****

**OLDHAM COUNCIL**

**JOB DESCRIPTION**

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

|  |
| --- |
| **Job Purpose:**  This post leads the safeguarding, workforce and quality functions in Oldham overseeing the Local Safeguarding Childrens Board with responsibility for Independent Reviewing Teams, Corporate Parenting, the Local Authority Designated Officer (LADO) and the development of Professional Practice in Social Work in Oldham.  The post will be responsible for ensuring that the Principal Social Worker and their Team drive practice in Oldham supporting the commitment to delivering high quality social work focused on improving outcomes for Children and Young People and ensuring children in Oldham are safe.  The post will lead, develop and maintain strategies, activities and policies for the achievement of high standards of safeguarding, corporate parenting, quality assurance and social work practice and performance, including workforce development and recruitment and retention. |

|  |
| --- |
| Specific Responsibilities   1. To have overall strategic responsibility for safeguarding children and young people in Oldham through oversight of the Oldham Safeguarding Partnership (OSCP) and management of the Board Manager, ensuring partnership engagement and assuring the delivery of effective responses for children at risk of serious harm and children looked after. 2. To ensure that there are effective quality assurance systems in place to monitor the safety and protection of children at risk of serious harm, working closely with other Assistant Directors to ensure the provision of an effective Corporate Parenting Board and Safeguarding Unit so that improvement and learning from serious case reviews is implemented in an efficient and effective manner. 3. To lead and uphold professional Codes of Conduct required of the Registered Social Care workforce and to promote continuous professional development of all staff using supervisory relationships, training opportunities and current staff development schemes. 4. To lead and be responsible for ensuring that all services that are subject to external inspection are prepared appropriately to ensure that the services receive positive inspection reports that demonstrate continuous improvement within the service. Develop and maintain effective relationships with external regulators. 5. Ensure that the Council fulfils it statutory duties in relation to the portfolio holders responsibilities with particular attention to Children’s Safeguarding. 6. To be the lead officer for Child Sexual Exploitation (CSE); ensuring there is a developed strategy, operational delivery plan with sufficient multi-agency resources. 7. To be the professional lead and focal point for child protection plans and the independent review services, contributing expert advice and knowledge in the area of child protection on highly complex issues that require significant interpretation for our most vulnerable children. 8. To lead and uphold conduct issues in relation to high risk parents, supporting other professional colleagues with potential safeguarding and conflicting situations. 9. To ensure there is effective Regulation 44 visits to children’s homes through the named officer responsible and providing the Authority with a robust overview of services for children in children’s homes. 10. To represent the Council in relation to Safeguarding matters with partner agencies locally and at a regional level meeting Oldham’s ambition for Social Work and meet Ofsted requirements. 11. To oversee the development of Social Work Practice in Oldham ensuring the delivery of AYSE and NAAS accreditation programmes through structured delivery of high quality practice in Social Work. 12. To take the strategic lead in arrangements covering Safeguarding with key strategic partners including Oldham Cares and Greater Manchester Police (GMP) through the oversight and management of arrangements relating to the Local Children’s Safeguarding Board (LSCB). 13. To develop detailed business plans relating to the provision of Safeguarding covering the LSCB, Independent Reviewing Teams, and Sector Development. 14. To ensure the Principal Social Worker and the Team delivers its core purpose of ensuring practice, processes and registrations are of the highest quality underpinning the delivery of improving outcomes for Children and young people. 15. 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. 16. Overall responsibility for the portfolio budget relating to Safeguarding and Sector Development Functions ensure the delivery of high quality, value for money spend and budget management and monitoring including out of borough arrangements. 17. 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 18. Leading and overseeing projects as part of the Children’s Improvement Plan 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. 19. Advise and assist the Director of Children’s Social Care on the implications of relevant policy developments and emerging issues relating to Safeguarding and Policy Development relating to Professional Practice.   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.  1. To ensure the effective deployment of the workforce in the division to deliver the Council’s objectives in line with the Workforce Strategy. 2. To ensure effective working relationships with all partners, both internal and external. 3. Facilitate positive, regular engagement with all stakeholders to inform continuous service improvements. 4. To contribute to the overall management of the directorate. 5. To deputise for the Director of Children’s Social Care and to provide cover for other functions in the absence of other Assistant Directors as required. |

|  |
| --- |
| **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. |

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

|  |
| --- |
| **Relationship To Other Posts In The Directorate:**  **Responsible to:** Director of Children’s Social Care  **Responsible for:** Head of Independent Review, Principal Social Worker, Performance Team, Business Manager Safeguarding Partnership, Corporate Parenting Manager, LADO, Business Support. |

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | **DATE** | **NAME** | **POST TITLE** |
| **Prepared** | 25th March 2019 | Merlin Joseph | Interim Director of Children’s Services |
| **Reviewed** | 10 June 2020 | Elaine Devaney | Director of Children’s Social Care |

**OLDHAM COUNCIL**

**PERSON SPECIFICATION**

**Job Title: Assistant Director of Safeguarding**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **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** | Extensive experience of successful strategic leadership within an organisation of comparable scope and in a constantly changing environment.  Extensive experience of children’s and young persons safeguarding including chairing partner agency meetings relating to CSE, Missing from Home and County Lines.  Extensive experience of leading Social Work development programmes such as NAAS and AYSE pathways in Social Work  Extensive experience of delivering and improving help and protection services  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, 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 Protection Conferences and Partnership 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 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 into 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 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Knowledge** | A thorough knowledge of the Safeguarding Children’s agenda, plus knowledge of the role and function of the Local Safeguarding Children’s Board  Thorough knowledge of key national and regional policy drivers, legislation and the broader influences related to the role.  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.**