

SLOUGH BOROUGH COUNCIL

JOB DESCRIPTION

POST TITLE: **ASSISTANT DIRECTOR, CHILDREN AND FAMILIES**

RESPONSIBLE TO: Strategic Director of Education and Children's Services

RESPONSIBLE FOR: Children and Families fieldwork, and residential services, including:

- Assessments
- Fostering
- Adoption and Permanence
- Kinship care
- Corporate Parenting
- Family Support and Children in Need services
- Day Care services
- Residential Centres
- Looked After Children services including Looked After Children in Education
- Leaving Care
- Asylum Seeker Team
- Workforce Development

MAIN PURPOSE OF THE JOB:

- To take the lead role in ensuring that services to children and families are responsive, of high quality and meet needs and expectations, subject to resource constraints.
- To provide leadership, direction and management to the Children and Families Service ensuring the necessary contribution to directorate and Council plans and objectives, particularly the implementation of changes to bring about coherence of services around the needs of children and young people.

MAIN RESPONSIBILITIES

Corporate

1. To work with directors, heads of service and members to ensure services are integrated at the point of delivery.

2. To support organisational change, ensuring appropriate systems of performance management and development, communications, quality measures, monitoring and reviews are in place.
3. To work as part of multi-disciplinary project teams to enable the breaking down of directorate barriers and engender the concept of both internal and external partnership working.
4. To be a member of the Directorate's Senior Management Team, contributing to the development and implementation of policies and strategies that will optimise service delivery by the Council to its clients.
5. *To maintain an effective relationship with Members and to provide constitutional advice in an understandable and professional manner to the Council, its Committees, working groups, panels and external bodies as necessary.*
6. To work with a range of partners and the voluntary sector on improving 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 and are accessible to all users.
7. To promote a positive image of Slough and represent the Council at local and national level, attending and presenting at conferences, seminars and working parties, as may be required, and liaising with appropriate national agencies.
8. *To comply with the Council's Standing Orders, Codes of Conduct and Financial Regulations and to advise the Chief Executive, Directors and Members as necessary.*
9. *To promote and adopt a vigorous approach to Best Value in accordance with the Council's Best Value Performance Plan.*
10. *To ensure full compliance with the Health and Safety at Work Act 1974 regulations, the Council's Health and Safety Policy and all locally agreed processes to ensure a safe working environment.*
11. *To promote the Council's equal opportunities policies and to avoid all forms of discrimination as an employer and service provider.*
12. To promote corporate working, undertake corporate projects as required, and undertake any other duties that are consistent with the Council's expectations of a senior manager.
13. *To deputise for the Strategic Director of Education and Children's Services at Corporate Management Team.*

Service

1. To deliver effective and efficient management of the Children and Families Service, its finance and other resources and achieve best value in the delivery of its services.
2. To provide high quality and timely advice to the Council advising the Director, Chief Executive, the Cabinet, Scrutiny committee and panels, members and other colleague officers on all aspects of Children and Families services.
3. To deliver cost effective, high quality, responsive services within the resources made available to the Children and Families Service and to develop partnership arrangements to deliver integrated service provision with health, Police, the voluntary sector and other agencies.
4. To assist in the development of a Children's Trust for Slough.
5. To lead the Children and Families Service ensuring that the Council's Human Resources policies are in place to motivate, train and appraise employees to optimise their skills, contributions and outputs.
6. To plan and keep under review allocated budgets in line with the priorities agreed by the Council and other relevant partners; to monitor and control budgets and ensure clear accountability.
7. To lead and advise on strategies for service improvements, service development and the achievement of customer objectives in the Children and Families Service ensuring compliance with statutory requirements.
8. To contribute to the development of services in the other branches of the Directorate.
9. To assist the Strategic Director in planning and co-ordinating the activities of the Local Children's Safeguarding Board, ensuring that agreed actions are implemented and monitored.
10. To develop and maintain effective commissioning requirements for Children and Families Services.
11. To contribute to service, statutory and other required plans and reports ensuring that they are prepared appropriately, achieve targeted actions and timescales, are properly consulted upon and effectively monitored.

Person Specification Assistant Director, Children and Families

Competency	Description	Essential/ Desirable		Method: Application (A) Interview (I) Test (T)
Key Competencies	A well developed strategic perspective, creatively applied in response to a range of children and families services and corporate issues.	Essential	<input type="checkbox"/> <input type="checkbox"/>	A / I
	Lateral thinking used to develop creative solutions to Education and Children's Services policy and management issues and creating ownership of these amongst key players.	Essential	<input type="checkbox"/> <input type="checkbox"/>	A / I / T
	Has the personal credibility and interpersonal skills to work appropriately and effectively with politicians, key stakeholders, government representatives and colleagues.	Essential	<input type="checkbox"/> <input type="checkbox"/>	A / I
	Confident in leading and working in multi-disciplinary teams.	Essential	<input type="checkbox"/> <input type="checkbox"/>	A / I
	Effective leadership to the Children and Families Services Branch with the ability to motivate and develop staff and foster a positive organisational culture.	Essential	<input type="checkbox"/> <input type="checkbox"/>	A / I
	Communicates clearly, simply and effectively. Can influence a wide range of audiences.	Essential	<input type="checkbox"/> <input type="checkbox"/>	A / I / T
	Manages change and conflicting and competing priorities effectively.	Essential	<input type="checkbox"/> <input type="checkbox"/>	A / I
	Resilience and drive to meet the demands and pressures of the post, including the ability to cope effectively at times of crisis.	Essential	<input type="checkbox"/> <input type="checkbox"/>	A / I
	Collaborative approach and solution orientated.	Essential	<input type="checkbox"/> <input type="checkbox"/>	A / I

Competency	Description	Essential/ Desirable		Method: Application (A) Interview (I) Test (T)
	Committed to social inclusion and to equality of opportunity in employment and service delivery.	Essential	<input type="checkbox"/> <input type="checkbox"/>	A / I
	Applies ICT solutions to improve service delivery.	Desirable		A
Knowledge & Qualifications	Knowledge of trends and recent developments in relation to Education and Children's Services.	Essential	<input type="checkbox"/> <input type="checkbox"/>	A / I
	A good knowledge of legislative, policy and good practice guidelines relating to Education and Children's Services.	Essential	<input type="checkbox"/> <input type="checkbox"/>	A / I
	A high level of understanding of best value, budget and performance management.	Essential	<input type="checkbox"/> <input type="checkbox"/>	A / I / T
	Educated to degree level.	Essential	<input type="checkbox"/> <input type="checkbox"/>	A
	Evidence of continuing professional development.	Essential	<input type="checkbox"/> <input type="checkbox"/>	A
	A relevant professional social work qualification e.g. CQSW or DIPSW.	Essential	<input type="checkbox"/> <input type="checkbox"/>	A
	The postholder is required to register with the General Social Care Council to comply with the National Requirements.	Essential	<input type="checkbox"/> <input type="checkbox"/>	A / I
	A relevant post graduate qualification or further degree.	Desirable		A
Experience	Proven track record in services relevant to this post with a minimum of 2 years senior management experience.	Essential	<input type="checkbox"/> <input type="checkbox"/>	A / I
	Track record of innovation in determining and realising objectives in Children and Families Services.	Essential	<input type="checkbox"/> <input type="checkbox"/>	A / I
	Success in building and leading teams and acting in partnership with others.	Essential	<input type="checkbox"/> <input type="checkbox"/>	A / I
	Record of successfully developing and implementing strategies addressing directorate and corporate objectives.	Essential	<input type="checkbox"/> <input type="checkbox"/>	A / I

