**SEFTON METROPOLITAN BOROUGH COUNCIL**

**JOB PROFILE**

**Assistant Director Help and Protection**

**SALARY – HAY 3**

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| **JOB PURPOSE** |

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| This is part of the Council’s Strategic Leadership Board and a key role in Children’s Services.  This role is critical to the improvement journey in Sefton and is the strategic lead for Sefton’s transformation so that services for children, young people and families are consistently good or better.  As the Assistant Director you will promote, implement and lead continuous improvement programmes to improve service functions and create a performance and accountability culture that drives up standards and performance. You will have responsibility for delivering high level advice and guidance which significantly influences, either directly or indirectly, trust and confidence of the community and the Council.  This role will need to work very closely with appropriate Children’s Services staff to ensure that the children and young people in Sefton are safe, secure and successful. You will ensure that services contribute to the council’s vision and priorities, work collaboratively with colleagues across the wider partnership in Sefton to deliver improved outcomes for children and provide professional expertise and vision for the improvements that we want to make. |

**Accountable for the performance and impact and responsible for the line management of the following areas:**

* Multi Agency Safeguarding Hub, Assessment Teams, Targeted Early Help, Locality Teams, Children with Disabilities, Emergency Duty Team, Child Exploitation Team and Edge of Care.
* Performance and data management within the service
* Practice development and improvement
* Ofsted and external scrutiny readiness
* Transformation, change and continuous improvement programmes

**Other responsibilities**

* Deputise for the Executive Director of Children’s Social Care and Education, or other Head of Service, when required
* Horizon scanning for regulatory and statutory changes in relation to social care, external scrutiny and workforce development briefing senior leaders promptly as implications for the council and wider partnership.
* Support and cover for peers and colleagues when required.

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| **JOB SPECIFIC** |

**PRINCIPAL RESPONSIBILITIES**

* Provide effective strategic leadership, vision and management direction to deliver high quality services which effectively safeguard and promote the welfare of children and young people.
* Provide strategic leadership for the continuous improvement of service delivery across the service area. This is to be achieved through continued high-quality management oversight and implementation of quality assurance functions throughout all of the teams.
* Manage and improve partnership arrangements to improve the well-being of children and young people and enhance the performance of local authority Children’s Services functions.
* Responsibility for managing efficient and effective commissioned services and ensuring these services are discharged with a view to safeguarding and promoting the welfare of children.
* Responsibility for ensuring that the general principles stemming from the United Nations Convention on the Rights of the Child (UNCRC) are effectively implemented providing children and young people with involvement in the development and delivery of local services.

* Promote prevention and early intervention so that emerging problems for children, young people and families are dealt with at the earliest opportunity.
* Provide strategic leadership for the continued development and delivery of the service including its wider role in the context of Working Together, Pan Merseyside arrangements and best practice.
* Provide strategic leadership for the continuous development of the Service data performance function and ensure widespread effective analysis and use of data in service delivery and benchmarking performance against local, regional and national targets.
* Take the strategic lead for the preparations for external scrutiny, reviews and inspections across the whole Council so that there are robust preparations in place for such examinations, has the responsibility for the delivering and monitoring of recommendations within identified timescales and ensures that the impact on children’s outcomes can be clearly evidenced to provide the relevant assurance that work is being progressed and targets are being met.
* Have strategic oversight of all of the improvement, action, service and delivery plans with a detailed understanding of interdependencies, risks and correlations to ensure that delivery of plans are not impeded and that performance against these plans can be measured and reported to various forums as required.
* Have ownership for horizon scanning for changes in regulatory and statutory changes in relation to the service, Ofsted frameworks and workforce development to ensure swift changes to policies, processes and practises to address these changes and ensure that the authority is always compliant with such changes.
* Supporting Human Resources where applicable and recommending training and development to meet identified need, ensuring all the service practitioners are aware and supported to achieve the required standards of performance.
* Develop, promote, implement and lead service functions and create a performance and accountability culture that drives up standards and performance within the service, whilst ensuring effective risk management and review of subsequent outcomes.
* To deliver effective and accurate self- assessment of service quality to inform strategic leadership across the authority and where applicable, the safeguarding partners.
* Develop and foster effective relationships and partnerships with external stakeholders, partners and agencies, representing and promoting joint interests with these groups in order to focus resources on improving services and outcomes for children and young people and families.
* To ensure that areas of operation are fit for purpose, appropriately structured and integrated with other teams and services to maximize impact and outcomes in order to meet local and national policies and priorities.
* Formulate strategies and policies which drive improvement and lead to better outcomes for children and young people.
* To formulate service specification and commission appropriate services and provision as necessary to achieve positive outcomes for children and young people. Ensuring there is compliance, effective monitoring and evaluation and value for money.
* To provide effective supervision to managers based on a clear vision of the outcomes to be achieved by the service and how the outcomes will be achieved.
* To plan, manage and review allocated budgets in line with the priorities agreed by the organisation, ensuring robust monitoring and budget control processes are in place and there is clear accountability at all levels. Securing value for money to get best use of resources.
* To contribute towards the effective and efficient operation of frontline fieldwork services, ensuring that the safeguarding of children is paramount in every aspect of work.
* To be the authority’s expert officer on issues related to areas of responsibility and applying this to achieve improved outcomes for children and young people.

**Assistant Directors – OVERARCHING ESSENTIAL CRITERIA**

**Role Based Criteria**

* Emphasis on functional leadership and management, co-ordination and oversight of a range of related functions to achieve specific outcomes for local people
* Make appropriate evidenced based commissioning decisions for a range of council services in line with council policy and priorities.
* Work closely with elected Councillors especially Cabinet Members and support them in undertaking their community leadership and policy and decision making roles.
* Direct personal accountability for delivery of a range of services and outcomes to agreed performance standards and within budget.
* Constantly seek efficiency and value for money and support the development of new delivery and support models.
* Empower and devolve decision making to the most appropriate level, as close as possible to the frontline, to maximise performance
* Discover new ways to reduce the cost of services to taxpayers and improve their overall productivity and value for money to service users.
* Actively manage demand and risk whilst encouraging creative thinking and innovative practice.
* Develop staff with flexible skills and competencies that are valued and supported.
* Set clear expectations, and provide development and support to enable the Council to deliver the required outcomes
* Promote cross-organisation team working, within the Council and with partner organisations to deliver more cost effective and valued services and enable coherent and integrated problem solving.
* Fulfil the role of Project Sponsor for specified key corporate projects.
* Empower all staff to deliver effectively and efficiently.

## Skill and Attitude and Value Based Criteria

* Sefton’s Vision sets out how we as a Council want to work with each other, and with our communities and our partners, to make Sefton a great place to be**.**
* Assistant Directors will have personal responsibility to support the delivery of the vision and consistently demonstrate the behaviours and values expressed in the Promise and Leadership requirements.
* Have the necessary political knowledge, skills and abilities needed to operate effectively in a political environment.
* Develop, lead, participate and collaborate in effective partnership across organisations and sectors.
* Focus on outcomes, break down service/professional barriers and facilitate One Council delivery.
* Thrive on ambiguity and demonstrate exceptional personal resilience.
* Create and sustain enabling and open relationships.
* Create the most effective environment for innovation, learning and performance.
* Lead change and empower the whole Council to effectively manage complexity, ambiguity and risk.

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| LEADERSHIP |

## Must demonstrate the following leadership competencies.

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1. Provide clear vision and direction.
2. Lead and manage change.
3. Plan strategically.
4. Lead people and performance.
5. Work corporately as well as collaboratively with partners.
6. Communicate effectively.
7. Focus on excellence.
8. Develop self and others.
9. Personal resilience.

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| **BEHAVIOURS** |

Must demonstrate the following behaviours.

1. Provide support with a view to improving quality.
2. Provide appropriate and constructive challenge.
3. Create a culture that looks for understanding and solutions.
4. Visibly and positively respect and value staff.
5. Communicate a consistent and clear message throughout the Council and with partners.
6. Respect, listen to and value others views.
7. Maintain a customer focus with a relentless pursuit of excellent outcomes.
8. Have collective integrity and responsibility.
9. Endeavour to improve outcomes for the communities of Sefton.

**STRATEGIC SERVICE**

* Provide strategic direction and decision making. Understand the impact of change driven by national agendas and adapt services to meet these changes as required.

**MANAGING CHANGE**

* Develop and promote initiatives to improve the quality and effectiveness of Children’s Social Care
* Contribute to the delivery of the Sefton 2030 Vision Framework for change.

**PARTNERSHIPS**

* Manage and build relationships with partners to deliver the highest standards of service and ensure an effective agency response to safeguarding children.
* Actively promote Regional and National networks to foster relationships.

**GENERAL**:

Postholders will:

* Lead Council-wide officer and partner groups as required
* Act as the Emergency Duty Co-ordinator, on a rota basis, for the Council’s Emergency Planning processes and to attend ongoing training as required
* Represent the Council on key Civic events as required
* Represent the Council at partner events as required
* In addition to his/her principal duties the post holder will be expected to contribute more widely to the overall development of the Service and the Council and will be required to contribute to the Out of Hours Service.

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not ‘protected’ (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013

New appointments will be required to satisfactorily complete a six-month probationary period.

In accordance with policy this post has been politically restricted. This is due to the sensitive nature of this post (giving advice on a regular basis to the authority itself, to any committee or sub-committee of the authority or to any joint committee on which the authority are represented; speaking on behalf of the authority on a regular basis to journalists or broadcasters).

The postholder will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

The Authority has an approved equality and diversity policy in employment and copies are freely available to all employees. The postholder will be expected to comply, observe and promote the equality and diversity policies of the Council.

Since confidential information is involved with the duties of this post, the postholder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

**Note:** Where the post-holder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

**Prepared by**: **Name**: **Martin Birch**

**Designation: Executive Director of Children’s Education and Social Care**

**Date: July 2022**

**PERSON SPECIFICATION**

**Assistant Director Help and Protection (Children’s Services)**

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| Personal Attributes Required  (considerations) | Essential (E)  Or  Desirable (D) | Method of Assessment  (suggested) |
| **QUALIFICATIONS/KNOWLEDGE**  Qualified Social worker  Social Work England registered  Appropriate leadership/business degree level qualification or  Professional Management Qualification  Knowledge of Children Act 1989 /2004, Adoption & Children Act 2002, Children and Young Persons Act 2008, other appropriate legislative frameworks, statutory guidance and processes for Looked After Children and Children subject to Child Protection Plans, Inspection and Regulation | E  E  E  E | C  C  C  AF/I |
| **EXPERIENCE**  Clear demonstrable track record of success in leading high quality and high performing children’s social work/care services including policy development and corporate /strategic planning  Experience of strategic leadership of and improvement and change including the creation of performance and accountability driven cultures  A proven track record of leading statutory services through inspections and other external scrutiny, demonstrable experience of working with regulatory bodies such as Ofsted and with the support and challenge of the DfE | E  E  E | AF/I  AF/I  AF/I |

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| **EXPERIENCE (Cont’d)**  Exchanges wide ranging complex and contentious information with a range of people, groups, organisations orally and in writing  Significant experience of dealing with complex situations involving a degree of uncertainty  Specialist expert and up to date knowledge in relevant policy, procedures, regulations, inspections, case law, legislation and best practice within children’s social care  Successful track record of communicating and working with stakeholders and partners in order to focus resources jointly on improving services and outcomes for children and young people  Experience of managing people effectively within a customer focused, service delivery organisation  Successful management of budget to drive better value for money in service delivery | E  E  E  E  E  E | AF / I  AF / I  AF / I  AF / I  AF / I  AF/I |
| **SKILLS/ABILITIES /APTITUDES**  Has the drive, tenacity and confidence to motivate, empower, support and challenge individuals, teams and services using evidence-based work to support change and drive forward improved ways of working  Strong, visible and positive leadership  Ability to provide constructive challenge, and to exert influence, on councillors, external partners, board members in order that appropriate and effective decisions are made. | E  E  E | AF/I  AF/I  AF/I |

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| **SKILLS/ABILITIES /APTITUDES (Cont’d)**  Ability to plan, organise and prioritise a demanding workload, in order to maintain the delivery of multiple, competing short and long-term objectives  Proven ability to build and maintain strong networks of support both internally and externally  Ability to forge effective partnerships with external agencies, voluntary and statutory bodies, and stakeholders for the continuous improvement of services  Ability to harness the full commitment and responsibility of all key stakeholders in delivering the vision for Sefton’s communities  A successful record of delivering customer focused services and improving standards and performance  The ability to employ advanced effective verbal and non-verbal communication to professional staff, public, employees and elected members.  Ability and willingness to be pro-active and solution focused to implement  performance and practice management  standards and make decisions based on interpretation of complex information  Effectively leading in areas of diversity and equalities  Ability to drive forward excellence and deliver results; applying a focus on performance and improvement within the context of increasing efficiency | E  E  E  E  E  E  E  E  E | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| **SPECIAL REQUIREMENTS**  Prepared to work flexible working hours, including attendance at evening meetings throughout the Borough and outside the Borough  Prepared to relocate to offices within the Borough, if required to do so | E    E | AF / I  AF / I |

AF Application Form

I Interview

T Test

P Presentation

**Prepared by: Name: Martin Birch**

**Designation: Executive Director of Children’s Education and Social Care**

**Date: July 2022**