

Leeds City Council

Job Description

CORE VALUES, AMBITIONS AND GOALS

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 & 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's Services 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 young people 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

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We promote diversity and want a workforce that reflects the population of Leeds.

Directorate	Children & Families
Service Area	Learning Systems
Job Title	Positive Destinations Manager
Grade	PO6
Conditions Of service	NJC
Responsible To	Lead for Admissions and Family Information Service
Responsible For	TBC

Job Purpose: To provide cross-directorate leadership and coordination of the functions and services which contribute towards the authority's statutory duties for post-16 participation in employment, education and training

Responsibilities for the post:

Strategic

- To co-ordinate key partners, working alongside elected members, third sector organisations and other agencies to ensure all young people achieve a sustained destination at Post 16.
- To work flexibly with internal and external colleagues to support the development and implementation of the authority's strategic approach to reducing the number of young people that are not in education, training or employment or whose status is not known
- To lead the delivery and improvement of key areas of work linked to the statutory participation duty to ensure that strategic and service outcomes and priorities are delivered successfully to a high standard.
- Maintain and disseminate knowledge of local, regional and national issues relating to the statutory tracking duty.
- To build strong, dynamic relationships and networks, positively engaging with relevant stakeholders.
- To prepare and deliver briefings, reports and presentations to senior managers, elected members and partners.
- Represent Leeds City Council at external policy meetings, ensuring the views of the council are reflected.
- Ensure compliance with relevant legislation, national guidance and standards and best practice in pursuit of excellence in service delivery.
- Engage with national bodies and build relationships with local authority contacts and networks.
- Evaluate the effectiveness of processes carried out to comply with the tracking duty and reduce the numbers of young people Not in Education, Employment and Training (NEET) and make strategic improvements as appropriate.

Tracking & Support

- Ensure that the LA has systems in place to track the destination of all young people aged 16-19 or 25 for those with an EHCP, identifying and overcoming any gaps
- Ensure that the LA has effective systems in place to promote and support effective participation in Education, employment and training for 16 and 17 year olds
- Ensure reporting and monitoring is in place and utilised for tracking outcomes and for monitoring the operational performance of the tracking process.
- Provide responsive, timely and accurate intelligence and analysis that meets the needs of stakeholders.

Sufficiency

- To co-ordinate the planning and management of post 16 learning places so that all young people have a positive post 16 destination which supports the ambition of the young people and the skills and needs of the city
- Support the development of the council's corporate plan to ensure all young people have a positive destination post 16, working with colleagues to ensure consistency with other key council and partnership strategies and in line with the authority's policy direction and strategic narrative.

General

- Flexible and adaptable to change to assist other services as required commensurate to grade
- To participate in appraisal, training and development activities as necessary to ensure up to date knowledge and skills
- To improve own practice through observation, evaluation, discussion with colleagues and development programmes.
- To work collaboratively with colleagues, knowing when to seek help and advice.
- Contribute to the overall ethos, work, and aims of the service by attending relevant meetings, training days/events as requested.
- Be aware of and comply with Leeds City Council policies and procedures e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding and promoting the values, standards and equal opportunities of Leeds City Council.
- Recognise and appropriately challenge any incidents of racism, bullying, harassment or victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures.
- The Council has adopted a flexibility protocol and this role will be expected to work within these parameters.
- The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

Qualifications

Educated to degree level or equivalent with relevant experience

PERSONAL SPECIFICATION: Method of Assessment will be through one or more of the following Application Form, Test, Interview, and Certificate

ESSENTIAL REQUIREMENTS: It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

Skills Required

- Proven ability to lead and coordinate activity across multiple teams and partners, maintaining effective relationships
- Able to analyse and interpret complex qualitative and quantitative information from multiple sources
- Able to engage and influence senior leaders, managers and partners
- Ability to manage relationships with Elected Members
- Able to communicate and distil complex information and challenging messages effectively in person, in presentations and in writing
- Proven ability to develop personal and professional credibility with partners and stakeholders
- Able to write reports and communicate in a business context for a variety of audiences
- Able to undertake a senior role promoting organisational values within the service and in relationships with other services and partners
- Able to negotiate cross service and partnership commitment including with schools and colleges, with targeted learning providers and with case holding specialist services.
- Able to work flexibly, at pace and manage a demanding workload to meet fixed deadlines
- Able to use a solution focused approach effectively
- Able to balance a range of simultaneous initiatives and as part of a larger team adapting to changing needs and priorities
- Project leadership and project management skills
- Change management skills
- Able to use analytical software and tools appropriate to the focus of the role e.g. Microsoft packages proficiently
- Ability to work in restorative way

Knowledge Required

- An excellent understanding of Leeds City Council strategies, policies and current direction
- An understanding of the council's political context, including the pressures facing public services in their drive to improve service delivery and outcomes
- Knowledge of national frameworks and sources of intelligence specific to the focus of education, employment and training. This includes, the local authority role in the management, collection and submission of the underpinning data.
- Excellent working knowledge of relevant legislation, national guidance and standards and best practice in pursuit of excellence in service delivery with regard to the statutory participation duty.
- Good working knowledge and understanding of evidence based project management tools
- Extensive working knowledge of General Data Protection Regulations

Experience Required

- Extensive experience of engaging, leading and contributing to partnership working involving various stakeholders to achieve positive outcomes
- Developing productive working relationships that command respect, trust and confidence
- Working effectively with others to deliver cross service/organisational change
- Extensive experience of project management
- A record of building positive and collaborative relationships that improve services and outcomes for young people
- Managing and contributing to delivery within complex environments involving various stakeholders to achieve positive outcomes

- Managing and prioritising competing work pressures and the relationships underpinning these
- Delivering work to expected quality and to meet deadlines
- Changing and evolving how services are delivered in terms of approaches used, service priorities and service relationships
- Of disseminating complex and technical information and data to wide ranging audiences in an appropriate way so it is understood by all.
- Of establishing and implementing processes and procedures for the purpose of collecting, storing and sharing of information that are compliant of GDPR.

Behavioural & other Characteristics required

- Commitment to working within the council's values and ability to instil values in others
- Commitment to continuous improvement of processes and systems, ensuring value for money
- Willing to participate actively in training and development activities to ensure up to date knowledge, skills and continuous professional development
- Prepared and able to pick up and lead new areas of work as required
- Take personal responsibility for delivering work on time and for managing your own workload
- Recognise and appreciate that everyone is different and respect the views and opinions of others
- Able to understand and carry out your responsibilities as required by council policies, including Health and Safety, Information Governance, Equality and Diversity and HR policies

DESIRABLE REQUIREMENTS: It is desirable that the candidate should be able to demonstrate the following criteria for the post within the context of the specific role. Candidates are not required to meet all the Desirable requirements; however, these may be used to distinguish between acceptable candidates.

Skills Required

- None

Knowledge Required

- None

Experience Required

- Managing and / or commissioning research projects
- Managing the specification and contracting of technical solutions and processes
- Relevant experience in a similar field from a local authority

Behavioural & other Characteristics required

- None

Job Description Content Prepared / Reviewed by:

Name	Designation	Date
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Confirmation of Job Evaluation Undertaken

JE File Ref 222048

JE Ref PRO06

Name	Gail Todd	Designation	HR Adviser	Date	June 22
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