

## JOB PROFILE

<b>DIRECTORATE</b>	Children's Services
<b>JOB TITLE</b>	Assistant Director - Children's Social Care & Early Help
<b>GRADE</b>	AD5
<b>RESPONSIBLE TO</b>	Corporate Director Children's Services
<b>KEY LIAISON WITH</b>	Directors, Assistant Directors, elected Members, Senior Managers and Trade Unions, together with partner organisations as well as other key public and private sector contacts.
<b>JOB PURPOSE</b>	The Practice Leader for children's social care and early help. Ensuring services are fit for purpose and high performing. To be an active member of the Council's Senior Management Team, driving through change, turning vision and strategy into effective implementation.
<b>JOB PROFILE LAST REVIEWED</b>	July 2020

### KEY CORPORATE ACCOUNTABILITIES

1. Advise and support Directors' Board members, Cabinet and portfolio holders in shaping services.
2. Develop effective relationships with residents and ensure that the services provided reflect their needs.
3. Influence and steer the planning of services.
4. Prepare, manage and monitor the service's budget.
5. Ensure effective leadership, motivation and development of the service's staff.
6. Regularly review resources, services and partnership arrangements in order to identify opportunities to improve service delivery.
7. Take a lead role in furthering the Council's commitment to promote diversity and oppose discrimination in the provision of services and as an employer.

#### KEY CORPORATE ACCOUNTABILITIES

8. Ensure full compliance with all legislative and statutory requirements including Health and Safety at Work, and the local policy framework.

#### KEY SERVICE RELATED ACCOUNTABILITIES

- To lead on all aspects of safeguarding, early help and corporate parenting across the Children's Partnership.
- To lead on all aspects of community safety for children and young people across the Children's Partnership and the Crime and Disorder Reduction Partnership.
- To ensure the delivery of good/outstanding services for children in need, children in care and young offenders.
- To improve the outcomes of the most vulnerable children and young people in the area (children in need, children in care and young offenders).
- To close the outcomes gap between the most vulnerable and other children and young people.
- Articulate a compelling vision and strategy for the most vulnerable children and young people.
- Build effective and resilient partnerships that will deliver improved outcomes and value for money.
- Build an organisational culture in the Council and across the Partnership that enables purposeful change for continuous improvement.
- Promote equality, diversity and community cohesion.
- In partnership with others, plan, deliver and review Council and Partnership strategic and operational priorities.
- Take action promptly to ensure services and outcomes are good/outstanding.
- Identify risks and take action to manage risks effectively.
- Develop the workforce in the Council and across the Partnership, building the capacity and resilience necessary to deliver the required outcomes.
- Ensure all budgets are properly planned and controlled.
- To work with Directors and other Assistant Directors to ensure services

are integrated at the point of delivery and the One Council Culture is promoted and developed. This includes participation in cross cutting corporate projects.

- To support organisational change, ensuring appropriate systems of performance and development, communications, quality measures, monitoring and review are both in place and delivered for those in the business areas of the post-holder's responsibilities.
- To promote corporate working and work as part of multi-disciplinary project teams to enable the integration of departmental activities and engender the concept of partnership working both internally and externally.
- To be a Member of the Directorate Management Team, contributing to the development and implementation of policies and strategies that will optimise service delivery by the Council to its community.
- To lead, develop and empower staff through positive example and behaviour reflecting the values of the organisation and providing a clear sense of direction and purpose.
- To work with local residents and the voluntary sector to improve service delivery and promote creative and innovative ways of tackling local problems. Ensure services are developed which meet the needs of the ethnically diverse community, are accessible to all users fostering the social inclusion of the disadvantaged and most vulnerable.
- To promote a positive image of Thurrock and represent the Council at local, regional and national level, attending and presenting at conferences, seminars and working parties, as may be required to raise Thurrock's profile as required by the relevant Director.
- To promote the Council's Diversity policies and carry out the responsibilities outlined within these policies.
- To promote and adopt a rigorous approach to continuous improvement including carrying out the necessary work as specified in the Council's Best Value Performance Plan and monitoring and taking appropriate action in relation to relevant performance indicators.
- To deputise in the absence of the Corporate Director of Children's Services as appropriate.

## PERSON SPECIFICATION

**JOB TITLE**

Assistant Director – Children’s Social Care and Early Help
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**DEPARTMENT**

Children’s Services
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**Information for applicants:** The person specification provides an outline of the experience, skills and abilities we expect the successful candidate to possess. You should match your own skills, experience, and abilities to those listed below. Tell us in what way you have carried out the criteria asked for.

**Key to table below:**

**Measured:** A = application form; I = interview; O = other

1	Educated to degree level or equivalent with a recognised, relevant professional qualification in social care.	AO
2	Relevant experience in a senior management position with a record of measurable success.	AI
3	In depth knowledge of legislation, statutory guidance and assessment frameworks relevant to working in children’s services.	AI
4	Proven experience of identifying and developing opportunities for innovation, improvement and change.	AI
5	Proven experience of working in partnership with other agencies, the private sector and voluntary sector and working across organisational boundaries, to bring multi-agency solutions to effective service delivery.	AI
6	Able to work under sustained pressure with a track record of resilience.	AI
7	A high level of financial awareness and ability to understand the financial implications of strategy and policy.	AI
8	Ability to lead and develop solutions to complex problems and	AI

	manage others to promote a solution-focused approach.	
9	Excellent written and oral communication skills, with proficiency in ICT.	AI
10	Political awareness.	AI
11	Considerable interpersonal skills including ability to persuade negotiate and influence.	AI
12	Able to integrate diversity and equality policies into business plans, strategies and service delivery.	AI
13	HCPC Registration.	AO
14	Enhanced DBS clearance.	AO