

Job Description

Job Title: Assistant Director – Early Help	Grade: HAY 3
Section: Directorate	Directorate: Children’s Services
Responsible to: Deputy Director Children’s Services	Date: February 2017
Post Number: TBA	

Working for the Richmond/Wandsworth Shared Service

This is a senior leadership role working specifically for Wandsworth Children’s services although the post holder will be employed under the terms and conditions of the Shared Service Agreement. Wandsworth has formed a ground breaking partnership with Richmond Council, although the two councils have separate arrangements for their children’s services. The role requires a high level of responsiveness to the needs and expectations of Wandsworth Council, and the ability to provide strong leadership to a wider health and social care economy. This role fulfills statutory responsibilities in terms of Early Help and Early Years services and the overall purpose is to provide the highest quality services. In order to succeed at this level, a high level of drive, stamina and political sensitivity are required, along with the ability to thrive within a complex environment, foster effective teamwork, help others achieve their maximum contribution and set standards for continuous improvement. The post is a newly-created senior leadership role in a well-established and aspirational team.

Job Purpose:

To ensure the effective planning and delivery of the highest quality Early Help and Preventative Services within the Context of Wandsworth’s emerging Preventative Strategy. The role will require the maintenance of effective multi agency partnerships, and the targeting of resources and services to achieve successful prevention and early intervention, enabling communities and partners to develop the skills and competencies to work in effective and cohesive partnership with the Council.

Responsibilities include the following services:-

- Early Help
- Early Years
- Family Recovery Project
- Youth Services
- Youth Crime Prevention and YOT

Specific Duties and Responsibilities relating to this role:

1. To support and advise Senior Managers and Members of the Councils on all Early Help and Early Years services matters; including reviewing the impact of national and local policies and developing strategic responses to them so that the Councils consistently meet their statutory obligations in respect of services to vulnerable children and young people.
2. To safeguard the welfare and improve outcomes for children and young people needing an early help service to prevent escalation to statutory social work services and/or to facilitate successful step down from such services.
3. To provide leadership alongside health partners including CCGs, Trusts and other NHS bodies to ensure effective integration so that service users receive a seamless early help service.
4. To be responsible for shaping the way the council works with partners, particularly health, schools and children's centres, to deliver early help and prevention services to keep children safe. In conjunction with partners, in both the statutory and voluntary sectors, to develop appropriate strategies and implement new cost effective models of support which focus on prevention and promoting independence.
5. To work collaboratively at a strategic, policy and operational level with other Council departments and partner agencies (particularly health, police, schools, children's centres, private providers and voluntary agencies) to ensure an integrated approach to the delivery of services.
6. To lead and oversee the strategic and operational management of early years services, early help services, youth services, youth crime prevention services, aspects of Family First services and the planning of health related services.
7. To maintain the quality of professional practice at high levels and sound decision making throughout Early Help Services and across all professional disciplines. To be responsible for effective implementation of safeguarding systems within the services ensuring that professional leadership and practice is robust and can be challenged appropriately on a regular basis
8. To work collaboratively with other departments of the Council and partner agencies at strategic, policy and operational levels.
9. To participate in the overall management of the Department via membership of the Director's management team and to contribute to and be accountable for the overall performance of Children's Services.
10. To work through the Children's Services management team in financial planning, preparing and implementing service plans.

11. To deliver the full range of Children's Early Help and Prevention Services within the resources available.
12. To be accountable for the performance and outcomes of all relevant services.

The above list gives an indication of the full range of responsibilities, but is not intended to be exhaustive.

Generic Duties and Responsibilities

1. To provide strategic and motivational leadership of staff, providing a visible presence to the workforce and promoting a good working environment with the primary aim of delivering high quality services.
2. To provide effective management of staff, including recruitment, training, development and appropriate application of policies and codes of practice on staffing matters.
3. To advise and support Senior Managers and Members on all relevant service matters, including advising on legislative developments, making policy proposals, commenting on reports, and attending Member meetings as required.
4. To advise the Executive Member with responsibility for Children's Services and the Education and Social Services Overview and Scrutiny Committee, via the Director, on the impact of changes in legislation, Government guidance, overall Council policy and other relevant developments within or outside the Council on the full range of services provided by Children's Specialist Services.
5. To develop and implement professional development and training and a structure of supervision and accountability to ensure the most effective and efficient use of staffing resources.
6. To oversee sound business and budget plans and to ensure services and functions are effectively managed within the approved budget.
7. To ensure that performance review and improvement and customer focus is embedded within services, as well as seeking innovative and creative solutions to securing highest quality and value for money services.
8. To implement a comprehensive system for quality assurance and performance management that underpins organisational learning and continuous improvement.
9. To effectively manage programs and projects to ensure they deliver on time and within agreed budgets.
10. To ensure that residents and stakeholders are actively engaged in the future of their communities and services and are able to influence decision making.

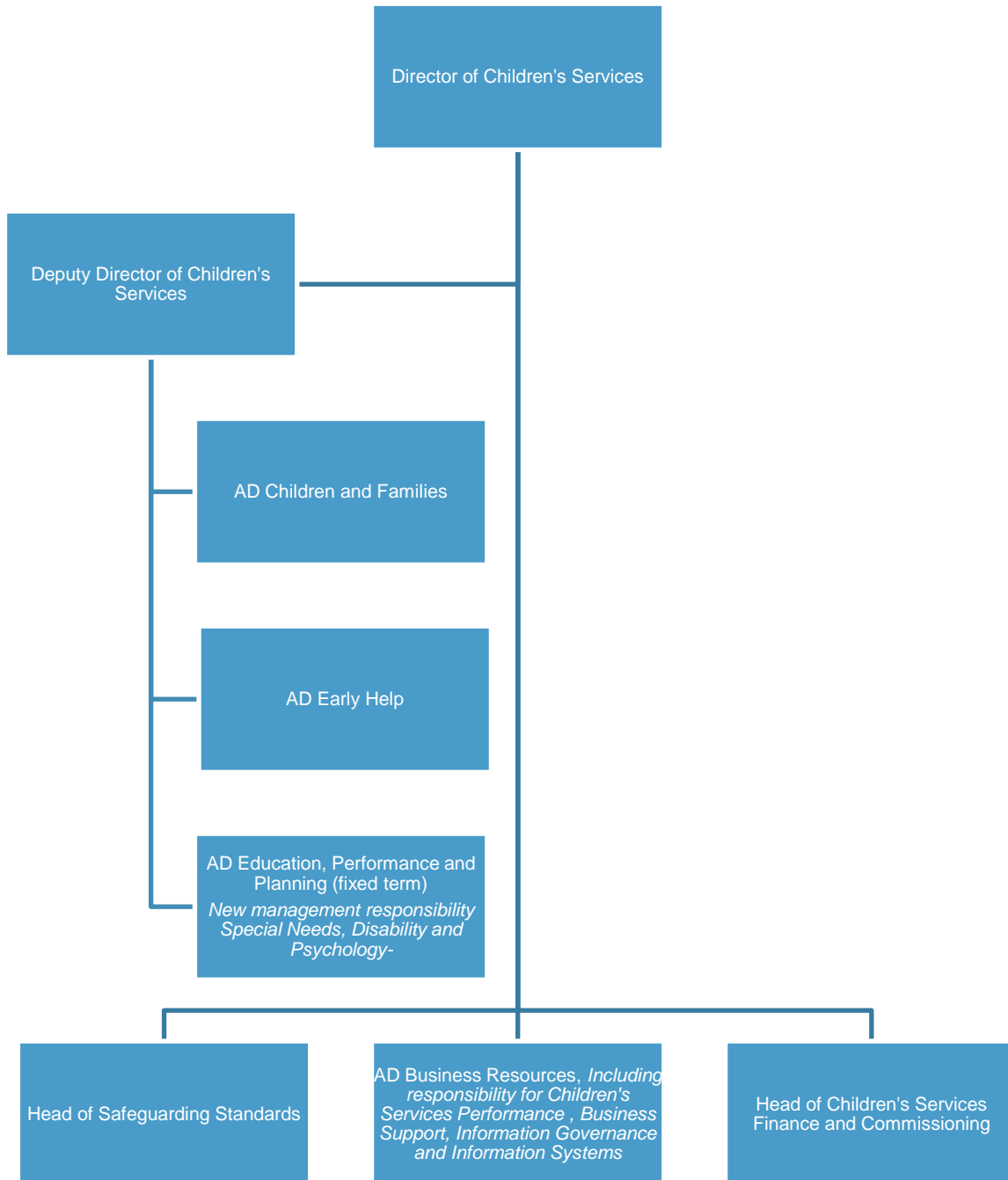
11. To promote and develop good working relations and collaborative arrangements with relevant third party organisations and agencies including private, voluntary and other public organisations, to forge effective partnership working.
12. To work with the Commissioning Service to support effective commissioning, market testing and contract management of services, ensuring delivery to specification and within budget; and to manage processes for the timely re-procurement of relevant contracts in liaison with procurement and legal colleagues.
13. To represent the Council and customers, where appropriate, in dealing with external organisations (Government departments, other public authorities etc.)
14. To fully comply with the scheme of delegation including all standing orders and financial controls as specified by either Council.
15. To comply with all the relevant Codes of Practice, including the Code of Conduct, and policies and procedures concerning data protection and health and safety.
16. To be committed to the promotion of equality, diversity and inclusion for others, both colleagues and clients and maintain an awareness of equality and diversity policies. To work to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected and to report any instances of inappropriate behaviour or discrimination.
17. To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004, the London Child Protection Procedures and Working Together in relation to child protection and safeguarding children and young people as this applies to your role within the Council. To also be fully aware of the duties and responsibilities of the 2014 Care Act in relation to safeguarding vulnerable adults in relation to your work role. To ensure that your line manager is made aware and kept fully informed of any concerns which you may have in relation to safeguarding children and adults.

Additional information

Key dimensions:

- Responsible for net revenue budget of approximately £30m
- Oversees a workforce of approximately 700 FTE

Children's Services Structure Chart:



Early Help Structure Chart:



Person Specification

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Corporate values & behaviours

All managers will be expected to demonstrate exemplary leadership attributes in the example they set in work ethic, integrity and building a climate of trust and respect. The ability to be alert to political expectations is essential, along with a well informed understanding of statutory requirements, resident expectations and innovative approaches to service delivery. Both boroughs place a high value on effective teamwork, staff engagement, openness and productivity. The ability to recognise the needs of diverse communities, and to incorporate the values of aspiration and achievement for everyone, are essential attributes for success at this level.

Requirements	Assessed by A & I/ T/ C
Knowledge and Experience	
Substantial experience of working in a service leadership role within the early help and prevention field adult.	A/I
Significant experience of managing early help services and developing high quality services as part of an effective 'whole system', including with health on new models of care	A/I
A track record of successfully leading change and delivering positive outcomes for children in a challenging environment	A/I
Experience of managing conflicting demands and priorities in a large and complex organisation	A/I
Skills	
Strong intellect and the ability to think strategically	A/I
Ability to work collaboratively and effectively with partners to deliver key objectives	A/I
Ability to work across complex systems and simplify often complex solutions	I
Visible presence to the workforce and leadership, with an inclusive style	I

Excellent oral, written and presentation skills, including providing clear and concise messages under media and public scrutiny	A/I
Highly developed and persuasive influencing, negotiating and interpersonal skills to influence decision-makers and stakeholders at the highest level	A/I
Ability to foster a climate of determination and creativity, to address challenges, achieve continuous improvement and resolve problems	A/I
Political awareness and sensitivity and the ability to work with elected politicians in varying roles and settings	A/I
Ability to manage contracts for the delivery of significant budgets and schemes	A/I
Qualifications	
Educated to degree level or equivalent and a relevant professional qualification	A
Other Requirements	
Commitment to equality and diversity and an understanding of how this applies within the remit of the role	A/I
Robust standard of stamina and resilience to handle the demands of the post, including numerous and varied evening meetings and other out of hours commitments	A/I

A – Application Form

I – interview

T – Test/Assessment

C - Certificate