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| **Department** | **People Services** |
| **Job Title** | Strategic Lead – Targeted Early Help |
| **Grade** | Senior Head of Service |
| **Primary Purpose of Job** | To lead the strategic development and implementation of Targeted Early Help Services for children, young people and families across the Council and Partner Agencies |
| **Reporting To** | Assistant Director – Staying Safe |
| **Staffing**  **Responsibilities** | Those officers for whom there is, at any point in time, a direct line management responsibility |

**Main Duties**

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| **1** | To lead the strategic development and implementation of Targeted Early Help Services and partnerships to ensure Early Help services across the Council and Partners comply with statutory guidance and deliver effective outcomes for children, young people and families. |
| **2** | To take a strength based and relationship-based approach to management, leadership and front-line practice and ensure this is a consistent approach across the Council and Partner Agencies. |
| **3** | To ensure appropriate and effective transfer of casework between Early Help and other statutory services including Children’s Social Care, Mental Health, Domestic Abuse and Substance Misuse. |
| **4** | To establish systems for triangulating and analysing qualitative and quantitative information from a variety of sources to evidence that services are good quality and making a positive difference to children, young people and families. |
| **5** | To lead on the strategic development of services and partnerships to ensure effective processes to safeguard children missing from home and children missing education, and that these link to processes for children missing from care |
| **6** | To provide strategic leadership to the Youth Offending Team and oversee the formulation and development of the Youth Justice plan. |
| **7** | To ensure services and commissioning arrangements are co-designed with children, young people and families. |
| **8** | To demonstrate and role model strong and well-developed leadership skills and behaviours using excellent interpersonal and emotional intelligence skills to motivate and support staff. |
| **9** | To ensure compliance with any quality and key standard requirements set out in statutory guidance and in relevant inspection frameworks and governance arrangements. |
| **10** | To take an evidence informed and creative approach to management and practice using analytical and critical thinking skills. To make good use of research evidence, learning from good and innovative practice in other local areas and keeping up to date with national policy and other developments. |
| **11** | To analyse multi-agency and cross departmental information in order to make informed, critical decisions and recommend proposals to the Assistant Director, DLT, CLT and Cabinet Members. |
| **12** | To be responsible for budgets and long term financial planning of Targeted Early Help Services. |
| **13** | To deputise for the Assistant Director – Staying Safe where appropriate |
| **14** | To be responsible for and have knowledge of HR procedures including recruitment, disciplinary and grievance procedures and engaging with the trades unions. |

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| **Date Job Description prepared/updated:** | **April 2019** |
| **Job Description prepared by:** | **Paul Rankin** |

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| **Department** | | | | **People Services** | |
| **Job Title** | | | | Strategic Lead – Targeted Early Help | |
| **Stage One** | | | Disabled Candidates are guaranteed an interview if they meet the essential criteria | | |
| **The Minimum Essential Requirements for the above Post are as Follows:** | | | | | **Method of Assessment** |
| **1.** | **Skills and Knowledge** | | | | |
| 1. | Ability to lead by example, inspiring confidence and trust, tackling performance issues if they arise and creating an atmosphere of ‘can do’ and positive thinking. | | | | Application/Interview/  Assessment |
| 2. | Ability to apply a strength based, restorative and collaborative approach to leadership, management and practice. | | | | Application/Interview/  Assessment |
| 3. | Ability to set and prioritise long term goals and objectives using performance management and quality assurance tools and techniques to deliver effective services. | | | | Application/Interview/  Assessment |
| 4. | Ability to lead strategically across a range of multi-agency teams and inspections. | | | | Application/Interview/  Assessment |
| 5. | Use a variety of management tools and techniques to analyse and address problems. Transfer learning and evidence-based practice within the Council and to partner agencies where appropriate. Encourage and promote networking. | | | | Application/Interview/  Assessment |
| 6. | A detailed understanding of legislation, regulations and statutory guidance relating to Children's Services. | | | | Application/Interview/  Assessment |
| 7. | Detailed knowledge of change theory and the ability to connect this to practice including how people and organisations manage and respond to change. | | | | Application/Interview/  Assessment |
| 8. | Ability to work independently and under pressure delivering excellent services to tight deadlines whilst demonstrating resilience and the ability to provide innovative solutions. | | | | Application/Interview/  Assessment |
| 9. | Understanding of partner agencies’ functions and responsibilities, how these link into he Council and how working together can benefit children, young people and families. | | | | Application/Interview/  Assessment |
| 10. | Ability to lead multiple complex projects. Leading, developing and monitoring activities, resources and plans, maintaining communication with project stakeholders. | | | | Application/Interview/  Assessment |
| 12. | Excellent ICT skills and the ability to lead development of the use of information technology systems and software. | | | | Application/Interview/  Assessment |
| 13. | **Competencies** – Please note the Council’s corporate competencies, which are essential for all roles, which are in the attached CORE COMPETENCIES document. | | | | Application/Interview/  Assessment |
| **2. Experience/Qualifications/Training etc** | | | | | |
| 1. | | Significant experience working at a senior manager level in social care, health or other relevant public sector or voluntary organisation. | | | Application/Interview/  Assessment |
| 2. | | A track record of successful influencing and communication skills at all levels of the organisation including Elected Member, partners, trades unions, directors, managers and staff. | | | Application/Interview/  Assessment |
| 3. | | Signficant experience of successfully managing large complex budgets, reviewing income generation and securing new forms of income, allocation of financial resources and evaluating proposals for expenditure. | | | Application/Interview/  Assessment |
| 4. | | Experience of analysing and presenting information to a wide range of stakeholders including Executive Members and Chief Officers using data and intelligence to inform critical decisions. | | | Application/Interview/  Assessment |
| 5. | | Track record of leading by example, inspiring confidence and trust and developing others | | | Application/Interview/  Assessment |
| 6. | | A relevant professional or managerial qualification to degree level e.g. MBA, and evidence of continuing professional/managerial training and development. | | | Application/Interview/  Proof of qualification |
| **3. Work Related Circumstances** | | | | | |
| 1. | | The nature and demands of the post-holder’s time are not always predictable and there will be an expectation that work will be required outside normal hours from time to time. | | | Application Form/  Interview |
| 2. | | This post has been designated an essential car user post. Applicants must hold a full, current and valid driving licence and a vehicle with a current valid MOT certificate. There must also be adequate vehicle insurance cover to comply with the council’s requirements, in line with the Travel Costs Reimbursement Policy. | | | Application Form/  Interview |
| 3. | | This post is subject to an enhanced disclosure from the Disclosure & Barring Service. | | | Satisfactory DBS Disclosure |

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| **STAGE TWO** | | Will only be used in the event of a large number of applicants meeting the minimum essential requirements | |
| **Additional Requirements** | | | **Method of Assessment** |
| **1. Skills and Knowledge** | | | |
| 1. | At least 5 years experience in managing and leading teams in change programmes | | Application Form/  Interview |
| 2. | Extensive experience of managing children’s and family services at senior level including in a multi-agency environment | | Application Form/  Interview |
| **2. Experience/Qualifications/Training etc** | | | |
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| **Date Person Specification prepared/updated:** | **April 2019** |
| **Person Specification prepared by:** | **Paul Rankin** |



**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.