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| |  | | --- | |  | | **Head of Adoption Counts**  Thank you for your interest in applying for the above post. Please find attached the Job Description and Person Specification for the role. | | **Working for Stockport Council** | | **Macintosh SSD:Users:tony.collinge:Desktop:values_job_description:STAR_logo_and_values.jpg**  Stockport Council has 4 core values that run through everything we do and are known as the Stockport Way of doing things. As an organisation we stay true to them no matter what challenges we face. The values came from colleagues and were developed through workshops and consultation across the Council.  [This video,](https://play.buto.tv/3My87) produced 'in house' and featuring colleagues from across the Council, explains each value and shows how colleagues are living these values each day.  As a new colleague the Council will expect you to work in accordance with these values. We also have policies and procedures around health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities which we expect you to adhere to. These will be explained in detail to you as part of your induction process.  You can find out more about working for Stockport Council, and some of the benefits we offer employees, online at <https://greater.jobs/locations/stockport/>  H:\Directorate Services Team\Recruitment (Annalie Burns' Team)\Recruitment\OTHER\Diversity and Inclusion\DISABILITY CONFIDENT\employer_small.png |   green band epsStockport Council  **Job Description** | |
| **Post Title: Head of Adoption Counts - Regional Adoption Agency**  **Service Area: Regional Adoption Agency (RAA)**  **Directorate: People**  **Team: Adoption Counts** | Salary Grade: MB1 |
| **Post Reports to: Director of Operations – Stockport and the Adoption Counts board**  **Post Responsible for: Service managers and teams in Adoption Counts and post adoption services. Operational posts linked to 5 local authorities; business support manager; marketing and comms officer** | |
| **Main Purpose of the Job:**  • Overall responsibility and accountability for the delivery and ongoing development of the regional adoption service-Adoption Counts, delivering a comprehensive adoption service to 5 local authorities.  • To provide clear and visible leadership for the service in the delivery of excellent regional adoption services, ensuring that the corporate and strategic objectives of the 5 local authorities are embedded in service delivery and all future development initiatives.  • To lead the delivery of a single, fully integrated adoption service that provides the highest quality, service provision to Manchester, Stockport, Trafford, Salford and Cheshire East local authority areas, improving performance and outcomes across the region.  • Plan for and ensure the delivery of improved adoption services, including recruitment, placement activity, and multi-agency support for children, adopters and birth families, and integration with care planning services in the 5 partner authorities in order to drive improved outcomes.  • To be the principal advisor to the board of the regional adoption agency and elected members in each authority on all the key issues relating to adoption services so that the service can be flexible to local, regional and national trends, priorities, regulation and legislation and adjust accordingly.  • To take the lead role in the development of regional and national approaches to the delivery of adoption and permanence services, including collaboration with the voluntary sector.  • To be accountable for a large and complex budget and to be responsible for effective deployment of resources to meet statutory and regulatory requirements, best practise standards and to develop opportunities for income streams and innovation.  • Liaison and collaboration with key individuals such as directors, chief executives, elected members, commissioners, and corporate leadership teams.  • Liaison and collaboration with key partners such as the Greater Manchester Combined Authority (GMCA), health foundation trusts, clinical care groups, communities, private sector providers, public agencies, voluntary bodies, regulatory bodies, adoptive parents, families and people who are affected by adoption and statutory authorities as required to maximise opportunities for the RAA; to provide information and advice and to identify developmental and collaborative opportunities. | |
| **Summary of responsibilities and key areas:**  1. Strategic responsibility for the design, integration, delivery and future development of adoption services in the partnership local authorities  2. To be accountable for the effective deployment of resources to meet statutory, regulatory and best practise standards, to improve performance across the region. To lead and manage the integrated service with key responsibility for improving outcomes for children, young people, adoptive families and birth parents.  3. To be responsible for the development and delivery of services in line with agreed objectives across all 5 local authorities (LA), in line with agreed standards, designed to improve outcomes and reduce inequalities for users and carers across the region  4. To be accountable to the Adoption Counts board for setting local priorities and targets, to monitor progress against those targets and deliver service improvement through effective business planning and a robust performance management framework.  5. To promote effective and sustainable working relationships and collaborative opportunities with the voluntary sector partners in the RAA and more widely across statutory, voluntary and independent sectors and with service users.  6. To be responsible for the ongoing development of hub and spoke based service provision and to drive the alignment of these specialist adoption services with care planning services in each LA.  7. To develop and model cultural change and promote communication that is clear, effective and transparent at all levels across local authority and voluntary sector services.  8. To embed a strong leadership culture focusing on performance, driving continuous improvement and playing a key role in enabling and encouraging creative and productive networks to form; emphasising the importance of relationships, influence and connecting people.  9. To take an active role in developing regional collaborative opportunities in adoption with a particular focus on the opportunities emerging in the development and work of the GMCA and other Regional Adoption Agencies  10. To be accountable for compliance with Department for Education (DFE) expectations  11. To work collaboratively to support each local authority with any regulatory inspections or reviews.  12. To be the principal advisor to the board of the regional adoption agency and elected members in each authority reporting on performance and the key issues arising within the RAA. To be accountable for assurance and quality information to the board and to appropriate forums in the 5 LAs and wider partnership.  13. To be responsible for seeking out and developing new and innovative approaches to delivery of integrated adoption services and to work strategically and collaboratively with partners and key stakeholders to improve service delivery and outcomes  14. To be responsible for commissioning and procurement of services, in conjunction with specialist commissioning and contracting staff, to ensure an appropriate range of high quality and effective services are available, as determined by needs analysis, in a manner which maximises opportunities, ensures operational delivery is in line with commissioning intentions and evidences value for money.  15. To be accountable for the allocated budget of the RAA and to negotiate across financial systems in each LA to a standard that meets the councils’ financial regulations, and to work closely with partnering authorities to deliver efficiencies as required.  16. To be responsible for the provision of timely and accurate data and analysis on the performance of the service as a whole and for each participating LA as required.  17. To be responsible for ensuring that children, young people, adoptive families and birth parents are enabled to fully participate in planning and evaluation of service provision.  18. To be responsible for the implementation of the regional adoption agency strategic plan and business plans, ensuring that joint planning, delivery and monitoring arrangements are operational, that business objectives are in line with strategic goals and targets, and that national and local objectives are being met.  19. To be responsible for, in partnership with each LA, the effective recruitment of staff in the RAA.  20. To be responsible for the establishment of effective organisation, deployment, motivation and leadership of the staff within the integrated service.  21. To be responsible for the establishment of effective management and leadership structures within the integrated RAA, facilitating shared governance and engaging front line staff.  22. To work with partner organisations to oversee and develop the human resources, training and workforce plan that meets the developing needs of the service.  23. Working with each LA to be responsible for ensuring staff employed by the 5 participating authorities are meeting the requirements of registration, attaining the right level of continual professional development and experience .  24. To maintain and monitor an annual appraisal/PDP process, so that individual and service objectives are met.  25. To engage with elected members in each LA. Responding to information requests as required.  26. To actively seek the engagement of members, senior officers and partners in the RAA partner agencies, both LA and voluntary sector.  27. To be accountable for the exercise of good governance at all times and ensure the service complies with all relevant legislation.  28. To contribute to the diversity policies of all partner organisations, both in delivering services and in the role of manager through implementing diversity action plans. To provide an open and supportive environment where all employees have the opportunity to reach their full potential.  29. To work positively and inclusively with colleagues and customers so that the service provides a work environment and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.  30. To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities. Where this occurs, there will be consultation with the employee and any necessary personal development will be taken into account.  31. To represent the RAA and partnering local authorities at meetings as appropriate locally, regionally and nationally.  32. To ensure that services operate to a standard which meets participating councils’ financial regulations  33. There will be a series of key domains of performance where the post holder will be expected to manage and operate services whilst meeting the performance targets. These include: Monitor compliance framework; Service performance and national targets; Contractual performance targets  34. The post holder will be required to ensure they are up to date in respect of national trends, policy, legislation, guidelines, initiatives and best practise and to ensure service planning and delivery takes these into account.  35. The post holder will need to ensure that services operate to the required clinical, professional and corporate governance standards.  36. The post holder will be required to undertake any other responsibilities and duties commensurate with the grade of the post as required by the Director of Operations/Director of Children’s Services in Stockport.  37. To undertake any other duties which may be assigned to the post holder by the post holder’s line manager. | |
| **Additional responsibilities:**  To work positively and inclusively with colleagues and customers so that the Council provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.  To fulfill personal requirements, where appropriate, with regard to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities.  To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee’s background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account. | |

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Stockport Council

Competency Person Specification

The criteria listed below represent the most important skills, experience, technical expertise and qualifications needed for this job role.

Your application will be assessed against these criteria to determine whether or not you are shortlisted for interview.  Any interview questions, or additional assessments (tests, presentations etc) will be broadly based on the criteria below.

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| **Competency** | **Essential or Desirable** |
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| To work to the Council’s values and behaviours:   * To keep the people of **Stockport** at the heart of what we do * To succeed as a **team**, collaborating with colleagues and partners * To drive things forward with **ambition**, creativity and confidence * To value and **respect** our colleagues, partners and customers | Essential |
| Experience of leadership and management at a strategic level in a complex and multi-functional public sector environment, working and providing advice in a political context and where appropriate experience at a senior level within the context of the services that the role is accountable for. | Essential |
| Experience of leading successful placement services for looked after children | Essential |
| Experience of service/business planning and of leading change/redesign programmes and financial/budgetary regimes | Essential |
| Evidence of developing and delivering innovation within challenging environments. Able to build a shared vision, develop partnerships, resolve complex problems and facilitate change sensitively. | Essential |
| Experience of advising and building effective working relationships with senior officers and elected members; inspiring trust and confidence and demonstrable evidence of political awareness. Knowledge of Local Authority procedures and systems including the political environments. | Essential |
| Evidence of successful working across organisational boundaries and in partnership/collaboration at a local, sub regional and regional level. Ability to represent the Council externally, both professionally and in a leadership role. | Essential |
| Experience of managing a large service with complex demands. Leading the Service to get the best from staff, developing where necessary and challenging performance when needed. Leading individuals, showing genuine concern, being accessible, enabling, encouraging and questioning. | Essential |
| Excellent planning, research, organisational and decision making skills. Ability to analyse and interpret information and data and to present to a wider audience. | Essential |
| Experience of working with commissioners and supporting and influencing the effective commissioning of high quality services. | Desirable |
| Evidence of effective project management skills and the ability to lead and deliver projects and programmes. | Essential |
| A social work qualification and registration with the relevant regulatory body. | Essential |
| Evidence of continuous professional/leadership development. | Essential |