



<b>JOB DESCRIPTION</b>	
<b>Job Title</b>	Executive Director – Department of Community and Children’s Services
<b>Department</b>	Community and Children’s Services
<b>Grade</b>	Senior Management Grade
<b>Location</b>	Guildhall
<b>Responsible to</b>	Town Clerk and Chief Executive
<b>Responsible for</b>	Department of Community and Children’s Services and associated services and resources, and all statutory functions relevant to the role

### **Purpose of Post**

To lead on the delivery of high quality service performance in line with the corporate strategic initiatives and standards in order to maintain the City of London Corporation’s status of excellence and to ensure the highest standards are attained.

To provide inspirational strategic leadership and direction for the Department of Community and Children’s Services. To lead and manage departmental staff and partners in providing responsive, efficient and high quality services.

To work with the Town Clerk and Chief Executive in the provision of strategic leadership and direction as one of the most senior officers of the City of London Corporation, including the leadership of allocated corporate projects.

To be the statutory Director of Children’s Services and Director of Adult Social Services.

### **Main Duties & Responsibilities**

#### **Service Responsibilities**

To undertake the statutory roles of Director of Children's Services and Adult Social Care.

Lead the provision of service in a number of areas including (but not limited to) Housing, Adult Social Care and Support, Education, Family and Children's Services including Social Care, Libraries, Registration Services, Public Health; and related Commissioning and Strategy.

Supporting the Chief Executive Officer of the City of London Academies Trust and developing and progressing education strategy in its widest form.

To advise Members and Senior Management on all aspects of Safeguarding of Children & Vulnerable Adults; and ensure safeguarding standards are met within the department and effective multiagency arrangements are in place.

To be responsible for and effectively manage the range of budgets available to the Department of Community and Children's Services, ensuring that funding is maximised and resources effectively deployed, monitored and controlled to provide optimal levels and quality of service.

To ensure that there are robust arrangements in place for supervising contracts and partnerships; and monitoring of externally provided services in respect of quality standards and timely delivery.

To ensure the Department of Community and Children's Services sets, monitors and meets challenging service objectives and targets in line with performance indicators and benchmarks and has effective, robust and cohesive service plans.

To develop, implement and monitor initiatives for integrated internal and external services and ensure effective joint service planning and partnership working to deliver seamless services to the diverse range of client groups.

To ensure the managers and employees whom you supervise meet their corporate, service and individual objects and targets.

To participate as required in the Crisis Management Group for the purpose of peace-time emergencies in the event of a major incident.

To undertake available learning and development opportunities and show commitment to continuous development to maximise your potential and ensure the continued delivery of quality services.

## **Leadership & Management**

To lead, motivate and inspire employees in the Community and Children's Services Department in the achievement of the City of London's and service objectives.

To lead, manage and promote cultural change which engages users in the development of comprehensive services for children, young people, adults, City of London housing tenants and the community at large.

To ensure effective performance and budgetary management arrangements.

To ensure effective and open communication and excellent working relations with Members, City of London departments, other agencies, residents and service users.

Liaise effectively with Members of the Community and Children's Services Committee and the Barbican Residential Estate Committee.

### **Corporate & Strategic**

To develop, implement and maintain a corporate and strategic approach to service delivery in order to ensure all services are fully integrated into the work of the City of London Corporation and contribute to improving performance against key measures.

To lead, manage and promote sensitive cultural change and performance improvement to achieve service objectives at a departmental and corporate level as one of the most senior officers in the organisation.

To lead on or participate in corporate projects to ensure effective and timely delivery of outcomes.

To establish and maintain effective partnerships and working relations with external bodies and partner agencies, in order to achieve integrated planning, commissioning and delivery of joined-up services, effective performance management, and contribution to national debate. To be responsible for ensuring that the City of London is kept up to date on Government policy and initiatives relevant to the service area and that it responds to Government consultation papers as appropriate.

To be a member of the City of London's senior management team.

To represent the City of London on and with outside bodies in services matters, including central Government and inspection agencies, health service bodies and other local government organisations (this will include pro-actively contributing to any national debate to shape and influence the direction of services nationally).

To promote the City of London's contribution to London-wide service issues.

### **General**

Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.

Actively seek to live the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.

To undertake any other duties that may reasonably be requested appropriate to the level of the post.



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<b>Department</b>	Community and Children’s Services
<b>Grade</b>	Senior Management
<b>Trent Position Number</b>	

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (**A**), interview (**I**) or test (**T**) as indicated below.

### **Professional Qualifications / Relevant Education & Training**

A suitable qualification and experience in either children’s social care, education, adult services, or housing. Evidence of continuing professional development and understanding of one or more of these public services.

### **Experience Required**

Proven senior management experience in a complex organisation providing public services, and ability to deliver through that, excellent results in a social care (or health) organisation. Knowledge and understanding of the performance regime including national outcomes and indicators. Clear understanding of best practice in the safeguarding of children and adults. Experience of successfully managing external inspections and other external performance management regimes.

### **Technical Skills & Knowledge**

Demonstrable skill / experience in one or more of the following areas; Housing, Adult Social Care and Support, Education, Family and Children's Services, Registration Services, Libraries, Public Health; and related Commissioning and Strategy.

Excellent understanding of equality and diversity issues staff and those using the service. A track record of positive achievements in this area.

### **Other Relevant Information**

This post is subject to an enhanced DBS Clearance.

### **Recruitment – Note to Applicants**

***The qualifications, experience and technical skills will be used in the decision making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.***

***Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.***