

Job Description and Person Specification

Role: Children's Residential Service Development Co-ordinator



Job Description

Job Title	Children's Residential Service Development Co-ordinator
Grade	8
Service	Children's Residential Service
Reports to	Operational Lead for Residential
Location	Citywide
Job Evaluation Code	A5727



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role

1. Work across the service to coordinate and progress a range of service developments that support the strategy, meet regulatory requirements and the implementation of the Social Care Academy.
2. Drive change and continual improvement to ensure the achievement of performance objectives and improved outcomes for looked after children.
3. Promote and coordinate consultation with children and young people living in our residential homes for children.
4. Coordinate the development of policies, processes and specific residential projects to ensure best practice is consistently promoted and standardised where appropriate.
5. Review external sources including other residential services to source examples for future developments.

Main Duties & Key Accountabilities

Core Knowledge

- Have a thorough working knowledge of relevant legislation including the Children's Home Regulations [2015], Ofsted Inspection Framework, Children's Homes Quality Standards, guidance, research, departmental policy and procedures.
- Contribute to examinations of the needs of the service and development of action plans.
- Contribute to effective communication within the team and support a wide range of operational meetings.
- Support the Operational Lead for Residential to devise and coordinate project plans and targets to promote service development and continuous practice improvement across the residential service.
- Set clearly defined objectives, targets and plans.
- Manage project planning, development and review of activity across allocated projects to ensure that outcomes are timely, effective and have effective performance management systems and appropriate levels of delegation and accountability in place.
- Draft written materials such as policies, forms, process information and training resource materials.
- Coordinate consultation with managers to gain children and young people's views and feedback to the service.
- Support the service by integrating learning from quality assurance.
- Establish and maintain standards, approaches and methods for project management to ensure consistency and quality.
- Organise research, benchmarking and process mapping to raise standards across the service through programmes of workforce training, ensuring that the training is relevant.
- Make informed and consistent business focussed development proposals and present a compelling rationale for the chosen options.
- Support continuous improvement through the review of project / programme structure, resourcing, risks, funding, and dependencies.
- Work with various stakeholders including external partners, to build, maintain and promote effective working relationships.
- Maintain personal and professional training and development to meet the challenging demands of the job.

- Any other duties and responsibilities within the range of the salary grade.

Key relationships

External Health inc. CAMHS Education Police GP practices Probation Ofsted Independent Visitor Public – children’s families, friends, local community Any other relevant partners	Internal Registered Managers Deputy Managers Senior Childcare Workers All service areas in Childrens Services Social Workers Human Resources LADO Any other relevant partners
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Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council’s Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder: N/A
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Person specification

Job Evaluation Code	A5727
Knowledge	
<ul style="list-style-type: none"> Working knowledge of current children's legislation including the Children's Home Regulations [2015], Ofsted Inspection Framework, Children's Homes Quality Standards 	
<ul style="list-style-type: none"> A thorough knowledge of Residential Social Care provision 	
<ul style="list-style-type: none"> Understanding of equality issues, particularly within the context of delivering children's services 	
<ul style="list-style-type: none"> Working knowledge of change management 	
<ul style="list-style-type: none"> Working knowledge of change, project and programme management methodologies including benefits realisation 	
Skills and Abilities	
<ul style="list-style-type: none"> Effective communication skills, i.e. face-to-face, using the telephone, and writing detailed training programmes, reports and records 	
<ul style="list-style-type: none"> Working under pressure, meeting deadlines and dealing with interruptions 	
<ul style="list-style-type: none"> Self-organisation skills, prioritising tasks to achieve goals and meet deadlines, be self-motivated, work autonomously and seek advice when necessary 	
<ul style="list-style-type: none"> A commitment to working in an anti-discriminatory and non-judgemental manner 	
<ul style="list-style-type: none"> Be able to deliver and evaluate training 	
<ul style="list-style-type: none"> Ability to build and maintain critical working relationships to ensure that an organisation adopts change with the aim of getting people committed to the change and to learn new behaviours and sustain them 	
<ul style="list-style-type: none"> Excellent negotiating, mentoring, coaching and strong influencing skills 	
<ul style="list-style-type: none"> Able to manage financial and overall performance of projects 	
<ul style="list-style-type: none"> Ability to challenge assumptions 	
<ul style="list-style-type: none"> Excellent analytical and decision-making skills which draw valid conclusions and inform performance 	
<ul style="list-style-type: none"> Ability to be creative and commercial and contribute towards the strategic planning of the service 	
<ul style="list-style-type: none"> To lead on best practice in the field of transformation and change 	

<ul style="list-style-type: none"> • Work independently to interpret and analyse varied and complex information or situations and to produce solutions in both written and verbal format.
<ul style="list-style-type: none"> • Work with stakeholders, partners and / or elected members
<ul style="list-style-type: none"> • A track record of developing & implementing continuous improvement in service delivery and success at change management
<ul style="list-style-type: none"> • Ability to work well with colleagues, including managers, as a member of a team
<ul style="list-style-type: none"> • A good understanding and ability to use appropriate information technology software packages and a range of media channels
<ul style="list-style-type: none"> • Skilled in supporting, training, developing and motivating appropriate staff
<ul style="list-style-type: none"> • Able to independently manage a complex workload with appropriate supervisory input
<ul style="list-style-type: none"> • Able to pursue and progress specialist areas of development / service as required
<ul style="list-style-type: none"> • Able to offer professional discussion and input on matters of staff development and performance
<p>Experience</p>
<ul style="list-style-type: none"> • Experience of working within a residential setting
<ul style="list-style-type: none"> • Experience of team membership and participation
<ul style="list-style-type: none"> • Experience of successful project development and planning
<ul style="list-style-type: none"> • Experience of working effectively with residential services, carers, colleagues and other agencies via negotiation, giving and receiving information
<p>Qualifications</p>
<ul style="list-style-type: none"> • Higher or relevant further educational qualifications or relevant experience and evidence of continual personal development
<p>Special Requirements</p>
<p>This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS)</p>



Date Created	16-Apr-24	Date Reviewed	14-May-24
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