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| **Department**  **Job Title** | **People Services**  **assistant director CHILDREN & fAMILIES** |
| **Grade** | **Chief officer band 4** |
| **Primary Purpose of the Job** | To support the Director of People Services as the principal adviser to the Council on issues relating to the social care of children and their families, championing the interests of looked after children, children in need and children in need of protection  To working creatively with colleagues in the Council and partners agencies to improve outcomes for children and young people.  To provide effective management of Children & Families Division Services, providing professional leadership with accountability for service efficiency, accessibility and value for money.  To work with the Departmental Management Team to ensure that services meet statutory and regulatory requirements in relation to the safeguarding and well-being of Children.  To make a significant contribution to the overall raising of standards and achievement for children generally. |
| **Responsible to** | Director of People Services |
| **Responsible for** | Children & Families Division Heads of Service and any other officers for whom there is, at any point in time, a direct line management responsibility |
| **Principal responsibilities**   1. **LEADERSHIP AND STRATEGY:** To support the Director of People Services in the development and implementation of effective, high quality Children’s Services which aim to secure improved life chances for children and young people in Bolton. 2. **DMT MEMBERSHIP:** To be an active member of the Departmental Management Team (DMT) and work effectively with other members to achieve synergy and integrated working between all areas of the People Services department 3. **ADVICE AND SUPPORT:** To advise Elected Members, the Chief Executive and the Executive Management Team on matters within the scope of this role 4. **REGIONAL WORKING:** To contribute appropriately to the delivery of regional and sub-regional programmes and projects across the North West and Greater Manchester (GM) City Region, including the Greater Manchester Combined Authorities and Association of Greater Manchester Authorities 5. **PARTNERSHIPS:** To work effectively with internal and external partners, leading and contributing to appropriate cross-Council and partnership led programmes and projects to deliver corporate aims and priorities 6. **STAKEHOLDERS:** To develop and strengthen effective communication, engagement and working relationships with key stakeholders with a view to improving service delivery 7. **PROBITY AND STANDARDS:** To contribute to supporting the Council to meet statutory and non-statutory provisions to the highest possible standard in all relevant inspection frameworks. 8. **RESOURCES:** To secure and allocate resources to ensure the effective delivery of services within the remit of the role, managing within budgets, developing new ways of working and using business data to generate new opportunities. 9. **CIVIL CONTINGENCIES:** To provide such support as the Chief Executive may deem appropriate in connection with the discharge of the Council’s responsibilities under the Civil Contingencies Act 2004 | |
| **Specific responsibilities to include:**   * To promote the well-being of children and families who come into contact with the department, including the ongoing development of child protection policies and procedures to ensure the most effective support and arrangements for children are achieved, including effective case management. * To ensure an effective child-centred approach to the delivery of quality care and education services. * To develop and implement plans and procedures which contribute and provide for the protection and support for looked after children including effective strategies for adolescent services and leaving care / independence services. * To corporately and universally champion the needs of children by way of local and regional strategies * To direct planning, commissioning and delivery of all services provided by the Children & Families Division, appropriately developing joint strategies with partners * To drive, maintain and strengthen local integrated arrangements with other partners and agencies, and to focus resources jointly to improve outcomes for children and families in the borough * To oversee and direct participation in the Greater Manchester devolution agenda in relation to integration proposals, particularly relating to joint commissioning, for Children’s services insofar as they may benefit the residents of Bolton * To pay personal attention, as an active member of the Safeguarding Board, to arrangements for safeguarding children, ensuring that all relevant services, processes and practice are robust, effective and open to regular scrutiny and challenge * To represent the Council in the appropriate fora including the Children’s Trust and the North West Safeguarding Vulnerable Children Leads group. * Ongoing development and delivery of corporate parenting within a coherent, integrated framework, in partnership with a range of other agencies. * To ensure that the quality of service delivery and outcomes for the children and families are sustained in both directly provided and commissioned services via appropriate quality assurance processes * To act as agency decision maker in accordance with the Adoption Service Regulations and Fostering Service Regulations * Any other area determined by the Director or the Chief Executive. | |
| **Additional duties**  **Equality and Diversity -** To accept everyone has a right to his or her distinct identity. To treat everyone with dignity and respect and to ensure that what all our customers tell us is valued by reporting it back into the organisation. To be responsible for promoting and participating in the achievement of the departmental valuing diversity action plan.  **Developing Self and Others** - To use processes and put processes in place to generate a learning environment. To focus on the strengths and requirements of all individuals and enable them to further their skills and knowledge. To actively pursue your own development. To be self-aware and role model continuous self-development.  **Responding to Civil Contingencies -** Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council's Emergency Management Plan is activated, you could be required to assist, or assist others, in the continued maintenance or delivery of key Council services and of support to the community. This could require working outside of routine working hours and could entail working from places other than your normal place of work. | |

**Review and Change Arrangements**

The details contained in the job description reflect the content of the job at the date the job description was prepared. It is inevitable that over time the nature of the job will change, existing duties may be lost and other duties may be gained without changing the general character of the duties or the level of responsibility. Consequently the Council will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

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| **Date Job Description prepared/updated** | January 2017 |
| **Job Description prepared by** | Director of People Services |



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| **Job Title** | **assistant director – Children & Families** |

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| **Stage One** | Disabled Candidates are guaranteed an interview if they meet the essential criteria |

| **The Minimum Essential Requirements for the above Post are as Follows:** | | | | **Method of Assessment** |
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| **1.** | **Experience and Knowledge** | | | |
| * 1. | Experience of managing performance management systems to meet strategic objectives and deliver improved outcomes | | | Application / Interview |
|  | Proven track record of effective budget management and control, including business and strategic planning | | | Application / Interview / Assessment |
| * 2. | Experience of working at a senior management level in a large complex organisation | | | Application / Interview / Assessment |
| * 3. | Successful track record of delivery within the context of the services specified on the job description | | | Application / Interview / Assessment |
|  | A good understanding of political processes, of managing politically sensitive issues and of providing clear, balanced advice to senior officers, Elected Members and partner organisations | | | Application / Interview / Assessment |
|  | An understanding of the implications of service delivery for diverse and excluded individuals and communities | | | Application / Interview / Assessment |
|  | Experience in commissioning, including needs analysis, public involvement and consultation, procurement, contracting and purchasing | | | Application / Interview / Assessment |
| * 4. | A track record of effectively managing service change and associated risks whilst improving performance in a demanding and politically sensitive environment | | | Application / Interview / Assessment |
| **2. Job related competencies** | | | | |
| * Qualification in social work | | | | Application |
| * Management Qualification | | | | Application |
| * This post is subject to satisfactory DBS clearance | | | |  |
| * Experience of working in an environment which involves a high degree of interface with senior politicians and officers, local and regional government and partner organisations | | | | Application / Interview |
|  | **Candidates will be assessed against the following Leadership Competencies**   * Political awareness * Strategic vision and values * High impact communication * Collaboration and partnership * Service management * Service delivery * Managing self | | | |
| **3. Work Related Circumstances** | | | | |
| 1. | | The post holder will be expected to work such hours as are necessary to ensure the job gets done, including regular evening and occasional weekend working. The post holder is "on call" at all other times, particularly to cover emergency planning requirements. No extra payments are made for such extended hours. | Application Form/Interview | |
| 2. | | Must be prepared to travel as required by the demands of the job | Application Form/Interview | |

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| Note to Applicants**: Please try to show in your application form how best you meet these requirements** |

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| **Date Person Specification prepared:** | January 2017 |
| **Person Specification prepared by:** | Director of People |