

Job Title	Director, Children’s Services		
Service	Children’s Services		
Team	Children’s Services	Location	Shute End/Smart Working
Reports to	Chief Executive	Grade	n/a

This job description sets out the duties of the post at the time it was drawn up. Such details may vary from time to time without changing the general character of the duties or the level of responsibility involved.

Summary of Role

- To lead all relevant Children’s services.
- To share collective accountability for the leadership of the Council, as a member of CLT
- To hold the Council’s statutory accountabilities as Director of Children’s Services
- To be responsible for a team of lead specialists in delivering the outcomes required by customers and in line with the Council’s strategic direction
- To be responsible for creating an environment where continuous improvement in service for customers and residents is delivered.

Key Accountabilities

Service Delivery Accountabilities

- Provide leadership of the breadth of Children’s services
- Provide judgement and tactical direction in developing corporate services which meet the needs of the organisation ensuring as much activity as possible is dealt with through case management.
- Support the development of the Council’s strategic planning framework and the delivery of the required outcomes
- Discharge effectively the specific accountabilities of the Statutory function of the DCS

Management Accountabilities

- Participate and collaborate as a member of CLT to ensure Council plans and targets are achieved
- Functionally manage team of direct reports who have responsibilities for achieving agreed Children’s Services service and outcomes
- Provide leadership and direction to ensure the council is able to operate optimally and that 21st Century Council principles are being upheld.

- Functionally manage team of direct reports who have responsibilities for children’s and services, and who set delivery and performance targets; support and coach the team
- Operationally manage line reports, ensuring delivery targets are hit and officers in their service are embodying the 21st Century Council working principles.
- Provide functional leadership and guidance to direct line reports with escalated cases and complex issues as required.
- Develop and implement effective monitoring, performance management and review mechanisms to ensure continuous improvement in delivery of services, and to enable personal professional and team development.
- Provide strategic direction on development of good practice policies and procedures.
- Develop relationships with key peers and stakeholders outside the organisation to promote efficiency, share ideas and good practice.
- Lead and manage effective stakeholder relationships: with elected members, partners and customers/residents

Additional Corporate Responsibilities

1	Health and Safety: Take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the Council to enable the Council to perform or comply with its duties under statutory health and safety provisions.
2	Equal Opportunities: To take positive action to ensure a thorough understanding of and positive commitment to equality in both service delivery and employment practices.
3	Safeguarding responsibilities: At all times to demonstrate and positively reinforce our commitment to safeguarding and promoting the welfare of children and vulnerable adults.
4	Special Factors: <input type="checkbox"/> <i>Has own transport to travel across the borough,</i> <input checked="" type="checkbox"/> <i>work some evenings/weekends,</i> <input type="checkbox"/> <i>hazardous conditions,</i> <input checked="" type="checkbox"/> <i>silver/gold* emergency response</i> <input checked="" type="checkbox"/> <i>politically restricted post,</i> <input type="checkbox"/> <i>DBS check required</i>
5	Behaviour: Works within the Council’s “competency framework” and adheres to the Code of Conduct.

Competencies Required in Role

Core Competencies	Foundation	Proficient	High Achiever	Role Model
21 st Century Public Servant				✓
Personal Responsibility				✓

Professionalism & Know How				✓
Working together				✓
Leadership Competencies			High Achiever	Role Model
Setting Direction				✓
Leading People				✓
Delivering Results				✓
Person Specification				
Focus on describing the qualifications, knowledge and experience an individual will require to successfully undertake the role. These should be split between essential and desirable. There is no need to repeat competency requirements or corporate responsibilities.				
Qualifications				
Essential		Desirable		
<ul style="list-style-type: none"> Education to degree-level and/or equivalent relevant professional qualifications or expertise 				
<ul style="list-style-type: none"> Evidence of continuous personal and professional development 				
<ul style="list-style-type: none"> Membership of relevant professional body 				
Technical Skills				
Essential		Desirable		
<ul style="list-style-type: none"> Excellent IT skills including office software such as Microsoft Word, Outlook, PowerPoint and Excel 				
<ul style="list-style-type: none"> Well-developed written and verbal communication skills with an ability to vary style to meet the needs of the audience 				
<ul style="list-style-type: none"> Ability to analyse management data and communicate to groups, including recommending appropriate action where necessary 				
<ul style="list-style-type: none"> An understanding of large, complex and political organisations 				
Knowledge & Experience				
Essential		Desirable		

<ul style="list-style-type: none"> • Significant experience of successfully managing an operational service, including; people, budgets and performance 	<ul style="list-style-type: none"> • Experience of championing own ideas and obtaining commitment to allow them to be delivered
<ul style="list-style-type: none"> • Experience of creating an environment of continuous improvement and innovation 	
<ul style="list-style-type: none"> • Experience of successfully delivering change management, particularly in relation to process improvement 	
<ul style="list-style-type: none"> • Experience of leading complex and major projects to successful outcomes 	
<ul style="list-style-type: none"> • Significant experience of leading the development and delivery of policies and strategies 	
<ul style="list-style-type: none"> • Experience of managing areas within the service portfolio 	
<ul style="list-style-type: none"> • Significant understanding of the political landscape, legislative frameworks, and regional and national drivers surrounding the areas covered within the portfolio 	
<ul style="list-style-type: none"> • Experience of effective partnership working and stakeholder management, to obtain desired outcomes for customers 	
<ul style="list-style-type: none"> • Experience of working in a matrix management environment, where cross-team and cross-organisation working are essential 	
<ul style="list-style-type: none"> • Experience of effectively leading a group of professional staff 	
<ul style="list-style-type: none"> • Experience of working successfully with elected members 	