

Be Bold, Make a Difference, Show you Care

JOB ROLE PROFILE AND PERSON SPECIFICATION

Post Title and Number: Head of Joint Service for Disabled Children

Present Grade: HOS3 Dept: People

Service/Section/Team: Joint Services for Disabled Children

Reports to (title): Director of Children and Family Services

Purpose of the Role:

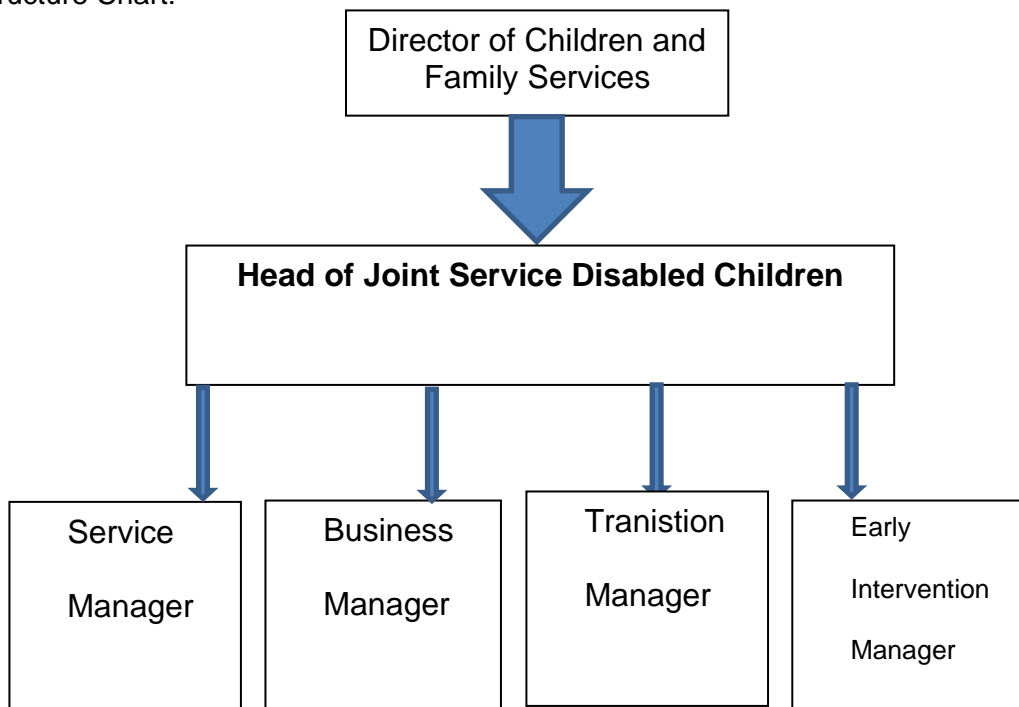
As a senior leader within the Council the Head of Service will:

- Communicate agreed direction and purpose for staff in the service in a way that engages and motivates people
- Lead their service area to deliver high performance
- Lead the budget planning process for their service
- Lead the effective planning, commissioning and delivery of services
- Set and communicate clear service standards
- Contribute to the development and implementation of strategic goals for the service which link to the Council priorities and support the achievement of the long-term ambition for the Council and its residents
- Identify and recommend evidence-based areas for service development and improvement.
- Build effective relationships with relevant partners and elected members
- Act as the technical expert across the Council championing disabled children and young people with the Council and all external partners developing an innovative, flexible and dynamic service that fully supports families
- Step up to Director as and when needed, contributing to the overall leadership, direction and management of the Children's Service in the context of local and National priorities
- Lead the management of all safeguarding functions for disabled children and young people
- Be the nominated lead officer for the transforming care agenda.

Dimensions including Structure Chart:

1. Annual budgetary amounts with which the role is either directly or indirectly concerned:
The post holder will be responsible for the management of budgets totalling approximately 5 million pounds

2. Structure Chart:



3. Number of direct reports:

The post holder will have 4 direct reports and oversee over 100 staff.

4. Nature of reporting relationship between post holder and line manager;

The post holder will report to, and be supervised by, the Director of Children and Family Services. As a senior officer in a specialist service they will be expected to exercise significant autonomy acting as Director and the Council lead in a range of areas. This is a senior and high-profile position and the postholder will be expected to provide performance and other reporting information. As part of the Management Team within Children's Services the post holder will have regular contact with Members, Executive Director of People Services and other senior colleagues. They will be expected to ensure the safe and effective delivery of all functions that come within the remit of the role.

5. Any other relevant statistics

The postholder will be responsible for:

- EISS (Early Intervention Support Service)
- Commissioning
- JSDC (Joint Service for Disabled Children)
- Short Breaks
- Direct Payments
- Short Break Grants
- Transforming care risk register

Statistics relating to:

- Statutory Requirements for Social Care, Early Years, Family Support and Short Break delivery.
- Monitoring progress and outcomes in relation to performance data for disabled children and young people
- Ensuring we have an effective, suitably qualified and well managed workforce.
- Ensuring services are inclusive and meet the requirements of Equality legislation.

Key Accountabilities:

Insert the most important and frequent accountabilities first.

(You are not restricted to eight accountabilities)

Accountabilities

1. Ensure that people process and resources are in place to deliver effectively.
2. Holds others to account.
3. Identify and develop talent within their service
4. Ensure budgets for services and/or programmes are managed to time and cost with an eye to both efficiency and effectiveness
5. Monitor performance with rigour and act with pace on any areas of concern
6. Develop and ensure that service improvement programmes and plans are in place
7. Ensures effective communication processes are in place
8. Lead and implement strategic transformation within the disabled children's services including, the specialist social work service, in house and commissioned short break and family support services, direct payments, short break grants and personal budgets service
9. Promote a positive image of the Council both internally and externally and support the implementation of the Councils Vision and Values, contributing to national/international disability initiatives ensuring Enfield's work is fully represented and is at the forefront of the change agenda.

Key Relationships (Internal and External):

The post has to work in the context of:

- Lead person for several multi-agency services reporting to multi-agency management boards.
- Advising Senior Officers and Members with regards to issues relating to disabled Children and young people
- Membership of Children's Services Operational Management Group (OMG)
- Membership of various strategic and operational multi-agency partnership boards.
- It is essential that the Head of the Joint Service develops and maintains positive and productive working relationships with:
 - Parents and disabled children and young people
 - Members.
 - The Chief Executive.
 - Directors.
 - Senior Managers and Officers within the Council
 - Adult Health and Social Care Services
 - Head Teachers and Schools
 - Early Years Settings
 - Staff, from all partner agencies including Health and the Voluntary Sector
 - Short Break Providers
 - Senior professional contacts in other authorities, national and regional Government agencies, private sector companies, voluntary and community sector bodies and other relevant national, regional and sub-regional organisations to support strategic development, delivery and research, and to promote and learn from effective partnership working.
 - Colleges and Training Providers.
 - The local community for the purposes of consultation and communication.

- Support services including HR internal audit, procurement and financial services as they impact on the efficiency and effectiveness of service delivery.

Equality and Diversity:

The Council has a strong commitment to achieving equality in its service to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.

Health and Safety:

The post holder shall ensure that the duties of the post are undertaken with due regard to the Council's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

For a more detailed definition of these responsibilities, refer to the current versions of the Corporate Health & Safety Policy, Group Safety Policy and employee information leaflet entitled "Health & Safety Policy; Guidance on Staff Health & Safety Responsibilities".

Corporate Health and Safety Responsibilities

All employees have personal responsibilities to take reasonable care for the health and safety of themselves and others. This means:

1. Understanding the hazards in the work they undertake;
2. Following safety rules and procedures;
3. Using work equipment, personal protective equipment, substances, and safety devices correctly; and
4. Working in accordance with the training provided and only undertaking tasks where appropriate training has been received.

Employees shall co-operate with the Council by allowing it to comply with its duties towards them. This requires employees to:

- take part in safety training and risk assessments and suggest ways of reducing risks; and
- take part in emergency evacuation exercises.

Employees shall report all accidents, 'near miss' incidents and work related ill health conditions to their manager/supervisor/team leader.

Employees shall read the Corporate Health & Safety – Organisation Part B Policy to ascertain and understand their responsibilities as an employee, line manager, Assistant Director or Director of the Council.

Information Security:

In order to protect the confidentiality, integrity and availability of Council information, including information provided by customers, partner organisations, and other third parties, where applicable, employees will comply with the Council's Information Security Policy.

Other duties & responsibilities:

This Job Role Profile is not to be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your post and in addition, as a term of your employment, you may be required to undertake various other duties as may be reasonably required of you. This includes making yourself available to participate in a range of corporate initiatives as determined by your Line Manager. These could include activities such as participation in the Civil Emergencies Planning Rota, supporting the Scrutiny function, actively leading/participating in a range of cross-functioning review and working groups.

Statement of Commitment to Safeguarding of Children and Vulnerable Adults through safer employment practice:

Enfield Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. Safe recruitment of staff is central to this commitment, and the Council will ensure that its recruitment policies and practices are robust, and that selection procedures prevent unsuitable people from gaining access to children, young people and vulnerable adults. All staff employed to work with or on behalf of children and young people in the Council must be competent.

All staff working with Children & Vulnerable Adults should be aware of and share the commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults when applying for posts at Enfield Council.

Behaviours

Appropriate behaviours are key to the delivery of our vision for Enfield.

We want staff who will work collaboratively, flexibly and constructively, and exhibit this ethos in all their dealings with residents, colleagues and partners. Our leaders will be exemplars of the following behaviours and encourage them in staff at all levels;

Take Responsibility

We want staff who are willing to make decisions and be accountable for them. Staff should have a positive can-do attitude where they see problems as challenges which can be overcome. They should accept responsibility for service delivery, be clear about their service offer and deliver what they promise.

Open, Honest and Respectful

We want staff who are comfortable and confident to acknowledge the difficulties and the barriers they face. They should also be able to constructively challenge the way things are done where there is evidence that it impedes service delivery. Challenge should be conducted in a professional, courteous manner with the aim of reaching a mutually agreeable resolution.

Listen and Learn

We want staff who are prepared to actively listen and reflect on customer concerns with a view to understanding the customer's point of view. Staff should be able to receive constructive criticism and be prepared to adapt the way they operate and deliver services where appropriate.

Work Together to find solutions

We want staff who can work collaboratively with other departments and partners, freely sharing their knowledge and skills to identify solutions to address customer concerns.

Candidates: Please ensure you address these behaviours in your responses to the essential (and desirable if applicable) criteria above.

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Competencies:

Candidates: Please ensure you address these competencies in your responses to the essential (and desirable if applicable) criteria above.

- 1. Customer Focus
- 2. Deliver Service Performance
- 3. Focus on continuous improvement
- 4. Political awareness and context
- 5. Influence – provide leadership, build relationships, communicate information
- 6. Solving Problems – intellectual adaptability, commercially focussed, investigating issues, creating innovation
- 7. Adaptability – resilience, leading change, giving support,
- 8. Deliver Results – Driving success, planning and managing resources, political awareness

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Qualifications & Professional registration criteria

Candidates: Please ensure you address these qualifications in your responses to the essential (and desirable if applicable) criteria, you will be expected to meet these requirements of the role and they will be explored with you at interview.

- 1. Professional Social Work Qualification - registered as a Social Worker with Social Work England

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Special requirements

Candidates: Please note you will be expected to meet these requirements of the role and they will be explored with you at interview.

- 1. Candidates will be expected to have a proven track record of leadership, management, service development and working across service disciplines to identify and deal with and resolve complex issues and problems and achieve outcomes.

- 2. Candidates will be expected to have a proven track record of budget and resource management.

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| <ol style="list-style-type: none">3. Candidates will be expected to have excellent influencing skills and a proven track record communicating with professionals and the public and of leading change
4. Candidates must have very a very high level of personal integrity and credibility and be able to gain the respect of the community, senior leaders, colleagues, staff politicians and partners | |
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