



Coventry City Council

Job Description

Post:	Strategic Lead – Childrens Services	Job Number:	
Service:	Childrens Services	Post Number:	
Location:	Broadgate House	Grade:	

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.

Job Purpose:

This is a senior role within Children's Services and corporately with the Council, with delegated authority from the Director of Children's Services for the management of functional areas within the Directorate. Specific job purposes are:

1. To provide leadership and professional support to Children's Services, ensuring that statutory obligations and local targets are met on time and within budget.
2. The oversight and maintenance of high service and professional standards.
3. To manage resources effectively and in line with the principles of value for money.
4. To manage the provision of services in line with Council, Directorate and Service strategies, plans and policies along with compliance with relevant legislation.
5. Have delegated authority over a functional area of Children's Services, driving forward the services improvement, ensuring capacity in key areas to support service outcomes, in the context of local and national priorities.
6. To provide clear, visible and motivational leadership, communicating the vision and objectives, to create a high performance culture that drives continual improvement, efficiency savings and high levels of customer satisfaction, aligned to the strategic direction and customer focus of the Council.
7. To promote, develop and maintain effective partnership working and strategic alliances with internal and external stakeholders in order to achieve continuous improvement.

Main Duties and Responsibilities:

To provide effective leadership and management direction to services and teams to improve and assure practice and outcomes for children and their families.

- To lead the strategic planning, implementation and evaluation of the services, in line with aims and objectives of Coventry's Children and Young People's Plan, the Children's Workforce Development Plan, statutory requirements and other relevant strategies and plans.

- To work in partnership with other departments and external agencies to develop and provide services which meet the needs of children and families in Coventry and deliver the best possible outcomes for children, young people and their families.
- To promote equality and anti-discriminatory practice, and to assure equality for both service users and staff.
- Together with the Director of Children's Services to work with, and support, Elected Members in identifying and delivering policies, priorities and resources for Children's Services.
- To develop and encourage innovation and creativity in the design and delivery of children's services.
- To assure that the agency exercises statutory powers with due care and attention ensuring the service complies with statutory legislation and guidance.
- To ensure the existence of a safe and stable Children's Services workforce; addressing recruitment and retention challenges and the provision of learning and development frameworks and resources which inspire employees and ensure key objectives are achieved on time, to agreed standards and within the resources available.
- To work directly with children, young people, parents, and carers to make sure their views are listened to and inform service development or changes.
- To develop the most effective models for discharging children's services functions ensuring the best possible outcomes for children, young people and their families.
- To lead and ensure the council's partnerships work effectively across the city in order to improve inequalities for children and young people that live in the city.
- To work with other local authorities, regulatory bodies and central government on areas of shared issues and areas of interest.
- Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

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

Responsible to: Director of Children's Services

Date Reviewed: March 2018



Coventry City Council

Person Specification

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Area	Description
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Knowledge:	<ul style="list-style-type: none">• Extensive knowledge and understanding of the major issues facing Children’s Services and Local Government
	<ul style="list-style-type: none">• Detailed knowledge of relevant legislation and national strategies, policies and frameworks
	<ul style="list-style-type: none">• A well-developed strategic perspective of Children’s Services
	<ul style="list-style-type: none">• How to manage performance in a manner that raises standards and delivers service improvements
	<ul style="list-style-type: none">• Strong financial awareness and understanding of commissioning and evaluation of services

Skills and Abilities:	<ul style="list-style-type: none">• An inspiring leader who can demonstrate their commitment to the Council’s Vision and overall direction.
	<ul style="list-style-type: none">• An ability to develop and deliver the service whilst ensuring the safeguarding of children is at the heart of what is achieved
	<ul style="list-style-type: none">• Highly developed analytical and problem-solving skills
	<ul style="list-style-type: none">• Excellent written and verbal presentation skills to communicate with a range of individuals on complex issues
	<ul style="list-style-type: none">• Ability to promote a culture that ensures the safeguarding of children and young people; their health and well-being is at the heart of the delivery of services
	<ul style="list-style-type: none">• Political awareness and an appreciation of issues that influence political decision making
	<ul style="list-style-type: none">• Enthusiastic, energetic, resilient and sound judgement
	<ul style="list-style-type: none">• Effective and clear decision-making ability

Experience:	<ul style="list-style-type: none">• Successful delivery of ambitious transformational change
	<ul style="list-style-type: none">• Significant experience of senior leadership in Children’s Services or a related field.
	<ul style="list-style-type: none">• Working successfully with partner organisations and Elected Members.
	<ul style="list-style-type: none">• A record of innovative achievements and joint working with partners and
	<ul style="list-style-type: none">• Stakeholders

Educational:	<ul style="list-style-type: none"> • Social Work qualification and Social Work England registration
	<ul style="list-style-type: none"> • Postgraduate qualification in management or equivalent
	<ul style="list-style-type: none"> • Evidence of ongoing professional development

Special Requirements:	<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> <p>This post holder will be expected to deputise for the Director of Children's Services and provide senior out of hours management cover on a rota basis.</p>
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Date Reviewed: March 2018

Addendum:

	Specific accountabilities:
Strategic Lead - Help and Protection	<p><i>Scope</i> The post holder is responsible for the management and delivery of the following services:</p> <ul style="list-style-type: none"> • The City Councils' Children's Early Help Services, • Early Help Hubs (including Children's Centres and Youth work) • Troubled Families • Family Drugs and Alcohol Court • CSE and Missing young people's services and the • Youth Offending Service • The City Councils' children's protection services including front door services, (including our inter agency MASH and the Emergency Duty Team) • Child in Need social work teams, (including our Children with Disabilities service) • Child protection social work teams <p><i>Reporting Arrangements</i> The post will report to the Director of Children's Services.</p> <p><i>Activity</i> The Strategic Lead is responsible and accountable for the operational performance of the services listed above through line management, performance management and quality assurance arrangements.</p> <p>The post holder will be responsible for the effectiveness of agency and partner early help support in reducing the incidence of harm and the need for referral to children's social care. Performance measures include CAF and step-down activity and quality, including partner's contributions, achieving planned Troubled Families performance results, vulnerable population health, education and employment outcomes, citizenship and participation rates, enabling children and young people to maximise their life outcomes.</p> <p>Ensuring the effectiveness of 'front door' screening and social work assessment and casework. Performance measures include the reduction of children re-referred to the children social care services, the timeliness of safeguarding interventions and quality of assessments, plans and progress towards safety.</p> <p>Ensuring the effectiveness of youth offending assessment and casework. Performance measures include reducing first time entrants into the youth justice system re-offending and custody rates.</p> <p>The effectiveness of support to parents, carers and families in avoiding the need for</p>

accommodation and ensuring timely action to protect children through care where required. Performance measures include the numbers and range of children successfully and sustainably diverted through edge of care support activity.

Ensuring the effectiveness of support to children, young people, parents, carers and families to include disabled children in their family and community life and to enable them to maximise and achieve their life chances.

Overseeing and assuring improvement and change actions in relation to the services own business targets and to achieve the Improvement Plan outcomes.

Assuring that the quality of supervision ensures safe case decisions and the expected progress of plans and actions to achieve planned or contingent outcomes.

Roles

On behalf of the Director of Children's services operating as the agency's designated safeguarding lead, supporting and enabling strategic partnership working with other agencies, including through the CSCB, in relation to developing and improving early help outcomes and delivering effective safeguarding joint working reducing the incidence and effect of harm.

Developing collaborative arrangements with education and health services to achieve improvements in outcomes to maximise and achieve children and young people, achievement, health and life chances through the Children and young people plan.

Working within the initiatives to better align or connect services and community organisations to support children, young people, parents and carers to help themselves.

John Gregg
Director of Children's Services
March 2018