

## Job Description

<b>Job Title:</b>	Assistant Director – Children’s Social Care (Safeguarding and Early Help)
<b>Directorate:</b>	Children and Family Services
<b>Responsible to:</b>	Director of Children and Family Services
<b>Responsible for:</b>	Strategic Manager – Supporting Families, Strategic Manager – CHAD, Assessment & EDT, Strategic Manager – Children’s Support & Safeguarding 2FTE, Strategic Manager – Targeted Services
<b>Grade:</b>	DH4 - £105,063 - £110,154

### Job Purpose

To ensure the delivery of high-quality early help and children’s services to the children & young people, parents and carers for Stoke-on-Trent City Council and that all government’s children and young people’s services mandated targets with respect to this area are achieved.

### Key Accountabilities

#### Role specific

1. To provide clear and timely advice, guidance and support to the Director, Elected Members and Corporate Director’s and contribute to policy and decision making.
2. To provide effective leadership to a team of strategic managers, ensuring that the Council’s strategic priorities and targets are understood, agreed and achieved.
3. To ensure that policies in relation to Children and Family Services are developed to support Stoke-on-Trent Council’s priorities and in response to government legislation or directives
4. To be the lead within Children’s Services in relation to Early Help, the Front Door, Assessment, Child Protection Inquiries and managing the welfare and safety of all Children with Plans.
5. To manage the financial impact of children entering the care system, which had a 23/24 budget impact of £56.8m
6. To ensure the effective strategic and operational delivery of the range of services to Children in Need and Children in need of Safeguarding.
7. To represent Stoke-on-Trent Children’s Services and the Director at a local, regional and national level when required.
8. To provide cover for the AD (Children in Care & Quality) including acting as the Agency Decision Maker as required (for the AD (CCQ) equivalent deputy, but separate item “To act as the ADM for Stoke on Trent Borough Council).
9. To promote, lead and implement change and continuous improvement programmes improving service quality and creating performance cultures that drive up standards and performance.

10. To commission and deliver services and interventions that are evidence based and proven to work.
11. To ensure that the quality of services to vulnerable children are maintained and measured and high standards achieved and maintained.
12. To manage services in an efficient and effective manner and making the best use of available resources.
13. To ensure a child focused approach to the planning and delivery of services and that the voice of the child is evident throughout.
14. To support and contribute to Continuous Professional Development within the Local Authority.
15. To promote continuous focus on performance in order to improve the quality of service provision in all areas.
16. To support the Director in translating strategic vision and priorities into operational plans, monitoring their progress on a regular basis, identifying exceptions and risks and putting in place appropriate strategies to address issues.
17. To ensure that governance, monitoring and reporting of commissioned services are in place and are robust.
18. To ensure that all data and performance management information relevant to Children's Services is gathered, evaluated and reported on accurately and to agreed timescales. This will include information supporting Ofsted inspections of regulated services.
19. To help children and young people to be part of the local community – to remain safety at home, to attend and achieve at school and keep out of the criminal justice system.
20. To actively listen to the voices of children, young people, and their families.
21. To work across the partnership with other local agencies to support and further develop a coordinated and multi-agency approach to delivering on the Children's Services agenda in Stoke-on-Trent.
22. To ensure that the human resources of the division are recruited, retained, managed, developed and trained to an appropriately high standard.
23. To contribute to the ongoing development and promotion of a culture of team working and shared responsibility within the Children's Services team, other Council functions, schools and with local partners and service providers.
24. To take responsibility for personal development and development across the Division in order to ensure staff are appropriately skilled, qualified and competent to provide high quality services.
25. To provide strategic and operational responsibility for transforming and continually improving the Supporting Families offer for young people and families across Stoke-On-Trent, connected to other education and other specialist children's services as needed.
26. To work with stakeholders, partners and agencies to develop fully integrated, multi-agency, locality/place Supporting Families service improving outcomes for children, young people and families.
27. To deputise for the Director as required.

## **Corporate**

1. To determine the best model of service delivery across the division which delivers a high-quality customer experience, achieves high performance and contributes to the council's ambitions to be a commercial council.
2. To develop/negotiate joint approaches to local service planning and delivery in partnership with all the relevant internal and external services providers and regional and national bodies.
3. To support and implement the Council's budget strategy within Government controls, including delivering on the requirements set by the section 151 officer on senior budget holders.
4. To develop and maintain appropriate relationships with diverse stakeholders including; elected members, council officers, local communities, businesses, Government departments, and other external agencies in order to maximise capacity and pool resources wherever possible, including undertaking work with and for other LAs.
5. To ensure the Council is equipped and supported to address all Government inspection and other external scrutiny in order to secure positive outcomes and high levels of achievement.
6. To ensure that the right systems, policies and procedures are in place which secure a high standard of probity, regularity and control at all times, including with respect to information governance.
7. Actively contribute to the role of the local authority as a corporate parent, in supporting our looked after children and care leavers to thrive
8. To embrace and role model the council's commitment to develop a culture of continuous improvement and restorative practice.
9. To ensure all employees within the portfolio have clear delivery plans, both in terms of their team as well as individually so that responsibility for achieving outcomes is shared and accountability is clear.
10. To act as an ambassador for the Council, promoting and enhancing the authority's image as a Member-led authority ambitious for the city, supporting the formation of strategic alliances and developing effective working relationships on a local, regional and national basis.
11. To lead on excellent employee relations through staff consultation and regular contact with Trade Union representatives at all levels.
12. To promote equal opportunities with our communities and staff through personal example, open commitment and clear action.
13. To develop a positive working environment encouraging active involvement of employees in shaping the co-production and delivery of services.

### **Key result areas**

1. Ensure the involvement and experiences of children and young people are accounted for in the delivery of Council services
2. Lead effective child protection systems, ensuring that professional leadership and practice is robust and can be challenged appropriately on a regular basis.
3. Work with colleagues to ensure that the safety and the social and emotional needs of children and young people are given due priority

4. Support staff across the wider organisation to help the Council discharge its duties to vulnerable children and young people in an integrated and coherent way;
5. Develop the most effective models for discharging children's services functions, which deliver the best possible outcomes for children and young people and their families.
6. Support key partnerships across the local justice system through leadership of an effective Youth Offending Service.
7. Work with colleagues so that an integrated approach is taken to ensuring that care leavers are able to secure jobs, vocational training or further education.
8. Lead and develop the partnership with Health Services to ensure an appropriate range of services for children with disabilities.
9. Involve and listen to parents, carers, children and young people.
10. Ensure that the local voluntary and community sector, charities, social enterprises, the private sector and children and young people themselves are included in the planning, commissioning and delivery of children's services where appropriate.
11. Work in partnership with the Chair of the Stoke-On-Trent Safeguarding Children Partnership to ensure that the Partnership operates effectively and keeps children and young people safe.
12. Deliver a safe and stable Children's services workforce, reducing turnover and reliance on agency or interim staff where possible and appropriate.
13. Lead the council's response to the Prevent element of the Counter Terrorism Act.
14. Ensure that all services are prepared for regulatory inspection.

### **Financing and Staffing Dimensions**

- **Gross expenditure:** £29,153,200
- **Gross income:** (£8,489,590)
- **Capital budget:** £3,980,000
- **Staff:** 331.74 FTE plus sessional and casual staff

**These duties are neither exclusive nor exhaustive and you may be expected to undertake duties and responsibilities, as directed by the City Director**

## Person Specification

**Job Title:** Assistant Director – Children’s Social Care (Safeguarding)  
**Directorate:** Children and Family Services

**Requirements** - evidenced by: **a:** application form **b:** test **c:** interview

<b>Knowledge and Qualifications - Technical</b>	<b>a</b>	<b>b</b>	<b>c</b>
Educated to degree level or equivalent	✓		
An appropriate Social work professional qualification with evidence of continuous professional development and current registration with Health Care Professions Council (Social Work England)	✓		✓
Formal management qualification	✓		
Recent senior post in children’s services management in Local Authority or comparable organisation	✓		✓
Proven track record of high levels of achievement	✓		✓
Experience of formulating and implementing strategy, policies and implementation plans	✓		✓
Experience in developing outcome driven commercial contracts and/or commissioning arrangement	✓		✓
Evidence of effective budget management at a high level	✓		✓
Thorough knowledge of national legislation relating to the development of children’s services – especially the implications in respect of service areas provided by this post	✓		✓
Proven experience of delivering high quality children’s services with relation to safeguarding at a senior level in a Local Authority or comparable organisation	✓		✓
Experience of preparing for a national inspection (i.e. Ofsted, APA, JAR, CAA)	✓		✓

### Competency Framework

Should you be shortlisted, you will also be assessed on the following competencies, where you will need to demonstrate/evidence how you meet the criteria.

<b>Leading and Deciding</b>	<b>a</b>	<b>b</b>	<b>c</b>
<b>Deciding and Initiating Action</b> Takes responsibility for actions, projects and people; takes initiative and works under own direction; initiates and generates activity and introduces changes into work		✓	✓



<b>Leading and Deciding</b>	<b>a</b>	<b>b</b>	<b>c</b>
processes; makes quick, clear decisions which may include tough choices or considered risks.			
<b>Leading and Supervising</b> A strong leader with energy, flair, resilience and credibility, provides others with a clear direction; inspires, leads, motivates and empowers others; recruits staff of a high calibre; provides staff with development opportunities and coaching; sets appropriate standards of behaviour.		✓	✓
<b>Creating and Conceptualising</b>	<b>a</b>	<b>b</b>	<b>c</b>
<b>Formulating Strategies and Concepts</b> Works strategically to realise organisational goals; demonstrates creativity, initiative, resourcefulness and resilience, sets and develops strategies; identifies, develops positive and compelling visions of the organisations future potential; takes account of a wide range of issues across, and related to, the organisation.		✓	✓
<b>Organising and Executing</b>	<b>a</b>	<b>b</b>	<b>c</b>
<b>Planning and Organising</b> Sets clearly defined objectives; plans activities and projects well in advance and take into account of possible changing circumstances; identifies and organises resources needed to accomplish tasks; manages time effectively; monitors performance against deadlines and milestones.		✓	✓
<b>Adapting and Coping</b>	<b>a</b>	<b>b</b>	<b>c</b>
<b>Coping with pressures and setbacks</b> Maintains a positive outlook at work; works productively in a pressurised environment; keeps emotions under control during difficult situations; handles criticism well and learns from it; balances the demands of a work life and a personal life.		✓	✓
<b>Enterprising and Performing</b>	<b>a</b>	<b>b</b>	<b>c</b>
<b>Achieving personal work goals and objectives</b> Accepts and tackles demanding goals with enthusiasm; works hard and puts in longer hours when it is necessary; seeks progression to roles of increased responsibility and influence; identifies own development needs and makes use of developmental or training opportunities.		✓	✓
<b>Entrepreneurial and commercial thinking</b>		✓	✓



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<b>Enterprising and Performing</b>	<b>a</b>	<b>b</b>	<b>c</b>
Keeps up to date with competitor information and market trends; identifies business opportunities for the organisation; maintains awareness of developments in the organisational structure and politics; tenacious drive for continuous improvement, demonstrates financial awareness; controls costs and thinks in terms of profit, loss and added value.			