

**Job Description**

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| **Department** | CHILDREN’S SERVICES |
| **Job Title** | **CHILDREN’S SERVICES REFORM PROGRAMME MANAGER** |
| **Grade** | K |
| **Primary Purpose of Job** | To lead the development, co-ordination and delivery of the Children’s Services Reform Programme |
| **Reporting To** | Deputy Director, Children’s Services |
| **Direct Staffing Reports** | N/A |

**Main Duties**

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| 1 | Work across the Council and with partners to develop and implement strategies that will deliver education, special educational needs and disabilities (SEND) and social care reform to meet legislative requirements. |
| 2 | Provide effective challenge, support and programme management across the integrated partnership to ensure that the transformation is effectively implemented. |
| 3 | Lead and deliver effective organisational development interventions to facilitate and embed change across the partnership. |
| 4 | Manage and direct the work of key programs/task groups to ensure successful delivery of a Children’s Services system. |
| 5 | Provide strategic oversight and co-ordination of local and regional assurance to the Department for Education and other regional and national bodies. |
| 6 | To develop, co-ordinate and implement strategies that will deliver reform across children’s services and partnerships in Bolton. |
| 7 | To provide strategic and operational leadership, challenge, support and guidance to Members, Headteachers, Clinicians, Senior Leaders, Managers and Staff across the partnership to deliver the required transformation programmes. |
| 8 | To support the development of outcome-focused strategies and ensure the effective management of the transformation programme to deliver the required outcomes. |
| 9 | Work across organisations and with key leaders to ensure that outcomes and milestones are achieved, managing inter-dependencies, realising benefits/service improvements and best use of resources. |
| 10 | To support the development of system governance for the integrated system; business management and forward planning, providing strategic support to the key work programmes for Children’s Services and Schools. |
| 11 | To manage the interface and co-ordinate assurance reporting to the DfE and other external bodies such as Greater Manchester Combined Authority (GMCA) and Greater Manchester Health Social Care Partnership (GMHSCP). |
| 12 | Ensure that effective local system governance and assurance is in place to capture the breadth of activity, and that performance for Bolton is robust, escalating system risks and identifying appropriate mitigation. |
| 13 | Ensure there are effective activity/performance monitoring and reporting mechanisms in place for the partnership, including specific project and action plans, with clear delivery of trajectories and how these meet the outcomes for Bolton and are aligned to the Bolton Vision outcomes. |
| 14 | Engage with stakeholders, the public, trade unions and professional bodies to manage any consultation processes required to support the transformation agenda. |
| 15 | Any other duties commensurate with the grade and scope of the role. |

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| **Date Job Description prepared/updated:** | **May 2022** |
| **Job Description prepared by:** | **Paul Rankin, Deputy Director** |

**Person Specification**

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| **Department** | | CHILDREN’S SERVICES | |
| **Job Title** | | **CHILDREN’S SERVICES REFORM PROGRAMME MANAGER** | |
| **Stage One** | | Candidates who are care leavers, have a disability, are ex-armed forces or are a carer (see [Carers-Charter-FINAL.pdf (gmhsc.org.uk)](https://www.gmhsc.org.uk/wp-content/uploads/2018/04/Carers-Charter-FINAL.pdf) are guaranteed an interview if they meet the essential criteria for the role | |
| **The Minimum Essential Requirements for the above Post are as Follows:** | | | **Method of Assessment** |
| **1.** | **Skills and Knowledge** | | |
| 1. | An in-depth understanding of children’s services partnerships and operation of public service and/or health services in the public and/or private sector. | | Application Form/Interview/ Assessment Centre |
| 2. | Excellent programme and project management skills and the ability to lead and manage others in the effective delivery of complex programmes. | | Application Form/Interview/ Assessment Centre |
| 3. | Excellent leadership and people management skills and the ability to motivate and inspire people. | | Application Form/Interview/ Assessment Centre |
| 4. | Highly-developed inter-personal skills and the ability to persuade, influence and engage effectively at the highest level with senior leaders across organisations, elected members, clinicians, chief officers, trade unions, staff and other partners and government agencies. | | Application Form/Interview/ Assessment Centre |
| 5. | Excellent written and verbal communication skills with the ability to deliver effective presentations and write clear, concise and persuasive reports. | | Application Form/Interview/ Assessment Centre |
| 6. | The ability to think strategically, analyse complex issues and develop practical effective solutions. | | Application Form/Interview/ Assessment Centre |
| 7. | An understanding and knowledge of the political and clinical leadership and management issues facing local systems. | | Application Form/Interview/ Assessment Centre |
| 8. | An in-depth understanding of the Children’s Services agenda and public service reform. | | Application Form/Interview/ Assessment Centre |
| 9. | An understanding of financial management in local government, health and/or commercial organisations. | | Application Form/Interview/ Assessment Centre |
| 10. | An understanding of the way in which local government, health and/or commercial organisations are governed and managed. | | Application Form/Interview/ Assessment Centre |
| 11. | **Competencies** – Please note the council’s corporate competencies, which are essential for all roles, are below in the Core Competencies section | | Interview |

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| **2. Experience/Qualifications/Training etc** | | |
| 1. | Significant and relevant experience at a management level in local government, health or the commercial or voluntary sector. | Application/Interview |
| 2. | A successful track record of leading and delivering large and complex programmes. | Application/Interview |
| 3. | A relevant degree level qualification or equivalent. | Proof of qualification |
| **3. Work Related Circumstances** | | |
| 1. | All posts require the job holder to undertake mandatory training for the role and to regularly review their developmental needs in conjunction with their line manager. Development of our employees plays a key role in delivering our services | Interview |
| 2. | The Council has a framework of Values & Behaviours that guide our behaviour and decision making to help achieve our vision. All employees are expected to be mindful of these when undertaking their work. | Interview |
| 3. | This role requires the job holder to work outside of normal office hours, for example at evenings and weekends, to meet the needs of the service. | Interview |
| 4. | Posts that are designated as Information Asset Owners will be expected to lead and foster a culture that values, protects and uses information for the public good. They must know what information the asset holds, what enters and leaves it and why, being responsible for maintaining this overview within the Councils Information Asset Register. The IAO will also need to know who has access and why and ensure their use of the asset is monitored and used for service delivery and performance management, understand and address risks to the asset and provide assurance to the SIRO/ DSIRO. Ultimately, the IAO must ensure the asset is fully used for the public good, including responding to access requests, audits and transparency /open data requests. | Interview |
| 5. | Bolton Council is committed to providing robust Civil Contingencies planning and response arrangements. You will be required to join the Tactical Officer rota. This will involve working outside of routine working hours on a rota basis. | Interview |

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| **STAGE TWO** | | Will only be used in the event of a large number of applicants meeting the minimum essential requirements | |
| **Additional Requirements** | | | **Method of Assessment** |
| **1. Skills and Knowledge** | | | |
| 1. | Specific, detailed knowledge of SEND, Education and Children’s social care health services delivered in both the public sector and the private or voluntary sector. | | Application form/interview/ assessment centre |
| 2. | Knowledge of how to establish and develop integrated partnerships | | Application form/interview/ assessment centre |
| **2. Experience/Qualifications/Training etc** | | | |
| 1. | Experience of developing contracts/S75 or alliance agreements for the delivery of social care or health services. | | Application form/interview/ assessment centre |
| 2. | Experience of organisation governance in the public and/or private sector. | | Application form/interview/ assessment centre |

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| **Date Person Specification prepared/updated** | **May 2022** |
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**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**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 may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.

**The values of an organisation are those key principles by which people are expected to work to day to day. They’re our culture and help define what is expected of each and every one of us**.





