

<p align="center">Rochdale Borough Council/Heywood Middleton and Rochdale (HMR) Integrated Care System</p> <p align="center">Job Description and Person Specification</p>

Service :	Health and Integration This is a joint post which sits across Local Authority and ICS	Post:	Children's Complex Needs Lead (Learning Disability, Autism and Mental Health)
Section :	SEND	Post Number :	
Job Ref:		Grade:	8a/SM1

ROCHDALE BOROUGH COUNCIL

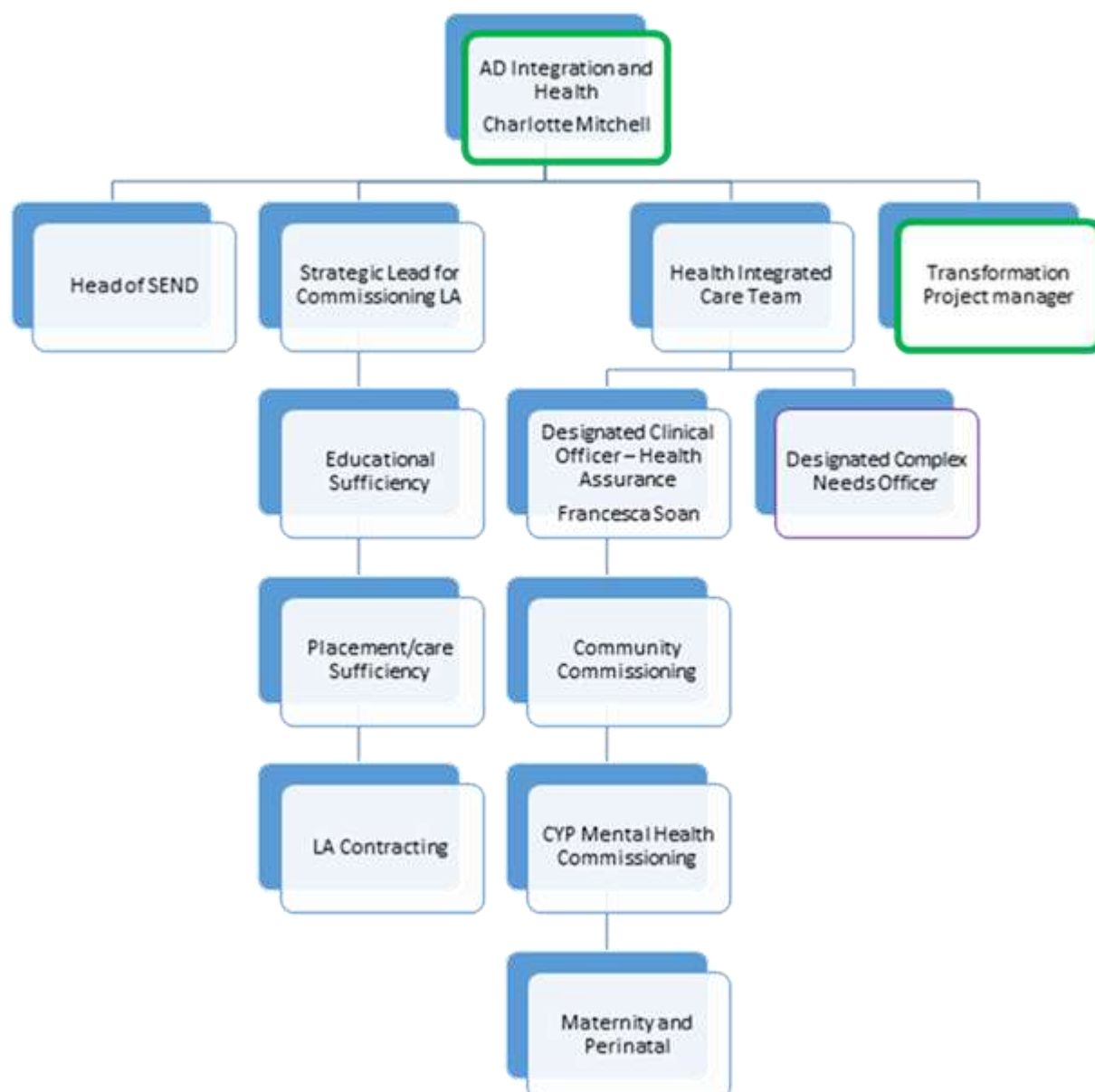
JOB DESCRIPTION

SERVICE:	Early Help and Schools
SECTION:	SEND
LOCATION:	Number One Riverside
JOB TITLE:	Children's Complex Needs Lead (Learning Disability, Autism and Mental Health)
POST NUMBER:	
Grade:	TBC
Accountable to:	Assistant Directors - Children's Services
Accountable for:	Delivery of Statutory Duties around SEND for vulnerable groups
Hours of Duty:	37 flexible working hours in accordance with the needs of the service.
Any Special Conditions of Service:	The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by Rochdale Borough Council.

This post is/is not Politically Restricted in accordance with the current regulations

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

The Designated Complex Needs Officer (DCNO) will assist the Rochdale Local Authority and Integrated Care System in meeting the statutory duties and responsibilities in relation to Learning Disabilities and Autism (LDA) and Complex Mental Health (CMH) for children and young people up to 25 years. An expert in this field the post holder will support the wider Children's Social Care Directorate in ensuring robust coordination, case management and quality assurance is in place for this cohort of children. The post holder will coordinate the system to ensure that families receive the right support at the right time to avoid crisis escalation to Tier 4 CAMHS or residential care. The post holder will act as an advisor to Assistant Directors and Heads of Service in relation to LDA and CMH. They will identify gaps within service knowledge and expertise and support the improvement and delivery of training and service design. The post holder will contribute to de-escalation processes and key projects in relation to children with complex needs. The post holder will hold the Dynamic Support Register (DSR), implement the DSR and CETR national and local frameworks. The post holder will chair the monthly Dynamic Support Multi-Disciplinary meeting, CETR meetings as required and contribute to statutory processes. The post holder

will support the development of short breaks pathways and care sufficiency for this cohort of children. The post holder will undertake quality assurance checks of settings and service and undertake regular engagement with families.

Control of Resources

Personnel

To be responsible for the direction, support and motivation of self and any staff under postholder's control, including day-to-day management.

Financial

To work in accordance with Financial Regulations and procedures of the Council and responsible for the financial control of budgets allocated directly or indirectly to staff within the Childrens Directorate.

Equipment/Materials

To be responsible for the safe use and maintenance of equipment/materials used by the postholder. To adhere to the Council's rules and regulations relating to the use of ICT, email and intranet/internet access

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

The post holder will be required to design and deliver training across the Children's Services portfolio

Relationships (Internal and External)

The post holder will work across multiple organisations and services in meeting the needs of children and families with SEND

Responsibilities

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the values set out below

- Proud of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our Approach

Be aware of and apply these values and associated behaviours at all times.

Principal Duties

1. Be lead officer for the LA and HMR ICS for children and young people with Complex Needs including Learning Disability, Autism and Mental Health
2. Act as a single point of contact for families and professionals for Dynamic Support.

3. Lead on Quality Assurance for the care and support of children and young people with Learning Disability and or Autism
4. Build and maintain strong multi-disciplinary working relationships and communicate effectively with a wide range of stakeholders including children, young people and their families.
5. Coordinate, chair and contribute to multi agency meetings to ensure that such children and young people receive joined up early intervention, prevention and crisis response.
6. Maintain clear care records and data around identified children and young people.
7. Maintain up-to-date skills, knowledge and understand and translate National and Greater Manchester LDA and MH Legislation and data in order to advise senior leadership, social care managers, health, SEND teams and wider partners.
8. Work in close partnership with the Designated Clinical Officer and Designated Social Care Officer for SEND.
9. Ensure robust quality assurance arrangements are in place for all those children and young people on the DSR and or/with SEN and EHC plans.
10. Provide regular reporting of up to date information to a range of partners and audiences.
11. Represent the Local Authority and ICS strategically and in discussions with Ofsted/CQC
12. Work in conjunction with the local authority and CCG children's commissioner(s) to ensure the local offer remains up to date, relevant and accessible.
13. Develop, promote and participate within networks of learning and development locally regionally and nationally.
14. Be an ambassador for children, young people and parents
15. Have oversight of children and young people identified as at risk of escalation and ensure that in response, care is well coordinated via multi-disciplinary improvement plans.
16. Provide training around DSR, CETR, Learning Disability and or Autism, Mental Health, outcomes focused and personalised planning.
17. Support practitioners in providing evidence of the Parent/Carer voice and a child's aspirations.
18. Work with health partners and providers to ensure that service specifications are delivered and key performance indicators are in place.
19. Respond to complaints, compliments and enquiries in relation to SEND from families, professionals and elected members.
20. Advise the LA, health, education, schools, and other relevant agencies in relation to commissioning decisions
21. Work with partners to design, develop and implement new pathways in relation to emerging practice.
22. Act with autonomy and objectivity in strategic decision making in relation to the quality of provision.
23. Contribute to the ongoing development and implementation of escalation policies and where appropriate
24. Work in partnership with education and health colleagues to develop and implement projects and programme plans
25. Contribute to the Rochdale Joint Strategic Needs Assessment

Secondary Duties

- 1 To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
- 2 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Person Specification

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(a) Special Working Conditions		
The ability and willingness to work flexible hours including evening and weekends on occasions where this is necessary	E	AF/I
The ability to travel across the borough and regionally and nationally as required	E	AF/I
(b) Qualifications and Experience		
Leadership qualification and/or experience in a leadership role and evidence of demonstrable qualities and skills	E	AF/I
Master's Degree or significant experience in Children's Services (Health or Care)	E	AF/I
Significant experience in working in the field of quality assurance	E	AF/I/A
Experience of working with a range of stakeholders including Headteachers, Health, Parents and Carers to ensure the development of services and affect change.	E	AF/I
Experience of developing and implementing new pathways and processes	E	AF/I
Experience of delivering training to system wide workforce	E	AF/I
Experience of planning and contributing to inspection (Ofsted/CQC)	E	AF/I
Experience of being a champion for children, children with SEND and/or Complex Learning Difficulties and Autism	E	AF/I
Experience of staff line management	E	AF/I
(c) Skills and Knowledge		
High level knowledge of legislation as it relates to SEND and associated guidance i.e., SEND Green Paper and Code of Practice 2015.	E	AF/I
Significant knowledge of the Education, Health and Care Planning Process and associated requirements	E	AF/I/A
Ability to set & establish project priorities	E	AF/I
Ability to design services and processes in response to policy and statutory duties	D	AF
Ability to negotiate and influence	E	AF/I
Experience of change management	E	AF/I
Ability to network, build relationships and challenge across a multi-disciplinary system	E	AF/I/A
Strong strategic thinker and evidence of influencing strategic change across organisational boundaries	E	AF/I
Ability to work autonomously	E	AF/I

	Excellent Report writing, presentation, IT skills	E	AF/I
	Child focussed outlook with extensive experience of direct work with children and their families	E	AF/I
	Ability to set, establish and implement strategic priorities	E	AF/I
	Evidence of performance management and quality assurance including regular audit and practice improvement	E	AF/I
	Good IT skills and ability to navigate multiple systems	E	AF/I
(d) Behaviours and Values			
13	<p>Approach the job at all times using the values set out below:</p> <ul style="list-style-type: none"> • Proud of the difference we make • Passionate about the diversities of the Borough • Pioneering and Open in our Approach <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF/I

Job Description prepared by Charlotte Mitchell Date 22/09/2022

Agreed by Postholder _____ Date _____

Supervisor _____ Date _____
Service Director