

JOB DESCRIPTION

- 1. Service:** Children's Service
- Job Title:** Head of Children's Social Care
- Grade:** HAY 235-238
- Post No:** SS/INT026/09
- Reports to:** Deputy Director, Safeguarding and Social Care

2. Context and Purpose of the Job

To take full operational and financial responsibility for the social care service within the Children's Service.

To be responsible for the social care budget of £26m and the staff group of 250

To deputise for the Deputy Director as required and especially in regard to all social care matters.

To take a leading role in the development of the Children's Service working with colleagues across the children's leadership team bringing social care services together with other related provision

To lead the development of a united and comprehensive social care service and ensure it is well positioned in relation to the breadth of children's service

To line manage the five Service Managers and ensure they work effectively as a senior management team

3. Accountable for:

3.1 Key Accountabilities

- i) To promote and develop collective responsibility and partnership working across the service, the council and with external partners to secure good outcomes for children and the most efficient use of the council's resources.
- ii) As a member of Children's Service Leadership Team, to take the lead and contribute to corporate, as well as service specific, developments and strategies.
- iii) To deliver continuous improvement within the context of council policy and the Corporate Plan as well as in relation to national and local objectives and targets and implement these through robust systems for risk assessment, performance management and accountability.
- iv) To promote the needs of children in need and children in care across

the service and the wider Partnership.

- v) To work closely and effectively with the Safeguarding Division to ensure a programme of continuous improvement is in place within the service.
- vi) To work with other senior managers in Safeguarding and Social Care and across the wider partnership to ensure an effective range of services are in place for all vulnerable children.
- vii) To respond proactively to current and future legislative requirements, especially in regard to Every Child Matters, the Children and Young People's Bill and the national and local Children's Plan
- viii) To provide expert consultancy, advice and information in matters relating to safeguarding, child protection and childcare to the public, colleagues in other SCB agencies and senior staff employed by the council.
- ix) To ensure maximum participation of children and their families in service and case planning.
- x) To ensure practitioner compliance with best practice standards and the proactive and effective use of ICS.
- xii) To promote the role of the council as a corporate parent.
- xiii) To ensure a prompt and thorough response to complaints and enquiries and to participate in complaints panels, as appropriate.
- xiv) To ensure compliance with legislation, guidance and government initiatives related to childcare.
- xv) To attend appropriate council committee meetings, corporate officer groups and external meetings and to prepare reports for such meetings, as appropriate.

3.2 Financial and Asset Responsibilities

- i) To manage and monitor the relevant staffing and purchasing budgets across the service ensuring corporate managers and members are briefed as necessary in relation to emerging budget pressures.
- ii) To promote a culture of value for money, ensuring alignment between the delegation of professional and financial decision making responsibilities.
- iii) To achieve performance management targets within budget and on time, ensuring compliance with council's financial procedures, statutory duties and standards in financial management.
- iv) To negotiate contracts and commission services with partners within the council and elsewhere in the public, private and voluntary sectors, aimed at securing the council's objectives.

3.3 Staff Responsibilities

- i) To lead and motivate the service's employees, communicating effectively, empowering employees to the greatest extent possible, recognising success and encouraging staff to overcome obstacles.
- ii) To act as line manager for specified staff, exercising all those powers and duties delegated under Standing Orders and procedures.
- iii) To develop staff to achieve their full potential.
- iv) To ensure equality of opportunity for all employees and foster carers within a culture of fairness, respect and mutual support.
- v) To build teams and ensure effective working relationships.
- vi) To create a positive employee relations climate.
- vii) To ensure that staff managed establish and maintain appropriate professional boundaries with colleagues and service users.
- viii) To promote a culture of staff care within the context of health and safety legislation, policy and guidance.
- ix) To ensure compliance with GSCC codes of practice for employers and employees working in social care.
- x) To ensure compliance with the council's/service's supervision and appraisal policy and the promotion of a culture of performance management by objectives and targets.

4. Promotion of Corporate Values

To ensure that sharp customer care focus is maintained to the agreed standards according to the council's values, policies and guidance.

To ensure that a high level of Caldicott compliant confidentiality is maintained in all aspects of work, whilst facilitating the storing of information, as necessary, to promote children's safety and well-being.

To encourage and develop optimum performance from staff and underline the corporate approach to customer needs, as reflected in the council's structure and style.

5. Flexibility

In order to deliver the service effectively, a degree of flexibility is required and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

6. The Council's Commitment to Equality

To deliver the council's commitment to equality of opportunity, both in the

provision of services and as an employer, all staff are expected to promote equality in the work place and in the services the council delivers.