



Job profile

Service and job specific context statement

Directorate:	Children and Young People's Service
Service:	Children and Families
Post title:	Assistant Director Children and Families
Grade:	AD3
Responsible to:	Corporate Director – Children & Young People's Service
Staff managed:	Manages a group of managers
Date of issue:	April 2015
Job family:	SM - Senior Management

Job context

- The postholder will work collaboratively with partners and other agencies.
- The role will require the post holder to work with other Corporate Directors, elected members, and other senior colleagues across the Council.
- The portfolio for the role includes:

Assessment & safeguarding of children in need or at risk of harm

0-19 Early Help Services

Looked After Children and child placement

Youth Justice Service

Developing Stronger Families

Education of Looked After Children

- This post is subject to DBS disclosure.
- This is a politically restricted post as defined by the Local Government and Housing Act 1989.

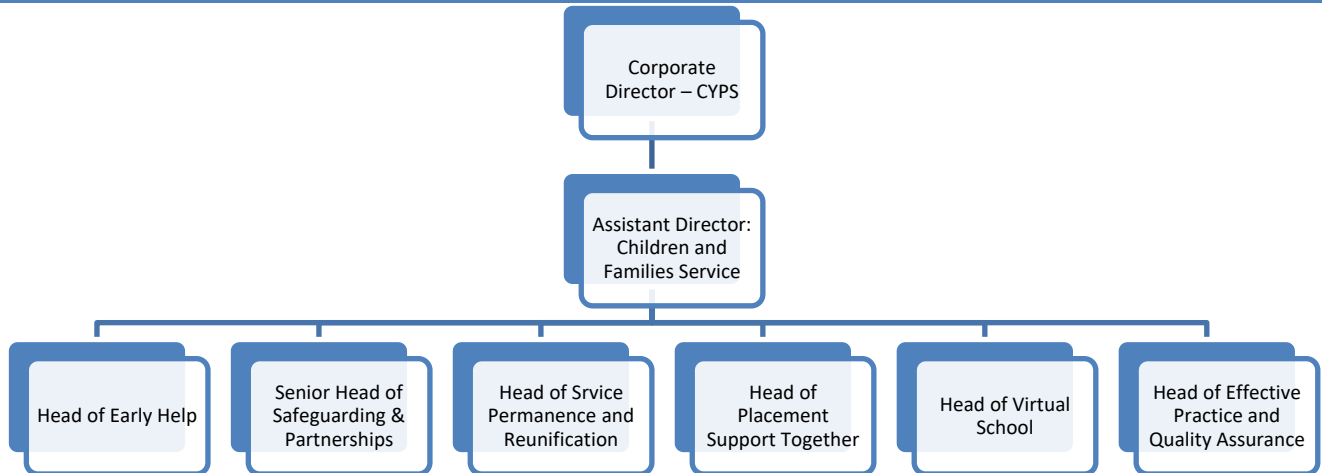
Job specifics

- Provide strategic leadership and direction to the strategies and operational delivery of all assessment and care management of all non-specialist children & families work.
- Discharge the LA's statutory responsibilities in respect of safeguarding and promoting the welfare of all children and young people in North Yorkshire.
- Lead, manage and contribute specialist knowledge to policy procedures and quality of practice for all elements of children's social care, including the LSCB, youth justice, homelessness, domestic abuse, fostering and adoption.
- Ensure effective commissioning of support from high quality providers which secures the quality of provision for all children and young people.
- Ensure that monitoring information on standards and the quality of provision is systematically reviewed and acted upon to minimise the risk of non-compliance with statutory timescales and requirements and associated inspection risk.
- Have lead responsibility on behalf of the Directorate and NYSCB for ensuring the priorities for "Staying Safe" in the CYPP are based on rigours needs analysis; are delivered effectively by all relevant partners; and are the subject of regular performance reports to Elected Members, the Children's Trust and LSCB as appropriate.
- Lead on the delivery of Early Help services across the County working with other services within the Directorate, partner agencies and the voluntary sector to ensure high quality effective and collaborative support services for children, young people and families.



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Structure



Job Description

The core focus of this job is:

Job purpose

- To advance North Yorkshire County Council's corporate priorities and those of the Children's Trust Board ensuring collectively that priorities of the Children and Young People's Plan are delivered effectively and are having a positive impact on all children & young people.
- To provide clear direction and innovative leadership to the strategies, functions and operational delivery of the portfolio service.
- As a member of the Children and Young People's Service Leadership Team, to carry responsibility with other senior colleagues for the continual improvement in performance of the whole of the CYPS.

Strategic management

- Deputise for the Corporate Director – CYPS and positively represent the Directorate with external agencies & other Council directorates.
- Work with the Head of Human Resources, CYPS and other Directorate colleagues to ensure an effective Workforce Development Strategy.
- Lead necessary strategic change in a timely way through strong consultation and delivery processes which engages and listens to the views of all including parents and children and young people.
- Be responsible for the efficient implementation of decisions of the Management Board, its Executive and other Committees.
- Carry out specific management responsibilities within CYPS alongside assigned development tasks across the directorate and the wider Council and its partnerships.
- Effectively implement national legislation, policies & guidance and Council policies.
- Develop and implement an annual Service Plan with clear milestones and delivery targets.



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	<ul style="list-style-type: none"> • Lead specific countywide programmes as part of the County Council's change and transformation programmes.
Operational management	<ul style="list-style-type: none"> • Ensure that the work of the Children and Families Service is monitored and quality assured. • Ensure that high standards are maintained in strategic planning, operational and performance management in the Children and Families Service. • With significant autonomy and responsibility, co-ordinate activities and priorities which impact on agreed outcomes.
Communications	<ul style="list-style-type: none"> • Under the general direction of the Corporate Director-CYPS, advise the Council, its Committees and Officers on the exercise of the Council's functions in relation to CYPS. • Appraise the Corporate Director - CYPS & Executive Members of matters arising which are particularly sensitive in nature or are controversial. • Produce timely briefings and reports to a range of stakeholders including the Corporate Director - CYPS and Executive Members, senior officers, staff and partner organisations. • Promote the reputation and image of the Council positively when responding to complaints or to media queries. This may include responding to matters of a sensitive or controversial nature. • Lead and manage consultation and engagement activities with staff, service users, councillors, Management Board, trade unions, partners and citizens in accordance with Council policy. • Ensure active participation of users (children and young people/carers) in decisions about services which affect them. • Communicate effectively across the Council on corporate changes of policy.
Partnership / corporate working	<ul style="list-style-type: none"> • Involve users (children and young people/carers) in designing, developing and reviewing services which are provided for them. • Ensure that staff within the service group work collaboratively with colleagues across the Directorate, County Council and partner agencies and with external organisations (e.g. academies, colleges and free schools/statutory and non-statutory agencies) to ensure a shared commitment to improving outcomes for North Yorkshire children and young people. • Ensure appropriate representation on Directorate and Inter-Agency Working Parties and Planning Teams, in order to ensure effective strategic management and planning of services for individual children and families. • Build strong and dynamic relationships and trust with elected Members, partners, stakeholders, communities and external agencies to enhance profile and reputation. • Forge partnerships and work alongside others in the delivery of services that enhance our County, and build self-reliance within North Yorkshire's communities. • Understand the needs of communities, and a commitment to delivering outcomes with and for citizens, customers and stakeholders. • Represent the Directorate at appropriate Regional and National Groups where added value for NYCC can be gained by sharing and working collaboratively with others. • Deputise for the Corporate Director – CYPS and represent the Directorate at policy, operational & co-ordination forums with external agencies & other Councils. • Identify work with partners or other services.



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Resource management	<ul style="list-style-type: none"> • Be responsible as the budget holder for resources in respect of allocated budgets within the Council's Scheme of Delegation of Financial Responsibility. • Formulate, promote and implement initiatives which maximise the effective use of resources for individual children's needs. This will include negotiation and work in partnership with other agencies to ensure effective operation of the same. • Account to the Corporate Director - CYPS for financial performance of your area of responsibility, ensuring a balanced budget and meeting any efficiency targets agreed. • Ensure high quality management of people including personal development, recruitment of staff and the formal setting and review of objectives and performance. • Take responsibility for own Continuing Professional Development and maintain a portfolio showing evidence of development.
Performance management	<ul style="list-style-type: none"> • Implement and embed a performance management culture to drive continuous improvement across all internal and external measures and inspection regimes. • Embed a project management culture to ensure change management and service redesign is managed using project management methodology. • Be accountable for performance and quality within your area. • Ensure there is an effective governance process for all commissioned or jointly commissioned services which assures legal and contractual compliance and ensures the required outcomes are delivered.
Systems and information	<ul style="list-style-type: none"> • Provide IT information and statistical reports to illustrate transformational plans and progress. • Analyse complex data and information to inform transformational decision making. • Use the current business processes in relation to record keeping, financial monitoring and ICT.
Safeguarding	<ul style="list-style-type: none"> • Be committed to safeguarding and promote the welfare of children and young people that you are responsible for and come into contact with, raising concerns as appropriate.

Person Specification

Essential upon appointment	Desirable on appointment
Knowledge <ul style="list-style-type: none"> • Knowledge and a significant understanding of the key issues relevant to the Children and Young People's Service. • A clear understanding of the workings of local government and the current issues to be faced in a large, diverse Authority. • A clear understanding of the financial, legal and political context of public sector management. • Knowledge and significant understanding of Child Care Policies and Procedures, relevant legislation and research documents. • Knowledge of legislation, policies and standards relating to contemporary Children's Services as established by the Children Act 2004. 	<ul style="list-style-type: none"> • An understanding of the Council's core values and objectives. • An understanding of the operation of other relevant agencies and the scope for multi-disciplinary work.
Experience <ul style="list-style-type: none"> • A successful track record and background of consistent achievement as a senior manager in a large complex organisation. 	<ul style="list-style-type: none"> • Direct senior management experience in one or more



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- A successful track record of significant achievement in securing outcomes for children and young people and service delivery.
- Significant experience of social care operations, policy development and resolution of complex legal and professional issues affecting the care or legal status of individuals via courts, case conferences or other formal processes.
- Substantial experience in commissioning and providing child care and family services, including significant, recent experience of managing child protection work.
- A proven track record of leading and managing change effectively.
- Experience of evaluating competing budgetary priorities and establishing effective performance measures.
- Experience of working effectively in co-operation with a wide range of internal and external partners including statutory and non-statutory organisations.

of the services relevant to the Children and Young People's Service.

- Relevant experience in a local government context.

Occupational Skills

- Ability to establish positive relationships with Elected Members, team colleagues, headteachers, governors and staff which generate confidence and respect.
- Ability to lead, empower and motivate employees.
- Ability to build effective teams and integrated relationships.
- Ability to think and act strategically.
- Ability to ensure that services are co-ordinated and provided in accordance with agreed priorities.
- Ability to develop, communicate and secure ownership of a clear vision and direction.
- Ability to develop practical and creative solutions to the management of strategic issues.
- Possess political awareness and the capacity for partnership working in a highly devolved and accountable Service.
- Ability to ensure equal access to and treatment in employment and service delivery.
- Ability to adopt a consultative approach, be a good listener and oriented towards "customer" needs including children and young people.
- Ability to think laterally whilst managing a complex multi discipline organisation.
- Ability to lead by example.
- Demonstrable, highly developed presentational and communication skills.

Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role

- Professional social services qualification e. g. CQSW, CSS, DipOT, DiPSW or equivalent.
- Relevant degree or recognised professional qualification.
- Evidence of significant professional development.

- Management qualification.
- Higher degree or equivalent.

Other Requirements

- Able to work flexibly to meet the demands of the job including some out of hours working at either evenings or weekends.



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- Committed to the County Council's corporate vision and objectives.
- Highly motivated and not easily discouraged.
- Personal and professional demeanour and credibility which commands the confidence of members, senior managers, staff, external partners and other stakeholders.
- A high degree of probity and integrity.
- A commitment to learning and achievement.
- Able to travel around the whole of the County.

Behaviours

[Link](#)

NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.