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| |  | | --- | |  | | **SEND and Inclusion Programme Development Manager**  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  **Working in Children’s Services (Stockport Family and Education)**  You will build on the effectiveness of early identification and prevention to strengthen families as they grow and help meet their changing needs. The future model of working is joint service delivery with the local community and wider partners in the public, private and voluntary sector.  You will be working as part of an integrated place-based service, aiming to support, empower and enable families to meet challenges; working closer with the family, individuals and the local community. Colleagues will be working alongside each other to enhance the sharing of knowledge and skills across professional boundaries to improve outcomes for children, young people and families. |   green band epsStockport Council  **Job Description** | |
| Post Title: SEND and Inclusion Programme Development Manager (Temporary 12 months)  **Service Area: Children’s and Education**  **Directorate: Services to People**  **Team: Children’s and Education** | Salary Grade: MB3 |
| **Post Reports to: Service Leader – Stockport Family**  **Post Responsible for: N/A** | |
| **Main Purpose of the Job:**   * Lead on the delivery and implementation of the outcomes of the Dedicated Schools Grant Review * Work closely with Senior Leadership, Headteachers, elected members and other strategic stakeholders to deliver on these outcomes | |
| **Summary of responsibilities and key areas:**  As a programme manager at this grade you will provide leadership and management, technical or professional expertise, make decisions and support others below your grade. You will be supported and will receive guidance and leadership from senior leaders. However, a self-starter is really important for this role. You will:-   * Manage cost effective Children’s services, taking a holistic, joined up view of service design, delivery and evaluation. * Manage resources, risk and programmes of work, or give technical or professional advice to the organisation in order to meet statutory or local requirements. * Implement complex and politically sensitive recommendations from the review of the High Needs Block of the Dedicated Schools Grant (DSG). * Ensure that the Council manages its resources effectively, delivering value for money, exploiting opportunities to drive out inefficiencies and generating income where appropriate. | |
| **Job activities:**   * To contribute to the key aims and objectives of the organisation, both within the post holder’s specific remit and across the Council as a whole. * To contribute and be an active member of the services leadership team, assessing and evaluating options, providing knowledge and expertise to support the aims of the Council. * To comply and ensure compliance with the Council’s policies and procedures. * To lead proactively on the implementation of the recommendations from the dedicated schools grant review * To contribute to the improvement programme for children and education services bringing good practice and innovation * To provide effective customer relationship management, resolve often complex issues and to actively seek customer feedback. * To ensure a highly customer-focussed approach to service delivery by regularly seeking to determine the wants and needs of all customers and contributing to the development of those services accordingly. * To work collaboratively across the Council and with external partners to promote and deliver Council objectives and maximise performance and operational efficiencies. * Manage change effectively and in an agile manner, proactively identifying opportunities and working with colleagues in response to external drivers and ensure that the service remains fit for purpose now and in the future. * Recognise and respond to the political environment and expectations, addressing any sensitivity and taking an appropriate view of service priorities and requirements. * To identify and secure opportunities to generate additional resources in order to deliver improved services. * Support in the elimination of duplication and other inefficiencies across the service in order to maximise the use of resources and achieve budget targets. * Plan and manage service or specialist areas including responsibility for complex projects, budgets, performance, staffing (including recruitment, disciplinary, health and safety, welfare), health and safety, risk, business continuity etc. * To prepare and deliver key documents, presentations and board papers to a wide range of senior audiences. * To communicate effectively with different audiences, to present findings and judgements clearly both orally and in written forms. * Contribute to the key aims and objectives of the organisation, both within the post holder’s specific remit, across the section and Council as a whole. * To work flexibly within the role and support the general activities within the Council. * Contribute to isssues relating to Civic Resilience and Business Continuity, | |
| **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** |
| 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 |
| Substantial experience and expertise in programme management within a political environment | Essential |
| Experience of shaping and implementing new approaches and processes within a political environment. | Essential |
| Experience of working with a range of internal and external stakeholders to work collaboratively, to manage and implement change, working flexibly and developing innovative approaches. | Essential |
| Experience of evaluating options, assessing risk and determining appropriate actions. | Essential |
| Experience of managing resources to achieve value for money and provide a high quality service. | Essential |
| Experience of working in a local government, public sector or similar environment. | Essential |
| Effective leadership and management skills with well- developed negotiating and influencing skills. | Essential |
| Strong interpersonal skills with the ability to relate to all levels within the organisation and with partner agencies. | Essential |
| Strong programme management skills | Essential |
| Effective analytical skills with the ability to quickly establish key issues and the implications for the Council. | Essential |
| Effective oral and written communication skils with a confident presentational style | Essential |
| Educated to Degree level or equivalent | Desirable |
| TO BE INCLUDED WHEN THE ROLE IS COVERED BY THE FLUENCY DUTY (SEE GUIDANCE ON ENGLISH LANGUAGE REQUIREMENT ON CONNECT)  The ability to converse at ease with service users/customers and provide advice in accurate spoken English. | Essential |