

## Job Description

<b>Department:</b>	Children and Young People Services
<b>Division/Section:</b>	Inspection, Improvement and Innovation
<b>Job Title:</b>	Family Valued Lead
<b>Post No:</b>	
<b>Grade:</b>	13
<b>Reports to:</b>	Head of Inspection, Improvement and Innovation
<b>Organisation Chart:</b>  <b>Show immediate manager and any jobs reporting to this post.</b>	<pre> graph TD     A[Head of Inspection, Improvement and Innovation] --&gt; B[Family Valued Lead]     B --&gt; C[Restorative Practice Lead x3]     B --&gt; D[Family Valued Support Officer]           </pre>
<b>DBS Check applicable?</b>	<b>Basic</b> <input type="checkbox"/> <b>Standard</b> <input checked="" type="checkbox"/> <b>Enhanced</b> <input type="checkbox"/> <b>None</b> <input type="checkbox"/>
	<b>Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?</b>  <b>Yes</b> <input checked="" type="checkbox"/>  <b>No</b> <input type="checkbox"/>
<b>Line Management responsibility for:</b>	<b>No. of direct reports: 4</b> <b>No. of indirect reports: 0</b>
<b>Size of budget:</b> (Per annum)	0

<b>Job Purpose:</b>	<p>To lead and implement the Peterborough Family Valued programme and to develop and embed restorative practice across the service including operational and strategic management.</p> <p>To manage the co-ordination and implementation of the Family Valued Programme delivery plan establishing formal monitoring and reporting arrangements, writing reports and briefings and reporting on programme progress to the Peterborough Children's Services Improvement Board.</p> <p>To support the active involvement of children, young people and families in the delivery of Child Friendly Peterborough and ensure that they have a voice and their views are heard.</p> <p>To lead and co-ordinate the development and embedding of Relationship Based and Restorative approaches to practice with children, young people and families in line with the Family Safeguarding Model.</p> <p>To supervise Restorative Practice Leads working across children's social work teams to ensure that they support practitioners to develop and embed Relationship Based Practice.</p> <p>To work collaboratively with staff, partners and services across Peterborough to enable a culture that promotes children, young people and families at the heart of everything we do.</p>
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### **Main Duties and Responsibilities:**

<ul style="list-style-type: none"> <li>• Lead the Family Valued project in Peterborough by providing the day to day implementation and embedding of the programme on behalf of the Children's Services Leadership team.</li> <li>• To be responsible for the management and operational delivery of the Family Valued project and to oversee the implementation. Ensure that the programme objectives and outcomes are delivered on time, within budget, and to expected quality standards.</li> <li>• To ensure positive outcomes are achieved through the delivery of high-quality support.</li> <li>• To work alongside the Head of Inspection, Improvement and Innovation and Service Director-Practice to develop the implementation plan.</li> <li>• Create a culture of high expectation, high support and constructive challenge.</li> <li>• Drive change and continual improvement by looking beyond the commencement of the project to the implementation, focusing on people and their behaviours whilst still ensuring the achievement of performance objectives.</li> <li>• Ensure the programme operates within, and fulfils, the requirements of the DfE, Executive Director of Children and Young People Services, The City Council, Elected Members and other appropriate bodies.</li> <li>• Be responsible to the Head of Inspection, Improvement and Innovation to drive and embed relational and restorative practice forward across children's services as outlined above and manage reporting to any relevant groups such as steering groups, Improvement Board and the DfE</li> <li>• Contribute to the overall objective of building sustainability of the Peterborough Family Valued programme to enable it to be mainstreamed and become business as usual beyond the end of the initial funding period.</li> <li>• Effectively support a child friendly city culture that will meet the needs of and engages with,</li> </ul>
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children and families, and staff.

- Support the development of child friendly Peterborough and the links the Family Valued project.
- Ensure the effective management and implementation of a robust performance management processes that delivers outcomes within an evidenced based model.
- Work with Leeds Relational Practice Centre to develop a Family Valued Programme delivery plan that will direct the successful implementation of the programme.
- To develop and deliver an appropriate programme/project management framework incorporating the full range of required documentation and governance arrangements. This includes preparing the programme brief, initiation documents, implementation plans, risk register, highlight reports, and change control requests.
- Maintain and update a Risk and Issue register.
- Support senior officers to meet the financial targets within individual workstreams and ensure overall financial target for the programme is met.
- To work with stakeholders including external partners, to build, maintain and promote effective working relationships.
- To oversee the development and delivery of bespoke learning and training to enhance individual, teams and service areas to develop good practice and performance.
- Maintain and update content of the Children's Services Intranet Family Valued pages.
- To provide support and supervision to Restorative Practice Leads, who will be supporting, challenging and maintaining focus in service areas to embed Restorative & Relationship Based Practice.
- To provide support and supervision to a Family Valued Support Officer who will support the implementation of the programme in Peterborough.
- To work with the Service Director for Practice to support the delivery plan, including the development and delivery of Action Learning groups, workshops and bespoke training sessions.
- Ensure Restorative Practice Leads take the lead on designated policy tasks to support embedding a relational and restorative way of working in Peterborough. This will include maintaining up to date knowledge of policy and legislative developments. The development of policy positions will also include consulting with staff, including service users, writing and editing responses and articles, giving presentations and other relevant activities

<b>Generic Responsibilities:</b>	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health &amp; Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>
<b>Flexibility Clause:</b>	<p>Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.</p>
<b>Variation Clause:</b>	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them, and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>

**DATE: August 24**

**COMPLETED BY:** Charlotte Edwards

## Person Specification

<b>Job title:</b>	Family Valued Lead	<b>Directorate:</b>	Children and Young People Services
<b>Grade:</b>	13	<b>Service / Team:</b>	Inspection, Improvement and Innovation
<b>Date:</b>		<b>Completed by:</b>	Charlotte Edwards

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of programme/project management/ techniques, methodologies and performance evaluation/change management</li> <li>• Demonstrate an understanding of relevant inspection regimes and evaluation frameworks for Children's Services and have experience of delivering successful outcomes.</li> <li>• Knowledge of restorative and relationship-based practice approaches within the context of services to children, young people and families.</li> <li>• A good understanding of local government, the services it provides, the decision-making processes and relationships with national government • Substantial experience of working with children, young people, families, carers and communities.</li> <li>• Relevant post qualifying experience in Children's Statutory Services.</li> <li>• Relevant experience of effectively managing complex cases with little requirement for support and being responsible for decision making and meeting timescales.</li> <li>• Working knowledge of the relevant current legislation.</li> </ul>	<ul style="list-style-type: none"> <li>• In depth working knowledge of the legislation and statutory requirements for Children's Services. Including Information Governance, General Data Protection Regulations, Data Protection, Freedom of Information and Equalities Act.</li> <li>• Understanding of the Family Valued model and the success of implementation in other local authorities.</li> </ul>

<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Ability to work across organisational boundaries to achieve corporate objectives and build sustainable partnership working with other key stakeholders.</li> <li>• Excellent negotiating, mentoring and coaching skills and strong influencing skills</li> <li>• Ability to work independently, managing a programme of work and to respond independently to unexpected problems and identify possible opportunities with minimal supervision</li> <li>• Able to manage financial and overall performance of projects</li> <li>• Able to manage changing requirements including managing multiple deadlines and conflicting demands in projects</li> <li>• Ability to communicate accurately in writing and verbally with all relevant audiences, including senior managers, Councillors, partners and service users, in particular, the ability to present complex issues in a simple and clear format.</li> <li>• Ability to think creatively and contribute towards strategic planning</li> <li>• Ability to undertake and manage expert and effective practise and caseloads in complex situations.</li> <li>• Show excellent leadership skills in the sourcing, processing, presenting and action-planning of practice change by building and engaging with partners and networks within and outside of the Council as appropriate</li> <li>• Ability to apply learning and research to practice and empower others to follow</li> <li>• Ability to challenge others in a constructive manner and manage negotiations with key stakeholders to ensure that the project output is delivered.</li> <li>• Ability to lead, develop and sustain effective team, partnership and multi-agency working</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of having led and managed public service teams, with a focus on performance improvement.</li> </ul>
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	<p>through strong effective advocacy, influencing, and negotiating skills</p> <ul style="list-style-type: none"> <li>• Ability to use the Microsoft Office suite of applications including PowerPoint, Publisher and Excel.</li> <li>•</li> </ul>	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of successful change/project management</li> <li>• Experience of managing resources and managing the delivery of high performance through people</li> <li>• Working with stakeholders, partners and/or elected members</li> <li>• Experience of managing a social work team</li> <li>• A track record of developing &amp; implementing continuous improvement in service delivery</li> <li>• Experience of quality assurance and effective closure of own and others casework.</li> <li>• Experience of developing, contributing and implementing strategies, policies and service procedures and ensuring compliance.</li> <li>• Experience of implementing cultural and strategic change in services, across teams.</li> <li>• Experience influencing, negotiating and of managing complex conversations.</li> <li>• Working independently to own initiative managing conflicting deadlines.</li> <li>• Excellent time management and experience successfully balancing competing priorities.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of having led and managed public service teams, with a focus on performance improvement</li> </ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Batchelor's degree in social work (e.g. Degree, DipSW, CQSW as relevant) with a minimum of five years' experience practising as a social worker/practitioner.</li> <li>• Project Management qualification (APM/ PRINCE2 or similar)</li> <li>• Experience of working in a project management environment</li> </ul>	

<b>PERSONAL CIRCUMSTANCES</b>	Able to work in Peterborough, attend meetings including with children and young people and families that suit them. Ability to work flexibly	
<b>EQUALITY</b>	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A & I)	
<b>CUSTOMER CARE</b>	Knowledge and understanding of effective customer care (A & I)	

*[ At the end of each criteria the following codes are used to indicate how the criteria will be assessed:  
(AI) Application / Interview, (P) Presentation, (W) Written Test.]*