

# LONDON BOROUGH OF TOWER HAMLETS

<b>JOB DESCRIPTION</b>		
<b>Post Title:</b> Corporate Director Children's Services	<b>Post No.</b>	<b>Grade:</b> Chief Officer
<b>Directorate:</b> Children's Services		
<b>Responsible to:</b> Head of Paid Service Responsible for Service Head Children's Social Care, Service Head Learning and Achievement and jointly with the Director of Adults Services, Service Head Children's and Adults Resources		

## **JOB PURPOSE**

To lead and manage the Council's Directorate of Children's Services.

To accelerate the rate of progress in Tower Hamlets by leading change, both inside and outside the Children's Services Directorate, so that a culture of continuous and ambitious improvement becomes embedded and leads to a transformation in the quality of life of local residents and service users.

To be responsible for the performance of local authority functions relating to the education and social care of children and young people and ensuring that effective systems are in place for discharging these functions, including commissioned services

To be the responsible and accountable officer for development of policy and strategy on all matters relating to Children's Services, working closely with the Cabinet where necessary and advising the Head of Paid Service, Members and others

To be responsible, with the Head of Paid Service and the other Corporate Directors, for the strategic and corporate management of the authority

To be the Authority's designated Director of Children's Services as per the Children Act 2004.

## **KEY RESULT AREAS**

1. To lead, manage and take overall responsibility for the work of the directorate, ensuring that the services provided are continuously monitored and reviewed

so that they are of the highest quality, provide value for money and the overall role and responsibilities of the directorate are consistently met.

2. To commission the development of and ensure the effective delivery of strategies and policies in order to meet the needs and aspirations of people in Tower Hamlets and to deliver improved outcomes.
3. To consult with and actively engage all sections of the community with regard to systematic and targeted service development, particularly through the framework of the Tower Hamlets Partnership, NHS partners, Public Health, our Local Strategic Partnership, Health, the Children and Families Partnership and partner organisations to deliver a programme of continuous improvement for Children's Services.
4. To ensure that there are clear and effective safeguarding arrangements to protect children and young people from harm.
5. To maintain and develop the effectiveness and efficiency of the directorate by ensuring service plans are produced that specify outcomes, resources allocated for their achievement and the performance measures and standards to be achieved and to underpin these plans with a performance management system involving all staff.

### **FINANCE AND STAFFING DIMENSIONS**

Gross Revenue Budget: tbc

Staff : tbc

### **AREAS OF RESPONSIBILITY**

- Schools, Learning and Achievement, Children's Social Care, Troubled Families, Children's health and Children's Resources

### **LEADERSHIP AND MANAGEMENT**

1. To work actively with all Corporate Directors and the Head of Paid Service to ensure services are integrated at the point of delivery and play a leading role in the development of the Community and Strategic Plans ensuring they are embedded both in the operational and strategic framework of the Council.
2. To contribute to corporate and borough wide working by leading multi-disciplinary teams to work across functional and professional boundaries and encourage the concept of both internal and external partnership working.
3. To oversee the development of Corporate, Directorate and Partnership performance improvement programmes, and the delivery of the

Partnership's Community Plan priorities.

4. To ensure promotion of equal opportunities and the Council's core values with external providers and within the Borough and where possible eradicate all forms of discrimination. To take active steps to achieve the Council's objective of a 'Workforce to Reflect the Community'.
5. To be an effective member of the Local Safeguarding Children's Board and a statutory member of local health and wellbeing boards.
6. To ensure Service Heads take responsibility and are accountable for all operational and functional aspects of their service.
7. To agree with each Service Head, annual service plans which are in support of corporate and strategic priorities and embed the best value framework and to monitor and assess the performance of Service Heads against service plans and targets, providing advice, support and remedial action where necessary.
8. To conduct individual performance and development reviews with the Service Heads and establish individual development plans.
9. To ensure that budgets are properly managed in line with council policies and priorities.
10. To provide managerial leadership to Children's Services and, where appropriate, to schools and other relevant partner agencies.

### **MAIN RESPONSIBILITIES**

1. To advise the Head of Paid Service on all issues relating to the quality and development of Education and Children's Social Care and to give information and advice to Members and support for the Council as required.
2. To ensure the provision of high quality customer care services by identifying and meeting needs, ensuring consistency and monitoring effectiveness.
3. To make a key contribution to ensuring effective working relationships between the health and wellbeing board and the LSCB.
4. To be responsible for any agreements made under section 75 of the National Health Service (NHS) Act 2006 between the local authority and NHS relating to children and young people To have overall accountability for the expenditure of the directorate budget and to ensure that the resources are deployed in the interests of effective service provision and within the best value regime.

5. To ensure that service developments are properly planned and that delivery is facilitated through the public, private and community sectors through strong and effective partnerships.
6. To ensure that forward service planning takes full account of current service take up and demographic trends and that resources are targeted at needs.
7. To ensure that the range of services provided and commissioned by the directorate, and the Tower Hamlets Partnership, are accessible to the whole community.
8. To work with our schools, children's centres and college of further education to accelerate the rate of improvement and raise standards for all.
9. To implement organisational change at corporate and directorate level, ensuring appropriate systems of performance and development, communications, quality measures, monitoring and review are in place.
10. To ensure that the requirements and implications of legislation affecting Education and Children's Social Care are identified, interpreted, disseminated and met.
11. To maintain and develop communication and working relationships within the directorate, the wider community and outside agencies, including central government, Ofsted, the voluntary sector, Health and London Councils.
12. To ensure the development of a culture of quality and equality.
13. To maintain and improve services with regard to education of children in Tower Hamlets, including those who are in need, vulnerable and at risk.
14. To manage the Council's support, investment and, where appropriate, intervention in schools and other relevant bodies to raise their effectiveness in respect of the education of children in Tower Hamlets.
15. To work with local residents, businesses and the community to make Tower Hamlets a better place to live, work and visit.
16. To represent the Council at local and national level, attending and presenting at such conferences, seminars and working parties as may be required in order to actively promote Tower Hamlets.
17. To comply with the council's standing orders and to act as principal adviser to the council's Cabinet, committees and senior officers on all aspects of the Directorates Services and to the Tower Hamlets Partnership.
18. As directed by the Head of Paid Service, Mayor or Council where appropriate to undertake such reasonable additional duties and responsibilities that may arise from time to time.

## **CORPORATE DIRECTOR OF CHILDREN'S SERVICES**

### **PERSON SPECIFICATION**

#### **Experience**

- A track record of achievement in leading and managing significant people focused services such as Children's Social Services and/or Education.
- Experience of strategic and senior management preferably within a local authority setting, including multi-disciplinary teams.
- A track record of developing a vision for the ongoing provision of high quality, effective and relevant services to a diverse community
- Experience of working in partnership with local residents, businesses and local communities to identify service needs and achieve required outcomes.
- Proven experience of leading and managing major change, including cultural change, and service integration which has resulted in measurable service improvements.
- Experience of strategic planning within a diverse organisation.
- Experience of strategic financial management, including managing complex budgets in order to obtain value for money and achieve service and corporate objectives.
- Commitment to and experience of corporate management within a local authority.
- A track record of success and achievement adopting a customer focused approach in service provision.
- Significant and successful experience of working at a senior management level within Education, Children's Social Services or related relevant field.

#### **Knowledge**

- A thorough knowledge of the service and advice planning and delivery issues facing a diverse inner city local authority.
- A broad understanding of how services focused on people operate and of how improvements can be affected by integrated planning.

- A working knowledge of the legislation and statutory obligations relating to the education and wellbeing of children and families.
- An understanding of consultation methods and techniques appropriate to a diverse community.
- An understanding of customer care principles, systems and methods.
- An understanding of the children and young people's welfare and safety issues in a diverse inner city area

### **Aptitude and Skills**

- An ability to provide clear leadership and strategic direction for the service in a manner that secures commitment and ownership
- An ability to manage, empower and motivate a diverse range of professionals, to establish effective teams and to further development
- An ability to allocate resources strategically and to ensure effective monitoring and control
- Sound judgement and the ability to analyse a situation and convert this into effective service delivery
- A positive and enthusiastic approach to change and the ability to manage it with confidence to achieve continuous improvement
- A clear focus on outcomes and the ability to deliver required results
- An ability to establish and maintain effective partnerships to achieve required outcomes
- An ability to communicate clearly, convincingly and sensitively, both orally and in writing
- An understanding of how to achieve results in a political environment and an ability to do so
- An ability to relate to, work with and empathise with, the aspirations of people at all levels and from a variety of backgrounds
- An understanding of and commitment to the Council's vision and the ability to ensure this is translated into reality
- A demonstrable commitment to combating discrimination and disadvantage both in employment and service provision

### **Equalities**

- A proven and demonstrable commitment to the principles and practice of equal opportunities in employment and service delivery
- A proven and demonstrable understanding of and commitment to, and leadership of, inclusive service planning and provision

**Other Qualities**

- A personal and professional demeanour which engenders confidence within the council and externally
- A champion of a high performance culture
- Drive and determination to raise aspirations and accelerate performance and progress
- The capacity to undertake a demanding job under pressure
- The willingness to undertake evening and weekend work