

# Redcar & Cleveland Borough Council

## Job Description and Person Specification

<b>POST TITLE:</b>	Executive Director – Children and Families
<b>DIRECTORATE</b>	Children and Families
<b>GRADE (SCP's)</b>	DIR 1
<b>JOB EVALUATION NO.</b>	CDCS1
<b>REPORTING RELATIONSHIP</b>	Managing Director
<b>ACCOUNTABLE FOR</b>	Directorate Senior Management Team
<b>JOB PURPOSE:</b>	To take a corporate role in supporting the Managing Director, the Leader, and the Cabinet to achieve the Council's vision for the residents and communities of Redcar & Cleveland Borough. Take the lead role on the innovation, development, and delivery of services within the Children and Families

### MAIN DUTIES/RESPONSIBILITIES

#### Key Corporate Tasks – Shared accountability with the Managing Director and other Executive Directors

- 1 Develop, deliver and achieve strategic priorities, objectives, values and long term vision for the Council;
- 2 To be the Social Work and safeguarding lead for the Authority
- 3 To be financially accountable and to take an innovative approach to financial issues
- 4 Provide advice and support to Elected Members
- 5 Develop and maintain a one organisation ethos with demonstrable commitment to corporate culture.
- 6 Manage overall performance of Children's and Families Services within the Council
- 7 Ensure a corporate approach which provides visible and effective leadership, and which focuses on outcomes for customers and the community
- 8 Act as corporate parent to the Council's Looked After Children, taking an active role in promoting and ensuring safeguarding responsibilities are met.
- 9 Develop the Council's wider leadership role and delivery of effective partnership working;
- 10 Ensure implementation of corporate policy covering the control of health, safety and welfare

### SERVICE RESPONSIBILITIES

#### The provision of all services within Redcar & Cleveland Borough relating to:

- 1 Social Care and Early Help
- 2 Education and Skills



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### KEY DIRECTORATE TASKS

- 1 Lead on the development of strategy and policy.
- 2 Lead on development and delivery of a customer focused approach, including the establishment of consultation frameworks and the development of services in response to feedback
- 3 Drive service excellence and sound financial management promoting a culture of value for money, innovation, performance management and empowerment amongst individuals and teams to ensure continuous improvement.
- 4 Represent the Council at local, regional and national forums, and take the lead role in developing regional partnerships with the public, private and voluntary sectors
- 5 Ensure required responses are made to national agenda and legislation
- 6 Undertake the statutory duties and responsibilities of the Executive Director as defined by Department of Education.
- 7 Ensure provision of advice and guidance to the Managing Director, the Cabinet and the Children and Families Scrutiny and Improvement Committee as required
- 8 Ensure the principles of equality and diversity and the Council's other corporate values are embraced and underpin all work for employees and service users
- 9 Accountable for the effective management and deployment of all resources
- 10 Build capacity and develop skills to enable the Council to deliver on its priorities and ambitions
- 11 Ensure that effective and efficient Health, Safety and Welfare systems are in place.

### 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

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- 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

Author

John Sampson

Date

February 2024



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Criteria No.	Attribute	Essential (E)	Desirable (D)
<b>Qualifications &amp; Education</b>			
1	Degree level or equivalent standard of general education.	E	
2	Relevant professional qualification.	E	
3	A thorough understanding of legislation and the statutory framework affecting the services within the Service Grouping	E	
<b>Experience &amp; Knowledge</b>			
4	Consistent personal achievement as a senior manager in a large, complex organisation, covering at least one of the service areas within this Service Grouping	E	
5	Successful participation in the corporate affairs of a large, complex organisation including a record of achievement in developing and implementing major policy initiatives	E	
6	Proven success in developing effective working relationships with external partners, with an emphasis on multi agency working.	E	
7	Experience of success in the initiation and management of change within a large and complex organisation	E	
8	A strong track record of effective leadership of a large and diverse workforce in at least one of the areas of service responsibility, with a record of promoting successful performance management.	E	
9	A record of successfully managing substantial budgets, with an emphasis on promoting cost efficiencies and value for money.	E	
10	Evidence of success in promoting equality and diversity both internally and with service users	E	
11	Experience of managing resources to achieve improvements and excellence within financial and budgetary constraints, including the management of pooled budgets.	E	
<b>Skills &amp; Ability</b>			
12	Ability to convey clear vision and manage strategically within a corporate context.	E	
13	High level analytical, presentational, communications and interpersonal skills.	E	
14	Ability to lead, motivate and develop people in an increasingly performance focused organisation	E	
15	Ability to implement creative and imaginative approaches and identify new options for action	E	
16	Ability to maximise resources and manage the budget effectively in a financially disciplined environment	E	
17	Ability to anticipate, interpret and manage change and achieve results through sound judgement in seeking creative solutions to complex situations.	E	
18	Commitment to provide a customer-focussed service	E	
19	Evidence of surpassing customer expectations or service targets/goals		D

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Other Requirements			
<b>20</b>	Full driving licence or the ability to meet the travel requirements of the role	<b>E</b>	
<b>21</b>	Flexible approach to work by responding to the needs of the services including, at times, requirements to work beyond normal working hours	<b>E</b>	
<b>22</b>	Commitment to own continuous personal and professional development	<b>E</b>	
<b>23</b>	Strong team player, committed to an ethos of continuous improvement	<b>E</b>	
<b>24</b>	Commitment to the achievement of value for money, service excellence and equality in employment and service delivery	<b>E</b>	
<b>25</b>	Commitment to community involvement and participation in the development and delivery of Council strategies and services	<b>E</b>	
<b>26</b>	Evidence of own continuous personal and professional development		<b>D</b>
Commitment to Equal Opportunities			
<b>27</b>	Commitment to equal opportunities and the ability to recognise the needs of different service users	<b>E</b>	
<b>28</b>	Evidence of having completed training in equality and diversity awareness		<b>D</b>