

## Leeds City Council

### CHILDREN AND FAMILIES

#### CHILDREN AND FAMILIES JOB DESCRIPTION

#### CORE VALUES, AMBITIONS AND GOALS FOR CHILDREN AND FAMILIES EMPLOYEES

As a Council our Ambition is to be the best City Council in the UK

Our behaviours will be influenced by our values of ;

- Working as a Team for Leeds
- Being Open, Honest & Trusted
- Working with Communities
- Treating People Fairly
- Spending Money Wisely

#### Children and Families Directorate

##### Our Vision

We want Leeds to be a Child Friendly City and are committed to ensuring that children and young people ;

- are safe from harm
- do well at school and are ready for work
- choose healthy lifestyles
- have fun growing up, and
- are active citizens who feel they have voice and influence

##### Our goals

We believe that every Children and Families employee can make a contribution to make our vision a reality and we encouraged everyone to work as part of the directorate team to shape children and family centred local services based on our priorities of ;

- helping children to live in safe and supportive families
- ensuring that we protect the most vulnerable
- encouraging activity and healthy eating
- improving support where there are additional health needs
- promoting sexual health
- readiness for school
- improving behaviour, attendance and achievement
- reducing the numbers of young people who are not in employment, education or training
- providing opportunities for play, leisure, culture and sporting opportunities
- reducing youth crime and anti-social behaviour
- increasing participation, voice and influence

<b>Job Title:</b>	Early Help Service Delivery Manager (Children and Families)	<b>Salary</b>	
<b>Service Area:</b>	Safeguarding, Targeted & Specialist Services	<b>Grade</b>	JNC Dir 45%
<b>Directorate:</b>	Children and Families	<b>Date:</b>	January 2018
<b>Responsible To</b>	Head of Service Delivery		
<b>Responsible For</b>	Team Managers, Advanced Practitioners, Social Workers, Social Work Assistants, Targeted and Specialist staff and associated Administration Staff within area based locality teams.		

**Job Purpose:** Working as part of the leadership team you will model values and behaviours to help to achieve our ambition to become the best city council in the country, and aspiration shared across our partners to become the first child friendly city. You will deliver your own core statutory responsibilities and work with and support your colleagues in delivering our collective responsibilities of keeping all children safe.

You will support the active involvement of children and young people and families in how Children's Services are delivered and how they contribute to the ambitions of the Council as set out in the City Plan for Leeds, ensuring that children and young people have a voice and their views are heard.

Specifically you will provide a key local leadership role for discrete teams of professional Children and Families staff within a designated area to ensure the effective delivery of a high standard of social work centred around the needs of children and young people which ensures that statutory duties and responsibilities of the Local Authority are being met. You will lead and drive on area based service improvement which ensures that the service works effectively, innovatively and collaboratively across the wider service and its partners.

You will oversee internally and externally commissioned services.

### **Key Accountabilities:**

#### **General**

#### Leadership and Management

- Develop the role of the teams to facilitate the directorates multi –agency approach centred around the needs of children and young people throughout the city especially those who are most vulnerable.
- Effectively lead and direct teams within prescribed political and governance processes
- Ensure the effective and timely communication of key messages to the team
- Deliver better outcomes against professional standards within a context of resource availability
- Provide direction and support and set clear objectives to immediate line reports
- Foster and develop a climate of shared accountabilities, learning and continuous improvement
- Effectively sustain a culture that consistently meets the needs of and engages with, children , families, and staff to meet the business needs of the directorate.
- To be a champion of Leeds aspiration and ambition to become a child friendly city.
- Deputise when required for the Head of Service Delivery and represent on all matters relating to the leadership, management and development of the service at a local and city wide level.

#### Performance and Quality

- Ensure the effective management and implementation of robust performance management processes to ensure the delivery of outcomes within an evidence based model.
- Ensure the management and implementation of regular formal quality assurance, audit and performance management and reporting through the use of effective management information systems and ensure this meets statutory requirements
- To make a significant contribution in the directorates goal to deliver 'good' or equivalent outcomes from external inspections, reviews and assessments
- To lead the development and implementation of local service plans as part of the overall directorate, corporate and partnership framework
- Positively and effectively, lead ,shape and influence the team to deliver the vision and goals of the Children's and Young Peoples Plan

## Partnership

- Ensure that teams work collaboratively and effectively within local partnership arrangements
- Build strong and dynamic local relationships and networks and build trust with individuals and partner agencies to deliver better outcomes for all children and young people particularly those who are vulnerable and have the most complex needs
- To lead effective multi agency locality based relationships which underpin safe and effective services for children in Leeds

## Financial and People Management

- Ensure all aspects of people management within the service, creating an organisational climate of high performance, shared accountabilities, learning and continuous improvement which meets the needs of, and engages with, children, families, communities and staff ensuring that excellent people management practices are embedded throughout the service
- Be responsible and accountable for all financial resources within the teams ensuring value for money and working within financial regulations

## **Specific**

- Lead day to day service delivery and the continuous development and improvement of specified provider services in accordance with agreed targets and objectives included in council and service plans
- Lead on Safeguarding including Safer recruitment, the requirements of Children Act 1989 & 2004, Working Together 2010 and any subsequent legal version updates to ensure a child friendly and child focused approach.
- Lead and manage, both organisationally and professionally, the delivery of all services in specified service areas, which may be defined functionally and or geographically
- Deliver partnership working through integrated practice for effective service delivery, ensuring compliance with joint protocols and provide specialist advice as appropriate to partner agencies and integrated services
- Develop and promote services and practice improvements which are designed to mitigate risk and provide qualitative improvement to the outcomes for children

Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

<b>Qualifications, Skills, Experience &amp; Knowledge – all of the following are essential</b>	<b>Method of assessment Application - A Interview – I Test -T</b>
1. Diploma in Social Work or equivalent.	A
2. Experience of working within a multi-agency environment and forging and driving successful partnerships.	A / I / T
3. Experience of having lead and managed professional social work teams leading to successful outcomes for children.	A / I / T
4. Experience of leading, managing, supporting and developing individuals and teams, promoting a 'can do' attitude and an environment of continuous improvement.	A / I / T
5. Demonstrate an understanding of relevant inspection regimes and evaluation frameworks, and experience of delivering successful outcomes.	A / I / T

6. Knowledge of local issues impacting upon the service and demonstrate associated linkages with the needs of children and young people in the locality.	A / I / T
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<b>Qualifications, Skills, Experience &amp; Knowledge – all of the following are essential</b>	<b>Method of assessment Application - A Interview – I Test -T</b>
7. Ability to find and implement creative and innovative solutions to complex problems.	A / I / T
8. Demonstrate an ability to make difficult decisions, to be held accountable, and be comfortable managing targets and outputs.	A / I / T
9. Excellent communication skills with the ability to influence, negotiate and establish credibility for the team, enhance its reputation, and to form positive relationships.	A / I / T
10. Ability to employ a range of leadership styles which focus on achieving results in terms of outcomes for children and young people.	A / I / T
11. Demonstrate an understanding of the Child Friendly City concept and the voice and influence of children and young people to underpin this.	A / I / T
12 . Knowledge of restorative practice approaches within the context of services to children, young people and families.	A / I / T
13. Understanding/knowledge of using results based accountability methodology to drive service improvement.	A / I / T

<b>Core Competencies – all of the following are essential</b>	<b>Method of assessment Application - A Interview – I Test -T</b>
<b>Working as a Team for Leeds</b> Provide leadership and team management skills including the ability to work with and through others, implements corporate decisions with energy and vigour	A / I / T
<b>Being Open, Honest and Trusted</b> Ensures citizens and council members are provided with all relevant information to make decisions; learns from mistakes and seeks to promote continuous improvement and best practice	A / I / T
<b>Working with Communities</b> Works effectively with a variety of partner organisations to deliver services; communicates and involves stakeholders and the wider community in new developments to encourage ownership and commitment.	A / I / T
<b>Treating people Fairly</b> Recognise that everyone has an equally important part to play within the Council and valuing the diverse and vibrant nature of the city and all its citizens.	A / I / T
<b>Spending Money Wisely</b> Sets high expectations of achievement across a range of strategic outcomes; actively seeks out opportunities to improve delivery of services through partnership and feedback from service users	A / I / T

Whilst these competencies may relate to this role more specifically for recruitment and selection purposes, following appointment, all members of staff are expected to demonstrate they meet all of our competencies.

**Equal Opportunities:** Equal opportunities in the council is about making sure that everyone can fully join in the social, cultural, political and economic life of the city.

The City Council is committed to its value of Treating People Fairly, this includes our staff and the people of Leeds. We will make sure that we do not discriminate against people because of their age, impairment, ethnic origin, nationality, religious belief, social class, gender, sexual orientation, gender reassignment, marital status, responsibility for dependants, trade union activity or for any other unfair reason.

**Health & Safety:** The Council believes that ensuring the safety, health and well-being of employees, contractors, service users (including learners) and all others affected by our activities is essential to accomplishing our ambition and values. As a large employer we are committed to being an exemplar for good practice and contributing to the wider health agenda by ensuring that work doesn't contribute to poor health, using the workplace to improve health and well-being, and supporting our workforce to be "Happy, Healthy and Here". We expect all employees to contribute to their own individual safety and well being and to that of others who may be affected by their actions.

**Physical Conditions** The post holder will initially be based community based working from an area office. however the post holder may be required as part of their duties to work in other locations throughout the city to effectively deliver their duties. Leeds City Council has a no smoking policy.

**Relationships:** The post holder will be required to maintain effective relationships with other colleagues, service users, carers and partner agencies.

**Economic & Other Terms & Conditions**

Grade & Salary	Dir 45% currently ranging from £47,226 to £51,948. Dependent upon appointment level, progression through the salary range is by annual incremental progression (effective from April each year). Basic pay is reviewed annually in line with national negotiations and any uplift paid from April.
Annual Leave:	28 days per leave year commencing April + 8 statutory bank holidays (rising to 33 days after the completion of 5 years service ).
Hours:	Contractual hours are 37 hours – Monday to Friday, in accordance with the needs of the service.
Pension Scheme:	The role is eligible to join the Local Government Pension Scheme which is a final salary scheme based on contributions made by both the employee (currently 7.20% ) and the Council. There is the opportunity (subject to application and meeting qualifying conditions) for transfers from previous pensions schemes to be made.
Conditions of Service:	In accordance with the National Joint Council for Local Government Services and supplemented by local agreements reached with trade unions recognised by the Council and by the Rules of the Joint Negotiating Committee
Special Conditions:	<ol style="list-style-type: none"> <li>1. This post is subject to a higher level check with the Criminal Records Bureau.</li> <li>2. In discharging its functions the council is covered by the Rehabilitation of Offenders Act 1974 (exceptions) order 1975 and you are obliged to disclose all convictions and cautions no matter how long ago they occurred and regardless of whether the offences were committed as an adult or a juvenile. This will not necessarily bar you from applying, it will depend on the nature of the position and the circumstances and background of your offences</li> <li>3. The post is politically restricted under the terms of the Local Government and Housing Act 1989</li> <li>4. All staff are required to complete a general declaration of interests upon appointment and annually thereafter ( or at such intervals as may be required)</li> </ol>

Job Description Prepared / Reviewed by:  
Name :

Job Description Approved by: Human Resources  
Name

Designation :

Designation :

Date: June 2011

Date: June 2011

