|  |  |
| --- | --- |
| **Job Description andPerson 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**

|  |  |  |  |
| --- | --- | --- | --- |
| **Post Title** | Improvement and Inspection Lead | **Post No** | W6676  |
| **Directorate** | Childrens Services and Skills |
| **Division** | Childrens Management |
| **Band and Salary**  | Band H £58,026 up to £64,619 per annumIncremental progression is subject to performance |
| **Responsible to** | Director of Children’s Services and Skills  |
| **Location** | Solihull Council House and various locations around the Borough |
| **DBS Check**  | Not Applicable |
| **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. |
| **Car User Status** | Casual |
| **Special Conditions** |  |

|  |
| --- |
| **Role Purpose** |
| Responsible for supporting the Children’s Services & Skills Directorate in preparation and effective delivery of Inspections and Monitoring Visits.Responsible for the programme management of the Children’s Improvement Programme to ensure the delivery of the Directorate’s priority projects to achieve transformational change and to deliver service improvements and savings targets. Responsible for supporting Heads of Service and Operations Managers with the development of service plans and ensuring synergy with the overall Improvement PlanResponsible for the digital transformation of the Children’s Directorate to drive reform and support organisational change to improve quality and outcomes as well as addressing financial challenges.Responsible for the interface of with business intelligence and analytical support to improve understanding of Solihull’s Children, Young People and Family’s needs to inform service improvement and commissioning activity.  |

|  |
| --- |
| **Role Responsibilities** |
| * Be responsible for the ensuring the key documentation and data as prescribed by DFE and other governmental departments is ready for Inspections.
* Be the single point of contact for Inspections and manage the logistics effectively for the DCS
* Prepare and present reports of a high standard, to be presented to a wide range of audiences, including the Directorate leadership Team, the Transformation Board, Corporate Leadership Teams and for Executive and Scrutiny purposes.
* Support the DCS and the Assistant Directors in the communication plan with all staff arranging bi-annual events and key messaging
* Responsible for monitoring and reporting data quality to the Assistant Directors for Children’s Services, taking corrective action where necessary and using learning to ensure continuous improvement.
* Be responsible for the data quality training plans for staff working within Children’s Services
* To develop, implement and maintain the performance management systems to enable monitoring of appropriate data standards for the collection and recording of data supported by appropriate quality assurance processes to ensure good data and reporting quality to support the Assistant Directors for Children’s Services.
* Responsible for the programme management of a portfolio of projects relating to the digital and improvement transformation of Children’s Services .
* Agree the annual audit programme for the Directorate with the DCS, providing governance oversight to the Directorate’s response to the outcomes and recommendation of audit reviews, providing assurance to the DCS that recommendations from audit reports have been implemented.
* To manage the external reviews of the Directorate.
* To represent the Directorate at the Corporate Joint Asset management and Co-Location Board and be responsible for maintenance of the asset register on behalf of Children’s Services
* To operate within allocated budgets, working with senior finance officers to ensure sound financial management and best value. To be accountable for budget control.
* Provide advice and guidance on the relevant legislation requirements in the management and security of information and data
* To carry out such other duties as may be required and are commensurate with the grade of the post.
 |

**Section B: Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential Criteria** | **Desirable Criteria** | **Measured By** |
| **Education & Qualifications** | Qualification at degree level or above in relevant disciplineORAbility to demonstrate through extended experience and training, the necessary knowledge and experience to carry out the full range of duties |  | Application Form Certificates |
| Evidence of Continued professional development at a senior level.  |  | Application Form Certificates  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Experience & Knowledge** | Knowledge of Childrens legislation, practical service delivery issues and information governance. |  | Application FormInterviewAssessment |
| Experience of working successfully across professional organisations and with multiple stakeholders.  |  | Application FormInterview |
| Thorough knowledge and understanding of the governments’ social care and health agenda and council strategy. |  | Application FormInterviewAssessment |
| Experience of policy development, stakeholder engagement, including elected members, and application into operational practice.  |  | Application FormInterview |
| In depth knowledge of financial systems and processes. |  | Application Form Interview |
| In depth knowledge and application of risk management  |  | Application FormInterview |
| Experience of planning, organisation and project management across service and organisational boundaries  |  | Application FormInterview |
| Experience of implementing change management |  | Application FormInterview |

|  |  |  |  |
| --- | --- | --- | --- |
| **Skills & Abilities** | Proven ability to lead a team to meet customer needs by shaping strategy and managing the service. Ability to set clear targets and to maintain focus on the outcomes to be achieved. Ability to work across diverse functions to achieve results.  |  | Application FormInterview |
| Strong leadership skills with the ability to lead, manage, coach and mentor staff. |  | Application FormInterview |
| Proven ability to manage a complex service with a large and diverse client base. |  | Application FormInterview |
| Able to prioritise and organise competing work priorities with existing resources and work to tight deadlines |  | Application FormInterview |
| Strong written and verbal communication skills, including presentation skills  |  | Application FormInterviewAssessment |
| Including well developed negotiating, facilitating and influencing skills. |  | Application FormInterview |

|  |  |  |
| --- | --- | --- |
| **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 |

|  |  |
| --- | --- |
| **Compiled/Reviewed by** | Carol Douch  |
| **Date** | August 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.