

ROCHDALE BOROUGH COUNCIL
(On behalf of the Greater Manchester Combined Authority)

JOB DESCRIPTION

SERVICE:	Children's
SECTION:	Directorate
LOCATION:	TBC – in accordance with GM requirements
JOB TITLE:	Complex Safeguarding Hub Senior Manager
POST NUMBER:	
Grade:	Senior Management Grade 3 (subject to pay & grading review)
Accountable to:	Director of Children's Services
Accountable for:	TBC
Hours of Duty:	37
Any Special Conditions of Service:	<p>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 R B C.</p> <p>This post is not Politically Restricted in accordance with the current regulations.</p>

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 position will hold a significant responsibility for one of the key themes of the Children's programme across Greater Manchester. The post holder will be accountable to a Director of Children's Services and responsible for the development and implementation of the complex safeguarding programme, as part of the Greater Manchester devolution programme. This will require development of a complex safeguarding hub and spoke arrangement, as set out in the complex safeguarding business case, over an agreed timescale.

As all ten councils in GM have agreed to engage in the programme the role will involve working successfully at a strategic level with every council, Greater Manchester Police, GMP), the Police and Crime Commissioner's Office, schools and education leads across the area, various NHS organisations across the sub region and NHS England, the 3rd sector and at times, parts of central government.

Many aspects of the children's plan are in development phase as are the governance arrangements. This may result in some changes as programmes develop and the post holder will be part of influencing, informing and supporting those changes.

This area of work is of significant interest regionally and nationally. The post holder will be required to work flexibly, efficiently and creatively in developing this challenging and innovative programme that will transform how vulnerable people are supported and protected over the next few years.

Control of Resources

Personnel

All staff employed within the area led and managed by the post holder.

Financial

All budgets where spending is delegated to the post holder.

Equipment/Materials

All equipment, materials and other physical assets (buildings) for which the post holder is responsible.

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.

Relationships (Internal and External)

Colleagues across GM, elected members, Partner Agencies, voluntary sector, service users, carers and local community groups / organisations.

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 in the Rochdale Way:

- Valuing our people
- Focusing on customers
- Acting with integrity
- Using time and money wisely
- Working together
- Always learning and improving

Be aware of and apply the Rochdale Way behaviours at all times.

Principal Duties

1. Lead on the development and implementation of a Complex Safeguarding strategy for Greater Manchester.
2. Support the Children's Devolution programme for Greater Manchester through collaboration with the other thematic leads and programme management.
3. Drive forward the implementation of the ACT model within an agreed timescale across the remaining areas of GM.
4. Develop policies and procedures for the GM Complex Safeguarding hub and its spokes.
5. Manage the day-to-day operations of the Complex Safeguarding hub, including line management of senior officers within the team.
6. Ensure effective management of a wide range of resources, including HR, financial budgets, information, knowledge and intelligence, to deliver an effective response to need.
7. Build effective and sustainable partnerships with all relevant organisations.
8. Successfully manage challenges and problems that will inevitably arise as a result of bringing together a large number of councils and partners from a range of professional disciplines
9. Demonstrate a commitment to evidence-based practice and ongoing learning through review and evaluation.
10. Ensure the Complex Safeguarding hub and spoke approach has effective data collection and performance management structures in place, which is shared effectively with those who need it in a timely and efficient manner.
11. Report on progress and performance with partners and commissioners, including with relevant strategic boards and partnership forums.
12. Produce a workforce development strategy for complex safeguarding and oversee its implementation.

13. Set high quality standards for practice with and for all partners across Greater Manchester in relation to Complex Safeguarding.
14. Implement a process of peer support and challenge for Complex Safeguarding spokes and other relevant organisations and partnerships.
15. Demonstrate a commitment to innovation and learning as a means to improving children's social care practice across Greater Manchester and nationally.
16. Engage with all relevant government departments and inspection regimes in relation to our understanding of Complex Safeguarding and the emerging evidence in relation to effective practice to tackle these problems.
17. Identify opportunities for efficiencies and quality improvements in relation to Complex Safeguarding and related programmes.
18. Examine and report on opportunities for alternative delivery models for Complex Safeguarding.

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).

Job Description prepared by	<u>Gail Hopper</u>	Date	<u>September 2017</u>
Agreed by Postholder	<u></u>	Date	<u></u>
Supervisor/Line Manager	<u></u>	Date	<u></u>
Assistant Director	<u></u>	Date	<u></u>

**Rochdale Borough Council
Person Specification**

Service :	Children's Services	Post:	Complex Safeguarding Hub Senior Manager
Section :	Children's Services	Post Number :	
Job Ref:		Grade:	Senior Management Grade 3 (subject Paying & Grading Review)

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		
1 Please confirm you are able to attend evening meetings, provide out of hours advice, attend weekend conferences on occasions.	E	AF
(b) Qualification and Experience		
1 Please give details of your degree (or equivalent) in a relevant subject.	E	AF I production of qualification
2 Please provide details of your significant experience of working in aspects of complex safeguarding at a senior level.	E	AF I A
3 Please provide details of your experience of working successfully across a range of public sector organisations.	E	AF I A
4 Please detail your management experience.	E	AF I A
5 Please detail your experience of successfully managing performance and quality to deliver improved results.	E	AF I A
6 Please detail your experience of preparing managing successful funding bids and business cases to acquire large scale funding within tight timescales.	E	AF I A
7 Please detail your experience of managing change - developing and delivering innovative ways of working to transform practice.	E	AF I A
8 Please detail your experience of working successfully with politicians / elected members.	E	AF I A
9 Please provide details if you have a relevant Management Qualification.	D	AF
10 Please detail your experience of working with government departments and inspection bodies to share learning and influence policy in this or a related field.	D	AF
11 Please detail your experience of reporting to senior, multi-agency boards.	D	AF
(c) Skills and Knowledge		
1 Please detail your ability to manage professionals from a range of different backgrounds.	E	AF I A
2 Please give details of your project and change management skills	E	AF I A

	of large programmes.		
3	Please give details of your strong communication, presentation and interpersonal skills.	E	AF I A
4	Please detail your ability to use data and performance information successfully to achieve results.	E	AF I A
5	Please provide examples of your good negotiation skills.	E	AF I A
6	Please provide examples of your skilled report writing and bid development.	E	AF I A
7	Please detail your good financial management skills.	E	AF I A
8	Please give examples of your ability to meet deadlines and deliver to agreed standards.	E	AF I A
9	Please provide examples of your good media management skills.	E	AF I A
10	Please detail your understanding of and commitment to equal opportunities and diversity in service delivery and employment.	E	AF I A
(d) Behaviours and Values			
1	<p>Approach the job at all times using the values set out in the Rochdale Way:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Valuing our people <input type="checkbox"/> Focusing on customers <input type="checkbox"/> Acting with integrity <input type="checkbox"/> Using time and money wisely <input type="checkbox"/> Working together <input type="checkbox"/> Always learning and improving <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF I
(e) Armed Forces			
1	If applying as part of the Armed Forces Scheme please confirm your last long term employer was the Armed Forces	D	AF
2	If applying as part of the Armed Forces Scheme please confirm you have been looking for a job for 6-24 months since you left the Armed Forces	D	AF