



## Job description

Post Title	Assistant Director – Social Care And Early Help
Grade	Chief Officer Band B
Directorate	Children and Families

### Reporting line:



### Job Purpose

The Assistant Director – Social Care and Early Help is responsible for providing strategic leadership for these areas of responsibility within the Children and Families Service of the Council. The overall purpose of this role is to:

- be responsible for, and act as, the social work and safeguarding lead for the Directorate
- ensure effective procedures are established and maintained in order that children and young people across Redcar and Cleveland are safeguarded from harm
- promote approaches that support the development of strong and resilient families as the bedrock for securing good outcomes for children and young people
- ensure the Council's services within the Children and Families Service are excellently managed in the ways that secure strong partnerships locally and nationally, so that Government policy can be delivered effectively within a local context
- ensure integrated and locality-based working enable high quality services to be easily accessible and appropriately targeted
- ensure the Children and Families Service plays a key role in promoting the regeneration of the Borough
- ensure the Children and Families Service provides good value for money and is managed within its budget allocation



## Strategic Leadership

To deputise for the Corporate Director Children and Families as required.

To contribute to the corporate leadership across the business as part of the senior leadership team, delivering the corporate strategic plan; setting the agenda across portfolios through strong leadership, being a change advocate, forward planning, management and delivery against available financial and people resources.

With vision and focus, lead the development and delivery of robust strategies and establish business and political priorities, which support the objectives and ambitions of the council ensuring that the post holders service(s) contribute to the cooperative ambitions.

To lead a range of service, projects and initiatives that benefit the organisation and as appropriate our communities, focusing resources through the effective redesign of services focused on preventative measures to reduce demand and promote self help.

Leading by example, the post holder will role model the Council's cooperative values and behaviours demonstrating commitment to the Borough of Redcar and Cleveland and drive behavioural change in others, championing new ways of working that includes leading virtual teams and matrix management, adapting to thematic priorities when appropriate.

### Relationships:

**Accountable to:** Corporate Director for Children and Families

**Accountable for:** Social Care and Early Help Services

**General Contacts:** The Assistant Director will engage with Elected Members, Directors and other Assistant Directors, internal and external organisations, senior personnel within partnering organisations and the community and voluntary sector.

### Key duties and responsibilities:

1. Develop and implement robust strategies that aims to reduce the number of children and young people entering the Council's Children in Care services.
2. To ensure safeguarding is embedded across the service and the wider council so that children and young people's safety and well being is actively promoted and rigorously pursued.
3. To ensure the Council meets its statutory functions, duties and responsibilities in terms of safeguarding, child protection and any other aspect within the remit of the service
4. To ensure a one team approach is adopted across all services through participation in the Directorate's Management Team and sharing responsibility for ensuring the wider success of the Council.



5. To ensure families are enabled to take responsibility, be resilient and independent, self-confident and assured so that young people are well prepared for adult life.
6. To ensure that the 'lived experience of the child', including their wishes, feelings and aspirations is an integral part of service delivery.
7. To develop and implement effective policies and procedures across the service, ensuring the Council priorities are being achieved.
8. To ensure the effective management of all staff teams is in place.
9. Provide professional supervision to Social Work teams as appropriate.
10. To ensure Children in Care and those leaving care are well supported and that the Council's responsibilities for Corporate Parenting are discharged.
11. To ensure the development of Early Help Service and integrated and targeted youth support which includes the School Nursing and Health Visiting functions.
12. To ensure the effective management of Children's Centres within the borough and that services are targeted at the most vulnerable.
13. To develop and implement strong Early Help prevention services that target the most vulnerable and reduces the number of children and young people entering into the Council's Children in Care services.
14. To ensure that the service's budget planning, expenditure and monitoring arrangements are robust and in accordance with the Council's standards and that financial resources are used to achieve high-quality, effective and efficient services and provide value for money.
15. To develop a strong financial management culture across the service.
16. To ensure robust strategies are in place to assess the quality, planning and performance of the service within the Council's overall performance framework and relevant national framework.
17. To secure excellent working relationships with the community partners and voluntary sector.
18. To put in place robust workforce development and planning arrangements including succession planning that builds resilience and capacity across the service.
19. To fulfil the role of agency decision maker for the Authority.
20. To be part of the Authority's on call rota.

## General/Corporate Responsibilities:

1. To undertake such duties as may be commensurate with the seniority of the post.
2. To ensure that the Council's corporate Health & Safety policy is followed and training is undertaken in all pertinent health and safety procedures.
3. To partake in the Council's and Directorate's staff training and development policies as well as the Council's system of performance appraisal.
4. To treat all information gathered for the Council and Directorate, either electronically or manually, in a confidential manner.
5. All employees are required to demonstrate a commitment when carrying out their duties which promotes and values diversity and the equality of opportunity in relation to employees and service users which is in line with the Council's Equality & Diversity Policy.
6. To be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of Corporate and Service objectives.
7. To ensure the highest standards of customer care are met at all times.
8. To ensure the principles of Value for Money in service delivery is fundamental in all aspects of involvement with internal and external customers.
9. To ensure that the highest standards of data quality are achieved and maintained for the collection, management and use of data.
10. To positively promote the welfare of children, young people, and vulnerable adults and ensure that it is recognised that Safeguarding is everyone's responsibility; and to engage in appropriate training and development opportunities which enhance an individual's knowledge and skill in responding to children, young people and vulnerable adults who may be in need of safeguarding.

---

**Last Updated: November 2019**

**Author: Kathryn Boulton**



**this is Redcar & Cleveland**



## Person Specification

JOB TITLE	GRADE	DIRECTORATE
Assistant Director – Social Care And Early Help	Chief Officer Band B	Children and Families

### NOTE TO APPLICANTS

Whilst all points on the specification are important, those listed in the essential column are the key requirements. You should pay particular attention to those points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

CRITERIA	NECESSARY REQUIREMENTS		* M.O.A.
	Essential	Desirable	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Successful senior leadership within a safeguarding role in a local authority</li> <li>• Substantial experience of working in or establishing integrated working within localities</li> <li>• Substantial experience of effective partnership working, including the third and voluntary sector</li> <li>• A track record of achievement in the management and leadership of professional employees</li> <li>• Substantial experience of effective collaborative working with external partners and stakeholders</li> <li>• Significant experience of providing professional supervision to social work teams</li> </ul>	<ul style="list-style-type: none"> <li>• Regional or national experience in safeguarding developments</li> <li>• Demonstrate experience of successful people management in a large organisation</li> <li>• Demonstrate experience of successful financial management in a large organisation</li> </ul>	A, I, C



<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Detailed knowledge of national safeguarding policy developments and the requirements for their local implementation</li> <li>• Understanding of the principles of integrated working and locality-based delivery</li> <li>• Understanding of the challenges facing the children’s workforce in terms of common assessment and the skills to address these challenges locally</li> <li>• To be able to identify poor performance and demonstrate skills to manage and professionally supervise where appropriate</li> <li>• Proven ability to manage large budgets and control costs</li> <li>• Excellent communication skills, both orally and in writing</li> <li>• Proven ability to drive change and implement improvements</li> <li>• Ability to maintain a strong team ethos and a goal-oriented approach</li> <li>• Ability to gain and maintain the respect of key partners</li> <li>• Demonstrable ability to make difficult and critical decisions in a highly pressured environment</li> <li>• Capacity to work under pressure to meet deadlines, satisfy political objectives and organisational priorities</li> <li>• Ability to inspire, motivate and command trust, respect, fairness and confidence</li> </ul>	<ul style="list-style-type: none"> <li>• Analytical and strategic planning skills</li> </ul>	A, I, C
<b>EDUCATION/ QUALIFICATIONS/ KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Social Work degree coupled with substantial post qualification experience gained in either the public; private or volunteering sector</li> <li>• Extensive experience and delivery of strategic planning and service delivery, including statutory obligations within local or central government or private sector, with demonstrable and proven record of achievement in same</li> <li>• Extensive understanding of the role of prevention</li> </ul>	<ul style="list-style-type: none"> <li>• Management qualification</li> </ul>	C
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Flexible approach to work by responding to the needs of the services including, at times, requirements to work beyond normal working hours</li> <li>• Commitment to own continuous personal and professional development</li> <li>• Strong team player, committed to an ethos of continuous improvement</li> <li>• A good working knowledge of current inspection and assessment framework</li> <li>• Clear enhanced Disclosure and Barring Service check</li> <li>• Full driving licence</li> </ul>		A, I, C

CRITERIA	NECESSARY REQUIREMENTS		* M.O.A.
	Essential	Desirable	
<b>COMMITMENT TO EQUAL OPPORTUNITIES</b>	<ul style="list-style-type: none"> <li>• Commitment to equal opportunities and the ability to recognise the needs of different service users</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of having completed training in equality and diversity awareness</li> </ul>	A, I
<b>COMMITMENT TO SERVICE DELIVERY/ CUSTOMER CARE</b>	<ul style="list-style-type: none"> <li>• Commitment to provide a customer-focussed service</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of surpassing customer expectations or service targets / goals</li> </ul>	A, I

**METHOD OF ASSESSMENT: (\*M.O.A.)**

A = APPLICATION FORM   C = CERTIFICATE   E = EXERCISE   I = INTERVIEW   P = PRESENTATION   T = TEST  
 AC = ASSESSMENT CENTRE   R = REFERENCE