A commitment to the protection and safeguarding of children and young people at risk of abuse • Utilising highly developed oral, written and presentation skills. • Successfully planning for and contributing to the Ofsted inspection process. 	
<p>Knowledge and understanding of:</p> <ul style="list-style-type: none"> • Knowledge and understanding of safeguarding best practice, the latest thinking on effective family interventions and issues facing Children’s Services. • The Company’s values and objectives. • Being a strategic thinker, able to manage a complex multi-disciplinary organisation. • Having a commitment to developing services to improve the outcomes for vulnerable children. 	<p>Application Form/ Interview/Testing</p>
<p>Ability to:</p> <ul style="list-style-type: none"> • Consider a range of practices, precedents, concepts and principles to determine best practice, within a specialist area based on evidence. • Lead a number of multi-disciplinary teams. • Determine how things are to be performed to meet strategic objectives. • Influence, develop and motivate, and to successfully change behaviour relationships that are not limited by service area boundaries or hierarchies. • Develop strategy and plans to deliver high level outcomes. • Articulate a clear vision and strategy for how functions can be integrated to improve and transform outcomes for children, and experience of translating policy and strategy into tangible outcomes for the benefit of children and/or stakeholders. • Raise and address (where appropriate) issues of poor practice and performance. • Analyse data and identify trends, prepare reports and presentations with good computer skills. • Analyse complex issues and to think and act strategically and to develop practical and creative solutions to the management of corporate and strategic issues. • Ensure equal access to and treatment in employment and 	<p>Application Form/ Interview/Testing</p>

<p>services.</p> <ul style="list-style-type: none">• Successfully manage service budgets to ensure Together for Children's financial objectives are met and efficiencies delivered.• Show a commitment to the Together for Children's vision and core values.• Work outside normal working hours to meet the needs of the service.	
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