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**OLDHAM COUNCIL**

**JOB DESCRIPTION**

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| **Job Title:** Assistant Director of Children in Care | |
| **Directorate:** Children and Young People | **Division/Section:** Children’s Social Care |
| **Grade:** AD2 | |

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| **Job Purpose:**  This post leads the Children in Care and Young People’s Service and works with families and young people who are on the edge of care, in care and care leavers.  The role is responsible for ensuring that children and young people who are looked after and care leavers are provided with intervention and support to best meet their needs and to ensure they have the best opportunities to succeed in life.  The role will be responsible for and dedicated to working in partnership with others developing new ways of engaging with our children, young people and their families and communities to improve their outcomes by ensuring that we build resilience and work as one team.  To deputise for the Director of Children’s Social Care on Children in Care and other issues as required |

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| Specific Responsibilities   1. Take overall strategic responsibility for improving outcomes for children and young people in care including; children and young people in and on the edge of care and care leavers. 2. Ensure that all children looked after receive the greatest opportunity to thrive supporting the Councils Corporate objectives relating to Corporate Parenting. 3. Ensure that the Council fulfils statutory duties in relation to all services within your remit including ensuring that fostering regulations are adhered to as the nominated Agency Decision Maker, and ensuring Ofsted registration for relevant services and making key decisions as required. 4. To chair the Oldham Provider Panel and make key decisions relating to Children in Care which are compliant with the appropriate regulations. 5. To represent the Council in relation to Adoption arrangements with the Regional Adoption Agency (Adoption North West) and ensure services being delivered by the RAA meet Oldham’s ambition for Adoption and meet Ofsted requirements. 6. To take the strategic lead in arrangements covering Children in Care with key strategic partners including Oldham Cares and Greater Manchester Police (GMP) in the holistic provision of services across Oldham relating to children in care. 7. To oversee detailed business plans relating to the provision of Children in Care covering Fostering, Adoption, Throughcare and Children Looked after services reflecting a commissioning and direct delivery models of service provision. 8. Strategically lead staff teams, taking the lead on actions to improve staff engagement, staff development and progression planning, and ensuring organisational structures support delivery of best working practices. 9. Overall responsibility for the placement budget, ensuring the delivery high quality, value for money spend and budget management and monitoring including out of borough arrangements. 10. To ensure the effective involvement and participation of parents/carers, children and young people in the development and evaluation of services along with cross-council and multi-agency working 11. Leading and overseeing projects as part of the Children’s Transformation Programme which will improve outcomes across all aspects of Families and Children’s services in relation to Children in Care and other areas as directed by the Managing Director of Children and Young People. 12. Advise and assist the Director of Children’s Social Care on the implications of relevant policy developments and emerging issues relating to Adoption, Fostering, Throughcare and Children who are looked after.   General Responsibilities:   1. To provide the strategic direction of the service and anticipate the changes influencing the service both internal and external, and evaluate the risks and opportunities, putting appropriate strategies/plans into action. 2. In line with corporate plan oversee and co-ordinate the service plans for the division, including regular evaluation of progress against service plans and agreeing appropriate follow up actions with service managers. 3. Foster a high-performance culture within the division ensuring efficiencies are maximised across the division and continuous improvement occurs.  To provide leadership to the workforce within the respective service.To ensure the effective deployment of the workforce in the division to deliver the Council’s objectives in line with the Workforce Strategy.  1. To ensure effective working relationships with all partners, both internal and external. 2. Facilitate positive, regular engagement with all stakeholders to inform continuous service improvements. 3. To contribute to the overall management of the directorate. 4. To deputise for the Director of Children’s Social Care on matters relating to Fostering, Adoption, Throughcare and Children who are looked after. |

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| **Standard Duties:**   1. To actively promote the equalities and diversity agenda in the workplace and in service delivery. 2. To uphold and implement policies and procedures of the council and directorate including customer care and health and safety policies. 3. To actively engage with the behaviours and values of the Council to promote and support our Cooperative agenda. 4. To undertake continuous professional development (CPD) and to be aware of new developments, legislation, initiatives, guidelines, policies and procedures, and to ensure that members of the division/group are informed appropriately. 5. Undertake any additional duties commensurate with the level of the post. |

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| **Contacts:**  Contacts are employees of the team, service, division, the council, partners, trade union representatives, elected members, inspectors, external organisations and the public |

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| **Relationship To Other Posts In The Directorate:**  **Responsible to:** Director of Children’s Social Care  **Responsible for:** Head of Adoption + Fostering, Head of Throughcare, Head of Health and Wellbeing Children Looked After. |

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| **Special Conditions:**  Standard DBS Disclosure  This is a politically restricted post.  Casual Car User |

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|  | **DATE** | **NAME** | **POST TITLE** |
| **Prepared** | 25th March 2019 | Merlin Joseph | Interim Director of Children’s Services |
| **Reviewed** |  |  |  |

**OLDHAM COUNCIL**

**PERSON SPECIFICATION**

**Job Title: Assistant Director of Children in Care**

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|  | **Selection criteria**  **(Essential)** | **Selection criteria**  **(Desirable)** | **How Assessed** |
| **Education & Qualifications** | Recognised qualification is Social Work, registered with Health and Care Professions Council (HCPC)  Evidence of continued professional, managerial and personal development  Degree and/or equivalent Professional Qualification | Leadership or Management Qualification | AF / I / AC  AF / I / AC  AF / I / AC |
| **Experience** | A proven track record of extensive successful strategic leadership within an organisation of comparable scope and complexity in a constantly changing environment  A proven track record of leading, motivating and managing multi-disciplinary teams specific to the role including the establishment of a positive performance culture that has delivered effective performance and continuous service improvement  A proven record of success in leading and championing organisational and cultural change, creating organisational development programmes and effective working with staff, trade unions and other stakeholders  Evidence of successful resource and financial management, including evidence of the resolution of conflicting priorities, formulating budgets and applying rigorous monitoring and control procedures  Extensive experience in chairing child planning and placements meetings  A proven record of success in communicating and engaging with a wide range of internal and external bodies, building partnerships and productive working relationships and positively promoting organisational reputation and interests  Extensive experience of contract development, negotiations and provider relationship/market management  Extensive experience of managing and successfully delivering a number of projects and work programmes across a wide range of different fields simultaneously  Experience of integrating service user and stakeholder perspectives in service development and delivery. | Experience of chairing multi agency meetings | AF / I / AC |
| **Skills & Abilities** | Able to be innovative, creative and work through issues and problems not dealt with before to a conclusion, through use of extensive practical experience, theoretical, conceptual and technical knowledge  Excellent ability to use persuading and influencing skills to bring about behavioural change and achieve desired results/outcomes as necessary  Ability to analyse complex problems, data and intelligence and develop business models to investigate a number of options/solutions and their viability, evaluating risk against a shifting background, social, political and financial.  Ability to empathise and understand the needs, aspirations and viewpoints of people who receive services  Effective presentation, communication and interpersonal skills and ability to apply these effectively to a variety of audiences  Able to use new technologies in improving services, and modernising working processes |  | AF / I / AC |

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| **Knowledge** | Thorough knowledge of key national and regional policy drivers, legislation and the broader influences relating to Children in Care including Adoption, Fostering, Throughcare and Children Looked after to improve outcomes for children  A clear understanding and knowledge of the workings of local government and including its legal, financial, social and political context, political processes and the current issues faced in a multi-cultural area  Knowledge of project management methodologies and techniques and their application in a business context |  | AF / I / AC |
| **Work Circumstances** | Able to work flexibly to meet the demands of the service (including evenings and weekends as necessary) |  | AF / I / AC |

**NB. - Any candidate with a disability who meets the essential criteria will be guaranteed an interview.**