

Leeds City Council

Job Description

Job Description and Employee Specification

Job Title:	Deputy Director of Children's Services; Safeguarding, Targeted and Specialist Services	Date:	September 2016
Accountable to:	Director of Children's Services	Grade:	Dir 95%

Job Purpose:

Working as part of the senior leadership team, you will live and model values and behaviours to help us to achieve our ambition to become the best city council in the country and our aspiration, shared across our partners, to become the first truly child friendly city.

The Deputy Director for Safeguarding, Targeted and Specialist Services will draw together the services across the City that work with children and young people identified as being particularly vulnerable and having the most complex need. The Deputy Director is jointly and directly responsible for ensuring all children and young people are safe from harm; do well in learning and have skills for life; choose healthy lifestyles; have fun growing up; and are active citizens who feel they have voice and influence.

Key Accountabilities:

General

- Child centred in your ideas, language and actions, constantly striving to improve through outcomes for Children and Young People in Leeds
- The ability to enhance public and private sector relationships to help to bring the city together
- Develop the role of the service to facilitate the directorate's multi agency approach and to ensure the effective co-ordination of resources (financial, human, physical or other) which support a whole service approach centred around the needs of children and young people throughout the City, and especially those who are most vulnerable
- Knowledge and experience of performance management and project management methodology such as Outcome Based Accountability
- Lead by example, fostering effective joint working and build teams which deliver outcomes. Provide professional direction and support to immediate line reports creating an organisational climate of learning and continuous improvement so that services improve outcomes for all and are organised around children & young people's and family needs .
- Positively and effectively lead, shape and influence the service to attain the Children and Young Peoples Plan vision and goals, actively promote council and partnership values and the ambition to become a child friendly city
- Build strong and dynamic relationships and trust with politicians, partners, stakeholders, children & families, communities and external agencies to enhance profile and reputation
- Anticipate emerging issues / changing context and develop strategies quickly to solve problems or seize opportunities
- Identify links between societal and economic trends, stakeholder concerns, the policy agenda, and service issues

- Ensure that all services are fit for purpose, provide value for money, and attain inspection ratings that are good or outstanding
- Overall responsibility for effective performance management and compliance with systems to ensure increased productivity, quality assurance, risk management and audit which focus on improving outcomes for children and young people, especially those who most vulnerable
- Deputise for the Director / represent the Directorate on all matters relating to the leadership, management, and development of services to children

Specific

Targeted Services

- Set and deliver transformational goals with broad perspectives and long term timelines within Targeted Services (including the Youth Offending Service, and locality / cluster based multi disciplinary teams)
- Ensure that targeted family support services are effectively discharged in cluster and area arrangements across the City

Child Protection and Looked After Children

- Set and deliver transformational goals with broad perspectives and long term guidelines within Child Protection & Looked after Children Services (including Fostering, Adoption, Residential provision, Social Work teams and support services, and Integrated Safeguarding for Children across the City)
- Act as Social Work professional for Children's Services and advise social workers in all aspects of practice (whilst also ensuring that social workers are registered, receive continuous professional development, and practice safely)
- Ensure that the requirements outlined in 'Working Together to Protect' (and all subsequent revisions) are met
- Undertake the role of Agency Decision Maker for adoption matters under the requirements of the Adoption Act (2002) and associated guidance

Complex Needs

- Set and deliver transformational goals with broad perspectives and long term timelines within Complex Needs (services to children with long term disabilities, chronic or life limiting health conditions or special educational needs and their families)
- Provide effective leadership to ensure that the needs of children and families with complex needs are assessed in a timely and integrated manner, and that services are effectively discharged to meet these needs
- Ensure that services meet the requirements of the Children Act(s) 1989 and 2004 and the SEN Code of Practice (and all subsequent revisions)

Independent Safeguarding Unit

- Set and deliver transformational goals with broad perspectives and long term timelines within Independent Safeguarding Unit (including the Improvement Hub and Family Group Conferencing)
- Strengthening the focus on quality assurance and practice improvement

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.

Qualifications, Skills, Experience & Knowledge	Essential	Method of assessment [Application/Interview/Test/Other]
1. Degree and post graduate qualification	*	Application form and verification
2. Diploma in Social Work or equivalent	*	Application form and verification
3. Membership of relevant professional bodies and evidence of ongoing PD	*	Application form and verification
4. Management qualification		Application form and verification
5. Minimum of 5 years of successful leadership experience at a senior level within children's services or relevant environment including experience of change management, resource management	*	Application and Interview
6. Experience of working in a multi agency environment and forging & driving successful partnerships	*	Interview
7. Experience of having implemented strategies leading to successful outcomes for children	*	Interview
8. Experience of leading, managing, engaging and developing a large multi disciplinary and geographically dispersed workforce	*	Interview
9. Demonstrates understanding of inspection regimes and evaluation frameworks pertinent to children's services and has experience of delivering successful outcomes	*	Interview
10. Knowledge of current local and national issues impacting upon the service and can demonstrate a clear linkage with the needs of the children and young people throughout the City.	*	Assessment / Interview
11. Evidence of having provided direction and support to individuals and teams promoting a 'can do' attitude and an environment of continuous improvement	*	Interview
12. Demonstrate ability to make difficult decisions and be held accountable, and be comfortable managing targets and outputs.	*	Assessment / Interview
13. Ability to find and implement creative and innovative solutions to complex strategic problems	*	Assessment / Interview
14. Excellent communication skills with the ability to influence, negotiate and establish credibility for the service, to enhance its reputation, and to form positive relationships	*	Assessment / Interview
15. Demonstrate an understanding of the Child Friendly City concept and the voice and influence of children and young people to underpin this.	*	Assessment / Interview
16. Knowledge of restorative practice approaches within the context of services to children, young people and families.	*	Interview
17. Understanding/experience of using outcomes based accountability methodology to drive service improvement.	*	Application /Interview

Core Competencies – all of the following are essential	Method of assessment [Application/Interview/test]
<u>Working as a Team for Leeds</u> Provide leadership and team working skills including the ability to work with and through others, implements corporate decisions with energy and vigour	Application / Assessment / Interview
<u>Being Open, Honest and trusted</u> 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	Application / assessment / Interview
<u>Working with Communities</u> 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	Application /assessment / Interview
<u>Treating People Fairly</u> 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	Application /assessment / Interview
<u>Spending Money Wisely</u> 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	Application /assessment / Interview

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 at the Directorates headquarters in Merrion House in the centre of Leeds, however the postholder 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 staff at all levels within the Directorate and across the Council, Elected Members, external agencies, partners, children and young people, and the general public.

Economic & Other Terms & Conditions

Grade & Salary	Dir 95%, currently ranging from £102,710 to £ 110,766. Dependent upon
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	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. The postholder will be expected to work regularly outside normal working hours, including attendance at evening / weekend meetings or events
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 7.5%) 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 Joint Negotiating Committee (JNC) for Chief Officers of Local Authorities and supplemented by local agreements reached with trade unions recognised by the Council and by the Rules of Leeds City Council
Special Conditions:	<p>1. This post is subject to a higher level check with the Disclosure and Barring Service.</p> <p>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</p> <p>3. The post is politically restricted under the terms of the Local Government and Housing Act 1989</p> <p>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)</p> <p>5. On appointment (subject to meeting certain criteria) the Council would be prepared to offer a relocation package in accordance with its Removal & Relocation Scheme up to a maximum value of £8000</p>

Job Description Prepared / Reviewed by: Name :	Job Description Approved by: Human Resources Name
Designation :	Designation :
Date: September 2016	Date: September 2016