

## JOB DESCRIPTION FORM

**Job Title:** **Head of Assessment & Family Safeguarding**

**Job Holder:** \_\_\_\_\_

**Reports to:  
(Name & Title)** **Service Director Children's Social Care and Targeted Support**

### 1. Job Purpose:

Acting as operational lead for the delivery of Council services that includes, but is not limited to:

#### Assessment & Family Safeguarding

- Takes collective and shared responsibility for the effective leadership and management of the Council's services and delivery of improved outcomes and the achievement of value for money.
- To lead and performance manage social care and/or a multi-professional social care service's against local and national indicators and targets within statute and the relevant guidance to ensure that assessment and interventions are delivered in time and are of high quality to meet children and family's needs and deliver the required outcome.
- To contribute and play an active part in the delivery of service across children's services as part of the Children's Services Management Team and the implementation of Family Safeguarding and motivational interviewing as the model of intervention with families across Children's Social Care through the construction of a Service Plan for the respective areas of responsibility.
- To report directly to the Service Director Children's Social Care and Targeted Support.
- To advise and report to the Safeguarding Board, Health & Wellbeing Board, Safeguarding Families board, the Lead Portfolio Holder and any other committee and/or relevant board.
- To line manage Service Manager(s) and overall management responsibility for the respective service areas and deliver services through the relevant Service plans.
- To manage and bring the budget for the responsible service area in on target.
- To deputise for the Service Director, and or Director of Children and Young People's Services as and when required, at any service or multi – agency meeting, board and / or committee.
- To deliver training as and when required.

- To update policies and procedures as and when required.
- Takes collective and shared responsibility for the effective leadership and management of the Council's services and delivery of improved outcomes and the achievement of value for money.

## **2. Organisation:**

The role is situated at third tier within a statutory Children's Services Department. The post reports to the Service Director Children's Social Care and Targeted Support, and would be a member of the Children's Services Senior Management Team and the extended departmental leadership team.

### **3. Leadership and collaboration:**

Demonstrates compassionate and inclusive leadership through the line management of services for whom the post is accountable and provides strong and motivational leadership to drive continuous improvement, efficiency savings and higher levels of satisfaction for residents.

Actively understand the challenges faced by colleagues across the organisation to be able to support the delivery of corporate objectives.

Actively promote and role model the council's priorities and ways of working, values and behaviours to ensure they are delivered throughout the service.

Develop and implement effective communication and engagement arrangements with all stakeholders to facilitate effective relationships that drive improvements in service delivery.

### **4. Governance:**

Understand and uphold the Constitution, Scheme of Financial Delegation and Contract Procedure Rules of the Council and ensure that they are followed throughout the directorate.

Support the democratic process, providing advice to elected members on the appropriate response to local and regional matters as well as the internal business of the Council.

Champion effective management of risk and the active response to audit findings in relation to service delivery. Be jointly accountable with others in the Directorate for the local risk register and any aspects of the corporate risk register and corporate risk framework of the Council relevant to services areas that the postholder is accountable for.

Ensure that teams under the postholders sphere of influence fulfil their duties in relation to standards, complaints and scrutiny, maintaining an open culture of transparency, accountability and ownership, taking responsibility for mistakes, putting them right and learning lessons for future improvement.

Promote, preserve and protect the health, safety and wellbeing of councillors, employees, service users, contractors and partners in the provision of Council services, ensuring that the provisions of all relevant legislation are achieved, such as the Health and Safety at Work Act 1974.

### 5. Innovation:

Champion innovation by being open minded to new and radical ways to deliver services, actively seeking out good practice from others to learn from to develop our own service design and delivery.

Promote a culture of continuous improvement by encouraging colleagues to share ideas, take appropriate risks, and recognising innovation.

Champion and embed a performance and quality assurance culture that delivers results through rigorous open challenge, personal accountability and continuous improvement.

### 6 Equality, Diversity and Inclusion:

Promote an organisational culture that is positive, safe, respectful and compassionate, as well as open to change and feedback enabling everyone to feel empowered and valued.

Act, at all times, in ways that create an inclusive environment where people can thrive and be empowered to do their best. Role model good behaviour and practice and proactively seek ways to ensure staff feel valued and develop a sense of belonging.

Demonstrate awareness of the diverse needs of our residents to inform the decisions made about the services we deliver and ensuring a robust approach to equality impact assessments and their application to employment, service delivery and policy development.

### 7. Finance:

The post holder is directly responsible for a gross budget of:

Assessment & Family Safeguarding HOS £2,355,537.00  
(Assessment & Safeguarding Services)

The post holder will:

- continually review and reshape service delivery to achieve financial efficiencies and maximise opportunities for income generation, whilst maintaining the highest standards of service delivery
- ensure the effective management and deployment of all appropriate budgets in line with agreed financial processes, envelopes and savings, including contract budgets for people services and pooled budgets where appropriate.

## 8 Staff:

The postholder will be responsible for a workforce of approximately 92 members of staff across Assessment & Family Safeguarding.

## 9. Principle areas of accountability:

- To support the development and delivery of children's services' vision, values and strategic objectives for children and young people, and their parents and carers, taking a lead role on the development of relevant strategies, policies, procedures, programmes and projects across Children's Services and professional agencies.
- To manage the budget for those services responsible for or through commissioned providers, and contribute to the budget setting and the coming in on target.
- Attend and contribute to the PSCB, and Children's Commissioning as and when required.
- To take lead responsibility for specific areas of practice and strategic development relevant to the service.
- Write reports detailing work of the service to all management meetings and committee if and when necessary.
- To performance manage the service area.
- To lead and direct the agenda for the Service Managers and where required, Team Managers meeting and any other meeting and committee as and when required.
- Report to elected councillors and committee as and when required.
- Ensure that safeguarding is actively promoted, understood and procedures followed so children and young people are protected.
- Contribute to the delivery of preventative services across all thresholds of need.
- Ensure all children have quality assessments and plans, leading to safe and effective interventions to meet need.
- To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.
- To comply with all Health & Safety at work requirements as laid down by the employer.
- To act as a decision maker for the Emergency Duty Team on a rota basis between 5pm and 11pm on weekdays and between 9am and 11pm on weekends.
- To ensure that all Performance Development Reviews are completed within

timescale.

## 10. Areas of responsibility:

The post holder will be responsible for the following service areas:

Assessment & Family Safeguarding

### Statutory Responsibilities:

- Ensuring those services are delivered in accordance with statute, national and local standards, targets, regulations and legislative requirements.
- Ensure assessments and interventions are timely, responsive and meet need taking into account the child and families' views.
- Ensure safeguarding procedures are followed, up to date and maintained to protect vulnerable children and families.
- Ensure assessments are of high quality and address and meet need of the child and family.

## 11. Key relationships:

- Line Manager
- Director of Children Services
- Direct Reports
- Directorate Management Team meetings
- Partner Agency colleagues

### Other contacts

Regular contact with a range of regional and government officers, including those from DofE, and Ofsted in relation to national and strategic developments in relation to the designated specialist area, performance assessment inspection and regulatory functions.

Elected members: Contact on at least a monthly basis both formally and informally with a range of elected members, including:

- Cabinet members specifically those with children's service portfolios.
- Chair and members of scrutiny panel

Contacts outside the department: Engagement with senior officers in partner organisations in Health, the Police, Youth Justice, Courts System and Multi Agency Public Protection Panel.

Schools – liaison and advice in conjunction with strategic responsibility for designated roles in Children in Care.

Contact with service users and carers through visits to services, engagement forums and

ad hoc contacts relating to specific circumstances

## 12. Decision Making Authority:

- This role will contribute to all strategic decisions relating to its specialist portfolio.
- The role will also be responsible for all operational decisions relating to the business and specialist area with the respective Service/Group Manager/s.
- The post-holder will exercise judgement to decide which matters to keep the Service Director informed of on a need to know basis, the Service Director only taking those decisions which must be reserved to him/her in accordance with statutory guidance.
- The post-holder will inform and/or consult the Service Director about all politically and media sensitive and complex matters relating to the business of the service.
- The post-holder will take lead responsibility for the development of the business and financial plan for their integrated service responsibilities.
- The post-holder will take responsibility for financial decisions within the overall budget of the service and corporate standing orders and financial regulations.
- The post-holder will make recommendations to the Service Director in relation to strategic policy and planning of their services, identifying priorities and developing plans in response to those priorities.
- The post-holder will contribute to the strategic development of the department.

## 13. Person Specification:

Experience:

*Significant and successful experience of:*

- Working at a senior level within a large and complex organisation with comparable scope, responsibilities, budget, and resources.
- Providing balanced strategic advice and guidance in a political setting.
- Leading the delivery of public services with competing priorities and demands often outside of the Council's direct control.
- Leading transformational change and creating innovative service models, particularly in response to the demands of an organisation that is undergoing a radical transformation and modernisation.

- Delivering complex projects on time and within budget and outcomes.
- Leading and contributing to strategic decision making, resource allocation and to policy formulation and delivery, adopting a problem-solving culture.
- Delivering creative and innovative solutions to improve the use of resources and achieve value for money across an organisation.
- Establishing a strong performance culture including effective performance measures, evaluation of service quality and the improvement of service delivery to achieve the Council's objectives.
- Leading, managing and developing employees to sustain high levels of service delivery, recognising and developing talent.
- Developing and nurturing positive and constructive working relationships with a wide range of customers, stakeholders and partners, maintaining a positive personal and organisational profile.

*Role Specific:*

Detailed knowledge and understanding of operational safeguarding children services and corporate parenting.

Skills and Knowledge:

*Ability to demonstrate:*

- A comprehensive understanding of the current issues and challenges facing local government as well as the statutory framework governing the sector.
- Skills in understanding and responding to different perspectives and taking a cross-organisational approach, gained by working in a political or similarly challenging environment.
- Business acumen and an entrepreneurial mindset to lead the strategic delivery of services and maintain a focus on obtaining best value for money at all times balanced, against the difficult and sensitive challenges faced.
- Ability to lead, develop and sustain effective team, partnership and multi-agency working through strong effective advocacy, influencing and negotiating skills.
- Skills to provide creative solutions to complex problems together with high level analytical, presentational and communication skills.
- Ability to establish and sustain positive relationships that generate confidence, ability and trust.



- Highly developed influencing and negotiation skills to operate at a strategic professional and political level, locally and nationally.
- Understanding of the barriers to organisational and cultural change and the commitment to being a catalyst for change.

*Role Specific:*

### Personal Effectiveness

*Ability to demonstrate:*

- A clear and strong personal commitment to equality, diversity and inclusion and a track record of developing inclusive services and leading by example.
- Evidence of leading people and services to recognise, respect and value individual needs to achieve a culture of inclusivity.
- Evidence of operating effectively and openly within the democratic process with the political acumen and skills to develop productive working relationships with Councillors that command respect, trust and confidence.
- Personal and professional credibility which commands the confidence of elected members, senior managers, staff, external partners and external stakeholders.
- Leadership by example with a style that empowers others and is open to question and challenge as well as a commitment to continuous self-improvement.
- A commitment to and evidence of successful strategies in managing personal resilience and wellbeing at a leadership level and promoting positive leadership practice, role modelling these behaviours for others.
- Evidence of planning for the future delivery of services, including effective workforce planning for future challenges.

*Role Specific:*

### Qualifications

- A relevant graduate Level qualification or equivalent and/or relevant compensating experience at a senior leadership level.
- Evidence of continuous professional and leadership skill development.

## **14. Additional Information:**

**Political Restriction**

**Context to Role:**

**SIGNATURES:**

After reviewing the questionnaire sign it to confirm its accuracy

**JOB HOLDER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**LINE MANAGER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_