

LONDON BOROUGH OF MERTON**CHILDREN, LIFELONG LEARNING AND FAMILIES DIRECTORATE****JOB DESCRIPTION**

POST TITLE: Executive Director of Children's Lifelong Learning & Families

Grade: Executive Director

DIVISION/SECTION: Executive Directors Office

Location: Civic Centre, Morden

Responsible to: Chief Executive

Responsible for: Strategic oversight of all statutory Director of Children Service (DCS) responsibilities including children's social care, Children and Families Hub, long term child in need and child protection teams, corporate parenting (children in care and young people leaving care), children with disabilities, Youth Offending Service, quality assurance and effective performance management and oversight, educational access for Merton's children, school improvement functions including education welfare, statutory assessments for SEND and support services for school in relation to SEND, early years sufficiency and quality standards, Family Hubs, early help and adult education, school place planning and admissions, youth service and commissioning across CLLF

Post number: M3007815

Date: January 2024

1. MAIN PURPOSE

- To be professionally responsible and accountable for the effectiveness, availability and value for money of the Council's statutory children's services and functions, specifically:
 - the Council's functions in its capacity as a local education authority under the Education Acts including functions relating to further education, higher education and adult education;

- the Council's social services functions within the meaning of the Local Authorities Social Services Act 1970, insofar as they relate to children, and the Council's functions for children and young people leaving care;
 - any health-related functions exercised by the Council on behalf of an NHS body under section 31 of the health Act 1999, insofar as they relate to children; and
 - the Council's functions as a children's services authority as set out in the Children Act 2004, in particular building and leading the arrangements for inter-agency co-operation.
- To ensure the development, implementation and evaluation of strategies for the provision of service and support that are responsive to client needs include the views and voices of children, young people and their families and are sufficiently dynamic to respond to changes in governmental direction and legislative change.
 - To manage the provision of quality services that reflect the Council's core values.
 - To participate in the corporate management of the Council.

2. MAIN DUTIES AND RESPONSIBILITIES

- To ensure the development of a departmental organisational structure that meets changing service needs. To promote sound departmental management practices and to be responsible for the effective recruitment and retention, motivation and development of staff.
- To make arrangements to ensure that the Council's functions are discharged having regard to the need to safeguard children and young people and promote their welfare and create and sustain a framework for the effective delivery of services to children and young people through leadership and by creating the conditions for others to perform and to innovate.
- To build and lead robust partnership arrangements under which public, private voluntary and community sectors work effectively together in relation to the planning, commissioning and provision of services which improve outcomes for children and young people and place them at the centre of service provision.
- To harness the distinctive contributions of children, young people and their families and carers in designing and delivering services and in evaluating how effectively services improve outcomes.

- To provide accurate and timely advice to the Council, its committees, elected members, the Chief Executive and Executive Directors, on developments, trends in the areas of children, schools and families services and all matters relating to the strategic planning of those services and their resourcing.
- To develop, implement and evaluate policies and programmes for the provision of cost-effective, high-quality services which accord with the Council's policy objectives and meet both statutory and local needs.
- To maintain and develop productive links with schools headteachers and governors based on mutual respect, shared goals and shared responsibility for the improvement of standards within the Borough.
- To ensure that the Council's statutory responsibilities in regard to such things as the provision of the school places, access, monitoring of standards and Education Health and Care Plans for children with special needs are met.
- To be a member of the Executive Board of the local safeguarding children partnership (LSCP) for the purpose of safeguarding the welfare of children and young people in the Borough.
- To promote the educational achievement of looked after children.
- To strategically lead preparation for and coordinate statements of proposed action following an ILACS, SEND, YOT or Joint Targeted Area Inspection and to exercise a key role in monitoring and evaluating implementation of the proposed action.
- To direct the operation of the Council's contracted out and commissioned children's services provision through the establishment of suitable arrangements for performance management arrangements across all children's services.
- To represent the Authority to external agencies such as Government Departments, Local Authority Associations, private developers, etc to develop effective relationships to advance the Council's objectives.

3. EXECUTIVE DIRECTOR – KEY ACCOUNTABILITIES

- Role model the values and behaviours of the organisation and be an ambassador for and represent the Council at all times: [Work for Merton \[DRAFT\] : Values | Merton Council](#)
- Lead on strategic plans to ensure that services have operational plans in place to deliver the Council Plan on time and to budget.
- As a member of the Senior Leadership team lead the Council ensuring that all service areas work collaboratively across (including partner organisations) to deliver services and generate efficiencies.
- Lead on your service area to ensure that all your services are fully compliant with all existing or new legislation and other statutory requirements.
- Lead on effective performance management arrangements and ensure that is in that any remedial action is taken promptly.
- Lead of people management, ensuring that teams and individuals are well-supported, diversity is encouraged, and performance is monitored.
- Take a strategic and corporate view of complaints (both internal and external) and ensure arrangements are in place to deal with them promptly and effectively.
- Lead on equality, diversity and inclusion in service delivery and employment, and work within relevant legislation to ensure arrangements are in place to carry out Equality Impact Assessments where necessary.
- Ensure that strategic and operational risks are considered, and that appropriate actions and reporting are put into place to manage these.
- Attend emergency planning training, be familiar with the London Borough of Merton Emergency Plan and your role during an incident. This may involve receiving notification out of hours and to respond positively to these calls.
- Required to take part in the emergency rota and participate in elections.
- Deputise for the Chief Executive and represent the Council as required on corporate and external activities and groups.

4. PERSON SPECIFICATION

Knowledge

- Educated to degree level and/or full relevant professional qualification, with evidence of continuous professional development.
- An understanding of the legislative framework governing the work of the department. Understanding of issues impacting on service delivery within an urban, multi-cultural environment.
- A clear understanding of the workings of local government and the wider environment in which it operates.

Skills

- Ability to demonstrate a clear vision of the future for Local Authority children, schools and families' services and the challenges facing those services in the short and medium term.
- Well-developed analytical skills and proven ability of setting/achieving strategic objectives through performance management and of evaluating and achieving service quality.
- Ability to communicate effectively, negotiate and network through highly developed written, oral and presentation skills.
- Ability to develop innovative solutions whilst maintaining continuity of services through setting of clear goals/targets.
- Ability to lead, motivate and enthuse individuals and teams within a rapidly changing environment.
- Ability to work effectively within a political environment and to manage the member/officer interface.
- Commitment and ability to implement the Council's Equal Opportunities policies in employment and services.
- Commitment to working in partnership with a wide range of bodies both internally and externally.

Experience/Training

- Significant senior management experience in the provision of public sector children care and/or education services within a multi-racial urban community. Experience of

participation at senior management level in the corporate affairs and decision making of a large complex organisation.

- A successful track record and background of consistent achievement at senior management level (second tier or above) in a local authority or other large complex organisation.
- Experience of managing, motivating and developing a multi-disciplinary workforce and harnessing the talents of employees at all levels.
- Experience of successfully leading management of change within a service setting.
- Experience of working in co-operation and partnership with a wide range of internal and external bodies including statutory agencies/organisations.
- Experience of having successfully managed substantial budgets through rigorous control procedures, as well as delivering budget options within a corporate framework.
- Experience of establishing and implementing business planning processes and performance management systems to ensure appropriate and cost-effective service delivery.

Others

- Successful Enhanced Disclosure and Barring Service (DBS) check.