

Head of Children with Disabilities Service

Reports to:	Director, Early Help and Social Care		
Department:	Children, Young People and Community Development	Job category:	HAY 5
DBS Status:	Enhanced	Politically restricted:	Yes

Job Purpose:

As a member of the Children's Services Leadership Team:

- Support the Director of Early Help and Social Care in securing the continuous development, improvement, efficiency and success of the Department as a whole through effective leadership, budget management, strategic planning, management and governance.
- Manage the day to day operational and financial management functions of the 0-25 Children with Disabilities (CWD) service so that high quality and cost effective services are delivered.
- To lead the development, planning and delivery of a service to meet the current and future needs of users within available resources.
- Be responsible for a portfolio of services including the 5 CWD social work teams, the Short Breaks team, the Occupational Therapy service and the Ade Adepitan Short Break Centre. To also be responsible for the provision of care packages under the Direct Payments, Care at Home and Supported Living arrangements.
- Ensure that disabled children and young people living at home or within the community in Brent are effectively safeguarded and supported. Be responsible for ensuring that there is an effective transition process in place for young people as they prepare for adulthood. Where services are required to achieve these outcomes they should be provided in a timely and effective manner.
- Play a leading role in relevant partnerships and multi-agency networks.
- Contribute to the delivery of corporate priorities and objectives.

Values

Collaborate proactively.

Lead inclusively.

Embrace change.

Be bold and curious.

Celebrate and share our success.

Overall Description

The Head of Children with Disabilities Service role is responsible for the leadership and management of effective teams that deliver a range of services to support and safeguard Brent's most vulnerable children and young people with disabilities. The postholder is responsible for managing a wide range of internal and external contacts, including directors,

senior managers, elected members, and various organisations, requiring strong interpersonal skills. They will work in partnership with local authorities, public sector organisations, businesses, and other stakeholders. The role involves leading a high-performance team and making financial decisions for approximately £13 million in support packages and placement costs. Additionally, the postholder will lead the development of council services, operate within a framework set by management teams with considerable freedom to shape services, and ensure high professional standards and compliance with new legislative requirements.

The position is expected to be part of the Councils' emergency planning and resilience arrangement, including being on call Gold, and to demonstrate a commitment to embedding ownership throughout of this being everybody's business.

Job specific roles and responsibilities

1. Work collegiately with colleagues on the Senior Management Team (SMT) and make a proactive contribution delivering departmental and corporate objectives.
2. Lead and manage a portfolio of customer focused services in alignment with both corporate and departmental aims and priorities.
3. Provide leadership and management to achieve high performance and effective operational delivery, which will include managing the effective use of resources and staff.
4. Work closely with the Director to support effective working relationships with relevant portfolio holders.
5. Support and develop partnership working, including acting as an effective ambassador and advocate with external organisations.
6. Take responsibility for a portfolio of services which may be altered from time to time but currently includes the 5 CWD (0-25) teams, the Short Breaks Team, the Ade Adepitan Shor Break Centre, the Occupational Therapy service and the CWD Finance team.
7. Ensure that disabled children and young people are safeguarded and supported to live at home whenever possible . Where support services are required to achieve this goal these services should be provided in a timely and effective manner.
8. Chair resource panels where the allocation of Direct Payments, Care at Home and Supported living funding can be agreed.
9. Where children can no longer live at home identify and monitor high quality placements for our disabled young people .
10. Act as the Responsible Individual for the Ade Adepitan short break centre for inspection and regulatory purposes.
11. Oversee the provision of services and contract arrangements for the sale of services to external buyers.
12. Ensure the efficient and effective use of all relevant budgets with a view to achieving best value at all times.
13. Set and review the policies and performance targets for the CWD services, ensuring that each service contributes to achieving the aims of the directorate.
14. Keep abreast of current developments and best practice in children's social care.

15. Participate in relevant partnerships and multi agency networks to further the goals of these services.
16. Ensure the effective participation of children, young people and their carers in service delivery and the continuous improvement of services.
17. Deputise for the Operational Director as and when required.
18. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.
19. Carry out duties with due regard to the council's customer care; equal opportunities; information governance, data protection, health and safety and Emergency Planning & Awareness (including to provide assistance where available) policies and procedures.
20. Employees should embed environmental sustainability into their work, actively contributing to Brent becoming a carbon-neutral borough in 2030.
21. Undertake any other duties commensurate with the general level of responsibility of this post.

Essential Requirements (key skills & qualifications)

Knowledge and Qualifications (all criteria are essential):

- Educated to degree level
- Relevant professional qualification: CQSW, CSS or DipSW
- Evidence of significant relevant Continuing Professional Development (CPD).

Experience:

- Track record of achievement at a management level in a similarly large and complex organisation including:
 - delivering customer focused services and service improvements managing demands and pressures on the service and tight deadlines
 - ensuring that the service is effectively resourced to deliver to the required standard
 - planning for a minimum of one year anticipating priorities, changing landscape and predict the future service;
- Evidence of effective management and delivery in a complex environment including performance management and people management
- Evidence of effective budget and contract management for services in the public sector.
- Leading and implementing change to secure improved outcomes.
- Effective partnership and multi agency working.
- Experience of responding to rapidly changing work contexts with creativity and flexibility.
- Evidence of successful stakeholder management and collaborative working with a range of stakeholders, including staff, external agencies and customer groups.

Skills and Abilities:

- Strong Leadership and management skills including people, performance and budget management ·
- Strong communication, negotiating and influencing skills.
- Ability to work collaboratively, corporately and departmentally, creating a strong team spirit.
- Strong role model who demonstrates a personal commitment to high standards of public service, honesty and integrity and professionalism.
- Ability to think strategically
- Ability to work effectively in partnership and multi agency settings.
- Ability to understand budgets, identify potential problems and take effective action to address them.
- Ability to produce effective service plans that contain stretching targets and deliver improved outcomes.
- Ability to use quantitative and qualitative information as a basis for analysing problems, agreeing actions and securing improvements in services.

Budget Responsibility and Overall Headcount

- Directly controls and allocates a budget of £16.05 m
- Responsible for 4 direct reports and approximately 70 staff overall.
- Responsible for over 800 open cases.
- Responsible for income generation through the sale of services to other boroughs.

Within reason these key deliverables may evolve to meet service need and it is expected that the postholder will be flexible and adaptable in their delivery to meet both service and council wide needs.