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| **Job Description and Person Specification** |  |
| **This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and adults at risk, and requires all staff and volunteers to share this commitment.**  **Solihull Council is committed to equal opportunities and expects all staff and volunteers to recognise and value differences.**  to | |

**SECTION A: Role Profile**

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| **Post Title** | Head of Service – Children’s Services | **Post No** | W6243 |
| **Directorate** | Children’s Services & Skills | | |
| **Division** | Children, Young People & Families | | |
| **Band and Salary** | Band J  £79,812 - £84,280 per annum.  Incremental progression is subject to performance. | | |
| **Responsible to** | Assistant Director Quality & Partnerships | | |
| **Location** | Bluebell Centre, Chelmunds Place, Council House and other locations across the borough of Solihull as required | | |
| **DBS Check** | Enhanced check for regulated activity for working with Children | | |
| **Fluency Duty** | This post is covered by the Fluency Duty, as outlined in the Code of Practice on the English language requirements for public sector workers. | | |

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| **Car User Status** | This is an essential car user post as the demands of the job make it operationally essential and there is a contractual requirement to make a suitable vehicle available to ensure the requirements of the job can be carried out effectively.  Applicants must be able to drive, have a driving licence and be a car owner, however for disabled applicants, reasonable adjustments will be made where required. |
| **Special Conditions** | Required to work evenings and weekends in line with service needs. |

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| **Role Purpose** |
| * To safeguard children at all times, putting their interests and needs first. * To act as a strong and committed corporate parent, championing the interests of looked after children and care leavers and refusing to accept less than the best for them. * To provide strong leadership in the delivery of children’s statutory social work services in an agreed area of the business, ensuring they provide high quality protection, support and care for vulnerable children and young people. * To provide strategic leadership within the Council and beyond on children’s social care matters including safeguarding, looked after children, care leavers and quality assurance. * To take overall strategic responsibility for the implementation of key Council strategies and policies for children’s social care. * To take overall responsibility for the work of a designated area of children’s social care services, maintaining a good knowledge of its quality; to develop and implement approaches to ensure continuous improvement; and to take decisive action when standards fall. * To make decisions in line with delegated and legal responsibilities including authorisation for children to become looked after; authorisation of final care plans; and acting as agency decision-maker for fostering and on occasion adoption. * To maintain an understanding of all services within the Children, Young People and Families, providing cover for colleagues as required. * To be a member of the Senior Management Team in the Children, Young People and Families division, taking joint responsibility for its decisions and ensuring that they are implemented. * To ensure services are Ofsted-ready and respond to findings from internal and external audits and inspections. * To manage significant budgets effectively and in line with Council priorities and rules, ensuring value for money and transparency. * To ensure that the Council complies with relevant legislation and policies. * To provide senior leadership support for the delivery of the Solihull Council Plan, Children’s Business Plan and Health & Wellbeing Plan; and promote the corporate plan priorities for children and families through effective partnerships and participation to secure better outcomes for children. * To ensure the involvement of children, young people and families in work with them and more widely in the design and review of services. * To manage a team of senior officers and staff. * To deputise for the Assistant Director, Children, Young People and Families as required. |

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| **Role Responsibilities** |
| * To direct and oversee specified children’s social work services, ensuring their quality and effectiveness. * Line management of team managers, IROs and others as required, providing direction, quality assurance, challenge, support and professional development. * To exercise effective collaborative leadership within and across organisational and managerial boundaries. * To manage and deploy resources, including people and information, ensuring high quality service delivery and development. * To operate within allocated budgets, working with senior finance officers to ensure sound financial management and best value. To be accountable for budget control. * To monitor and evaluate performance and its impact, taking corrective action where necessary and using learning to ensure continuous improvement. * To ensure that the Council complies with statutory requirements and national and local policies. * To represent the Council in local, regional and national forums involving high level contacts, with, for example, LSCB independent chair, judges, senior officers from other local authorities and senior civil servants. * To carry out negotiations on behalf of the Council, for example with other local authorities and government bodies. * To respond directly or through the Assistant Director or DCS to requests from elected members and MPs. * To ensure there is wide-ranging consultation and dialogue with children, young people and their families so that service planning and provision respond effectively to their needs. * To play a full part as a member of the Senior Management Team for Children, Young People and Families, working collaboratively with colleagues to shape services and implement decisions. * To represent Children’s Services on key decision-making and advisory groups such as LSCB sub-committees, Adoption Panel, Fostering Panel, MARAC, MAPPA, Prevent and Channel panels, providing advice and influencing them so that children’s best interests are central. * To lead in-house, cross-directorate and inter-agency projects and programmes as required. * To lead the recruitment selection and retention of staff and managers within specified services; and to contribute to recruitment selection and retention in Children’s Services and other parts of the Council as required. * To cover for colleagues in their absence and to deputise as required for the Assistant Director - Children, Young People and Families. This will include decision-making in line with statutory requirements and guidance and the Council’s scheme of delegation. * Establish and maintain the highest standards of leadership and management of services staff, promoting the Solihull way of working, continuous improvement and equalities. * Support organisational change and ensure appropriate systems of performance and development, communications, financial planning, equality measures, monitoring and review are in place. * Evidence through day to day practice the key competencies required to be an effective leader by creating and communicating a compelling vision, agile thinking, delivering results and leading change. * The post holder is required to act at all times in accordance with Solihull Council’s constitution, policy, procedures and other relevant regulations. * Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training. * Undertake such other duties, training and / or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job. * Undertake Emergency planning and Health & Safety duties commensurate with the post and/or detailed in the Directorate’s Health and Safety Policy. * Any other appropriate duties as and when required in accordance with the grading of the role.   **Contacts**:   * In all contacts the post holder will be required to present a good image of the Directorate and the Council as well as maintaining constructive relationships. * Internal:   Councillors; Corporate Leadership Team; Directorate Leadership Team; Heads of Service; Service Managers; Other Directorates; Headteachers and other staff in schools; School Governing Bodies.   * External:   Chief Executives, Directors and Senior Managers of all agencies including health organisations / Police and Probation; other Children’s Services Authorities; Voluntary/Community / Private sector providers / organisations; where appropriate local stakeholder representatives; Central Government bodies; Members of Parliament service users; local/national press and media; judges. |

**Section B: Person Specification**

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|  | **Essential Criteria** | **Desirable Criteria** | **Measured By** |
| **Education & Qualifications** | Social Work Qualification  Social Work England Registration  Evidence of continuous professional development | Specialist childcare / child protection post qualification  Management qualification | Application form  Certificates |

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| **Experience & Knowledge** | Experience of effectively managing and delivering frontline children’s social work services.  Effective leadership and staff management experience and proven ability to motivate and develop staff to deliver excellent services within a change agenda.  Proven experience of working collaboratively and in partnership with other agencies e.g. schools, Health, Police, the independent sector and with elected Members.  Experience of presenting complex reports to a variety of audiences.  Proven experience of using user feedback to enhance services  Proven experience of promoting equal opportunities and diversity.  Excellent knowledge of policy, guidance, legislation and best practice for children and families particularly in relation to safeguarding.  Excellent knowledge of key challenges in social care particularly relating to children and families’ services.  Knowledge of financial regulations and ability to produce and monitor business plans. |  | Application form  Interview |

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| **Skills & Abilities** | Ability to provide practice leadership that improves the quality of social work and outcomes for children.  Ability to provide effective leadership individually and as part of a senior team.  The ability to demonstrate a clear strategic vision for children’s services.  Ability to manage a pressurised workload.  Ability to project plan and implement change by influencing stakeholders and working successfully in collaboration to achieve goals using own expertise to manage and influence others.  Ability to effectively manage financial budgets  Ability to plan, organise and use resources effectively and to apply best practice in moving the agenda forward to meet objectives.  Ability to use appropriate leadership styles in different situations, dealing sensitively with people and influence and lead by example.  Ability to set in place and manage systems for the supervision of staff and their professional development.  Ability to deliver cost-effective planning for services which specify priorities, targets and performance indicators.  Proven analytical skills (quantitative and qualitative) including good range of IT and report writing skills. |  | Application form  Interview |
| Ability to communicate effectively with a range of people both verbally and in writing, internal and external, as individuals and in groups.  The ability to demonstrate an enthusiasm to ‘get the job done’ and to be flexible in responding to the needs of the service.  Demonstrate appropriate understanding, knowledge and skills in valuing diversity for staff and service users including ensuring fair treatment assessments of services are carried out in line with council expectations.  Demonstrate a good understanding of political sensitivity.  Able to challenge and be challenged appropriately in the interests of service improvement  Self-Awareness: learns continuously and effectively adapts behaviour in response to feedback.  Personal Effectiveness: makes things happen; operates with resilience, flexibility and integrity.  Communication: shares and listens to information, opinions and ideas, using a range of effective approaches.  Service Delivery: understands customer needs and responds appropriately. |  |  |

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| **Core Behaviours** | **Excellence -** With enthusiasm, you work to deliver a high-quality service from your work location, whether that be in a Council building or in a remote working location, to meet customer, organisation and personal expectations. You adopt a ‘can do’ attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers. | Interview |
| **Simplicity -** You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all taking into account hybrid working. | Interview |
| **Trust and Respect -** You are aware of your impact on others including confidentiality, team relationships and wellbeing. You value openness and listen carefully to understand the views of others. You promote the values of inclusion and diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect | Interview |
| **Working Together -** You work with others to reach a common goal; sharing information, supporting colleagues, both in their work and wellbeing, and searching out expertise and solutions from relevant partners and/or the communities we serve. | Interview |
| **Responsibility -** You take ownership for your own wellbeing, work and working environment and use your initiative to deliver. You are accountable for your own performance and development, and you take responsibility for your actions and decisions. | Interview |
| **Leadership -** Your leadership is demonstrated by delivering outcomes and inspiring your team and individuals to improve and develop within an environment that enables individuals to achieve their potential. | Interview |

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| **Compiled/Reviewed by** | Rachel Ward |
| **Date** | December 2024 |

**Section C: Additional Information**

**Corporate Parent Responsibilities**

All employees should act as an advocate for our Looked After Children; fulfilling our corporate parenting responsibilities by considering Children and Young People in everything we do.

**Health and Safety**

Health and safety laws require all employees to help the Council maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others’ health and safety and co-operate with any reasonable request to support the Council, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis.

All duties and responsibilities must be carried out in line with the Council’s Corporate Health and Safety Policy and any local safety procedures.

**Information Management**

As an employee of the Council, the post holder will be expected to manage information in accordance with standards outlined in the Corporate Records Management and Information Security policies. They will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of Data Protection legislation and guidance.

The post holder will be accountable for ensuring that he/she is aware of relevant Council policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

**Training and Development**

The Council is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

**Solihull Behavioural Framework**

The Council expects all employees to conduct themselves in a way that is consistent with the values and behaviours set out in the Solihull Behavioural Framework.

**Mobility**

Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the Council they may be required.

**Variations to Job Descriptions**

Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Council therefore retains the right to amend job descriptions to reflect changing requirements.