

	<b>Job Title</b>	Head of Looked after Children and Permanency
	<b>Department</b>	Children and Young People
	<b>Section</b>	Integration and Improved Outcomes
	<b>Grade</b>	Hay 4
	<b>Reports to</b>	Operational Director
	<b>Staffing Responsibility</b>	Direct management of 4 service managers, and oversight of their teams
	<b>Organisation</b>	<i>Structure chart attached.</i>

**Job Purpose:**

1. To support an Operational Director in securing the continuous development, improvement, efficiency and success of the Department as a whole through effective leadership, budget management, strategic direction, planning, management and governance.
2. To lead the development, planning and delivery of a service to meet the current and future needs of users within available resources.
3. To manage a portfolio of services, the aims of which are to ensure that children are placed in permanent caring situations in a timely manner, to ensure that these permanent placements are in line with children's care plans, to ensure that children are safe and secure, to promote children's life chances.
4. To be the Council's expert on all aspects of 'children in care', 'care leavers' and provide support for the council's Corporate Parenting role.
5. To contribute to the delivery of corporate priorities and objectives.

**Dimensions:**

Directly controls a budget of £21.9m

## **Principal Accountabilities:**

1. Work collegiately with colleagues on Integration and Improved Outcomes and with managers across the Children Service's Department (SMT).
2. Lead and manage a portfolio of customer focused services in alignment with both corporate and departmental aims and priorities.
3. Provide leadership to ensure that the staff directly managed are fully engaged, motivated and delivering to their full potential in line with council values, policies and expectations.
4. Work closely with the Operational Director to support effective working relationships with relevant portfolio holders.
5. Support and develop partnership working, including acting as an effective ambassador and advocate with external organisations.
6. Manage a portfolio of services the aims of which are to ensure that children are placed in permanent caring situations in a timely manner, to ensure that these permanent placements are in line with children's care plans, to ensure that children are safe and secure, to promote children's life chances.
7. Set and continually review the suitability of policies and performance targets for the services under your control, ensuring that all services contribute equally effectively to the aims of the directorate.
8. Ensure appropriate assessment process, care planning and review arrangements are in place for all carers.
9. Identify the needs of children looked after and care leavers and use this information for service development and planning and to contribute to strategic commissioning.
10. Provide advice and guidance on Corporate Parenting responsibilities
11. Produce and implement a service plan for the service area that includes stretching and shared performance targets
12. Ensure the efficient and effective use of budgets allocated to the service area.
13. Keep abreast of current developments and best practice in relation to the service area and provide timely advice and guidance to colleagues in response to legislation, government guidance and research.
14. Participate in relevant partnerships and multi-agency networks.
15. Ensure the effective participation of children and young people in developing child protection and safeguarding policies.
16. Work closely with the Operational Director to support effective working relationships with the relevant cabinet member.
17. Act as an effective ambassador and advocate for the council with external organisations.
18. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well being of children and vulnerable adults.
19. Carry out duties with due regard to the council's customer care; equal opportunities; information governance, data protection and health and safety policies and procedures.
20. Undertake any other duties commensurate with the general level of responsibility of this post.

**Job Context:**

- Wide range of internal and external contacts including directors, senior managers, elected members, professional bodies, partner organisations and government functions involving the use of a wide range of interpersonal skills.
- Partner other local authorities, public sector organisations and agencies, local businesses, the voluntary sector and other stakeholders.
- Developing partnership working with key external stakeholders across the public, private and voluntary sectors.
- Management and leadership of a high performance team.
- Lead role in the development of the council's services in this area.
- Operates within a framework set by Corporate and Departmental Management teams but with considerable freedom to shape services.
- Leads on policy and development and ensures implementation of new legislative requirements.
- Ensures high professional standards.

<b>DBS Status</b>	Enhanced
<b>Politically Restricted</b>	Yes

## Person Specification

### **Job Knowledge, Skills & Experience:**

*Specify the qualifications, experience, skills and abilities required.*

**All criteria are essential**

### **Knowledge and Qualifications:**

- Educated to degree level
- Relevant professional qualification – social work qualification: CQSW, CSS or Diploma in Social Work
- Evidence of significant relevant Continuing Professional Development (CPD).
- Extensive understanding of children's social care, including relevant legislation, guidance, regulations Government circulars.
- An understanding of the key challenges in improving the quality and effectiveness of children's social care services.
- Knowledge of how to analyse and interpret data to improve service outcomes.
- Knowledge of mechanisms for consulting and involving children and young people and their carers.
- Understanding of the requirements, guidance, regulation and legislation governing all safeguarding services from both a local authority and partner perspective.
- Good understanding of relevant leadership and management strategies, and how to use these to overcome any potential barriers to effective joint working at a strategic or operational level.

### **Experience:**

Proven track record of:

- Managing children's social care services in a similarly large and complex organisation.
- Delivering customer focused services and service improvements in the context of a highly diverse community.
- Managing demands and pressures on the service and tight deadlines.
- Ensuring that services are effectively resourced and delivered to the required standard.
- Planning for the medium and short-term development of services, anticipating priorities, the changing landscape and the need for future service.
- Leading and implementing change to secure improved outcomes.
- Performance and information management.
- Managing and monitoring budgets.
- Working collaboratively with a range of service managers and promoting service integration.
- Partnership and multi-agency working.
- Working with elected members.
- Consulting and involving children and young people and their carers.

**Skills and Abilities:**

- Strong leadership and management skills including people, performance and budget management
- Strong communication, negotiating and influencing skills
- Ability to work collaboratively corporately and departmentally creating a strong team spirit
- Strong role model who demonstrates a personal commitment to high standards of public service, honesty and integrity and professionalism
- Ability to produce effective service plans that contain stretching targets and deliver improved outcomes.
- Ability to think strategically.
- Ability to work in partnership and multi-agency arrangements.
- Ability to use quantitative and qualitative information as a basis for analysing problems, agreeing actions and securing improvements in services.