

Job Description

Effective Date: 1.9.05

Post No:

1. DESCRIPTION

1.1	Post Title:	Group Manager, Children and Families	Post Holder:	
	Operating Unit:	Education & Children's Services	Location:	Town Hall

1.2 MAIN PURPOSE OF JOB

To be the Operational Manager for the service group ensuring that all staff and resources are managed effectively and efficiently. To contribute to service strategies and policies, and to ensure that there are effective plans for their implementation within the Group. To monitor performance to ensure best value principles are applied in service delivery. To promote and foster partnership working.

1.3 POSITION IN ORGANISATION

Name and position of immediate supervisor:

Name:		Staff	Manual
Title:	Assistant Director, Children and Families	Direct Reports	
		Indirect Reports	
		Total Managed	


1.4 MAIN ACCOUNTABILITIES (Output Based)

1. To manage the service group ensuring that all staff receive appropriate supervision, are appraised, trained, developed, and are aware of, and act within, the law, regulations and policies of the Council.
2. To prepare annual service/business plans for the group specifying targets, performance measures, quality standards and training needs which should be regularly monitored and reported upon in accordance with the Department's Performance Management Framework.
3. To identify key issues affecting the service group and to contribute to the development of service strategies, plans and policies which are in accordance with the Council's Vision and Priorities and with appropriate Commissioning Plans.
4. To incorporate the work of the service group within the wider agenda on prevention, early intervention and the Change for Children agenda, ensuring that services provided are responsive to the needs of customers, are sensitive to ethnic, cultural and religious needs and those of disadvantaged groups; and are in accord with the directions set in the Performance Management Framework.
5. To manage delegated budgets allocated to the service group ensuring that these are regularly monitored and reported upon to achieve budgetary limits and that the Council's financial

regulations and procedures are followed. To recommend any necessary actions to achieve best value.

6. To develop, promote and sustain effective internal and external working relationships, communications and practice that enable positive and collaborative approaches with customers, community group partner bodies, other agencies, elected members and staff.

Person Specification
Group Manager (Children and Families)

Competency		Attributes – Customer Focus, Development, Relationships, Personal Effectiveness, Expertise, Communication Skills (if appropriate), Managerial (if appropriate), Health & Safety, Equalities Finance,	Essential / Desirable		Method: Application (A) Interview (I) Test (T)
Experience	1.1	Minimum 3 years' relevant experience as a manager in Social Services and/or Health and/or Education	Essential	✓✓	A, I
	1.2	Experience of managing budgets	Essential	✓✓	A, I
	1.3	Understanding and evidence of working in partnership within a complex multi-disciplinary environment to achieve organisational goals.	Essential	✓✓	A, I
	1.4	Experience of managing performance in the public sector.	Essential	✓✓	A, I
	1.5	Evidence of collaborative working within and across public sector organisations.	Essential	✓✓	A, I
	1.6	Understanding and experience of delivery of services in a multi racial community.	Essential	✓✓	A, I
Knowledge	2.1	Specialist knowledge of relevant Children and Families service practices	Essential	✓✓	A
	2.2	Proven knowledge and ability to define and monitor quality standards.	Essential	✓✓	A, I
	2.3	Evidence of financial awareness and understanding of resource management.	Essential	✓✓	A, I
Skills/ Abilities	3.1	Ability to manage change in a complex organisation.	Essential	✓✓	A, I, T
	3.2	Ability to interpret and implement legislation changes.	Essential	✓✓	A, I
	3.3	Able to demonstrate leadership and motivation skills.	Essential	✓✓	A, I, T
	3.4	Ability to cope with competing demands	Essential	✓✓	A, I, T
	3.5	Excellent verbal and written skills.	Essential	✓✓	A, I, T
	3.6	Proven ability to involve users and carers in service development	Essential	✓✓	A, I

Qualifications	4.1	A DIPSW or equivalent qualification.	Essential	✓✓	A
	4.2	A track record of continuous professional development.	Essential	✓✓	A
	4.3	The postholder is required to register with the General Social Care Council to comply with the National Requirements.	Essential	✓✓	A, I

