

JOB DESCRIPTION

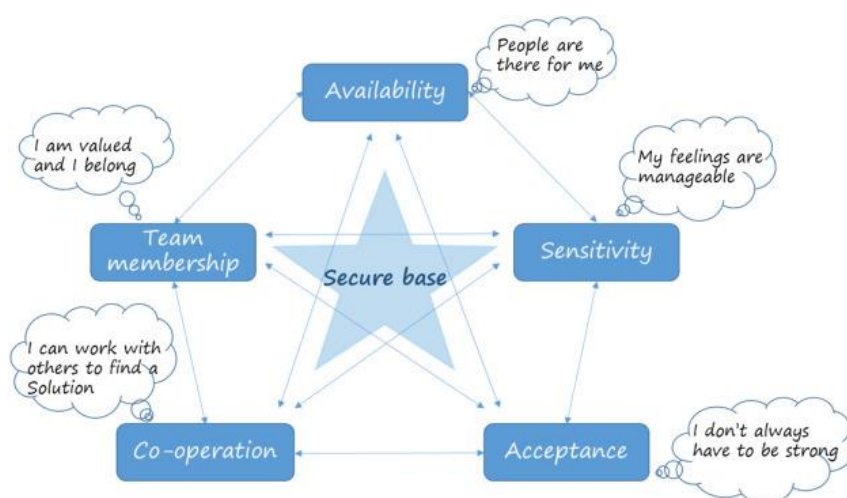
Job Title Head of Service Family Safeguarding

Salary SCP55 – SCP60 £58,726 - £63,750 plus £626 London Weighting and £963 Essential Car User Allowance

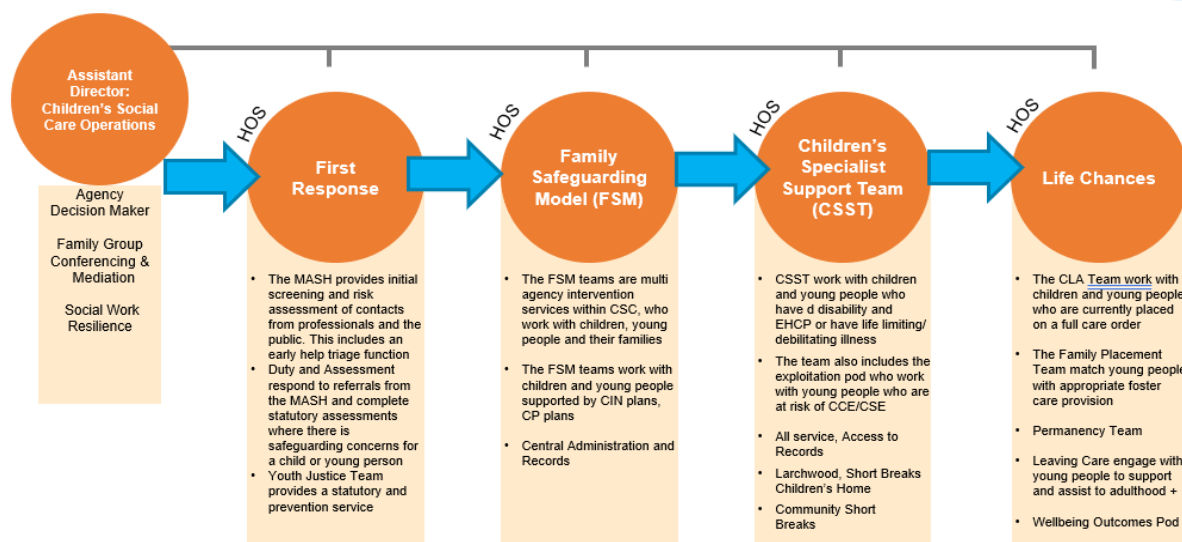
Directorate:	People	Section/Location:	Children's Social Care
Grade/Salary Range	BG-B	Work style:	Free

Key Objectives of the role

- To provide operational and strategic leadership to the all age children's family safeguarding services; leading the planning, creative development, and delivery of a portfolio of services to ensure that families get the right help at the right time. Working with partners and in co-production with families to reduce the risk of children having repeat referrals to Children's Social Care.
- Family Safeguarding is a multi-agency model and as such this post requires a high level of planning, collaboration and negotiation across the partnerships and complex systems.
- To ensure the provision of statutory functions are discharged effectively with the specific aim of reducing immediate and emerging risk and escalating need to children to provide the best possible opportunities for all ages and stages of life.
- Keep practice, policies fresh by seeking feedback, consulting and co-producing, especially with children and young people.
- Manage budgets and resources as required.
- Lead within a secure base model. To lead, support and encourage a culture where good social work can flourish. Providing a secure physical and psychological base from which to work safely and effectively to reduce the risk of harm to children and increase their long-term outcomes.



Children's Social Care Leadership Team:



Key Accountabilities include

1. To lead and oversee the management of the children's all age multi-agency co-located Family Safeguarding Team and the service wide administration team.

These areas are regulated services and as such external inspection is part of the leadership work, such as Ofsted and Her Majesty's Inspectorate (HMI).

Leadership and Management

- a. Provide effective, visible leadership and professional supervision to employees.
 - b. Lead, motivate and inspire employees to achieve, ensuring this is in line with the Council's strategic and service objectives.
 - c. Provide reports and advice to Boards and others in respect of performance and safeguarding.
 - d. Operate within and promote the organisation's values and behaviours.
 - e. Leadership that fosters good social work and supports employee retention.
2. To be the strategic lead for continued embedding of the Family Safeguarding operating model within social work teams supporting Children in Need and children subject to a Child Protection Plan from birth until 18 years old, in line with national guidance, local plans and legislative frameworks, developing and implementing policies, protocols and procedures.
 3. To ensure effective service delivery in accordance with the Council's vision, children's outcomes and high levels of performance which will support the Council's Business Plan, goals and aims, and team action plans.

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4. To ensure the provision of statutory functions are discharged effectively with the specific aim of reducing immediate and emerging risk to children and escalating need; taking responsibility for the overall management of high risk, complex cases; where risk is immediate or escalating to ensure timely actions to safeguard.
 5. To ensure that children's permanence needs are met at the earliest opportunity and that care planning including legal planning is effectively managed to a high standard.
 6. To lead on delivering robust, effective, and customer-centric parenting assessments and interventions for adults and children.
 7. To ensure that staff Aspire, *these are our ASPIRE priorities*:
 - a. Always respect timeliness
 - b. Smart impactful planning
 - c. Purposeful visits to families
 - d. Impactful, collaborative assessments
 - e. Reflective supervision
 - f. Engaging with children – **Always ask yourself “what is life like for this child?”**
 8. Establish and maintain consistency in respect of quality standards and culture. Optimise the use of data and intelligence to develop and deliver services that make a desired difference and support the effectiveness of Family Safeguarding both in social/health terms and in financial terms for multiple agencies.
 9. Contribute to quality via audit and beyond, using systems thinking and holistic analysis, to monitor and report on performance and Government Objectives for Children's Services to ensure that a high standard of performance is achieved in respect of the statutory requirements and national performance indicators.
 10. To be responsible for the business planning, commissioning, and contracting for the relevant service areas to meet current and future demand; ensuring that customers/residents and service users are consulted, provide feedback, and participate in service development.
 11. Working together within the senior leadership team to achieve efficiencies through the development and delivery of efficiency plans and income generation opportunities across the directorate.
 12. To ensure that complaints, including those about service shortfall, are dealt with effectively and service delivery is improved accordingly.
 13. To work closely with and contribute to the strategic development and operational management of the Department, representing Children's Social Care on partnership boards, national forums and conferences and deputising for the Director and Assistant Director where necessary.
 14. To liaise with Health, Police, Probation and Voluntary Sector partners at both a strategic and operational level in order to promote improved outcomes for children and young people.
 15. To be the Council's expert officer on all issues concerning safeguarding children and young people in their service area, providing expert advice and reports to Council Committees, individual Councillors, Strategic Directors and other senior managers and staff in People and other agencies.
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16. To be responsible for the development, operation and implementation of appropriate ICT systems which support service delivery to national standards.
 17. To effectively monitor income and expenditure for relevant budgets, in compliance with the Financial Procedure Rules, and produce forecast variances for reporting through the monthly budget monitoring process. This will involve working closely with all Adult Partners, Health and Police to manage service budgets and Government grants, where appropriate.
 18. To support and ensure the delivery of high quality administration services across the children's services system.
 19. To provide direct high-quality supervision and management oversight to designated employees.

Scope of role

This is a varied and interesting role and is directly accountable to the Assistant Director: Children's Social Care. It is a third-tier post located within the People directorate.

This is a demanding post requiring extensive experience, operational and managerial skills in order to ensure that the service meets its statutory requirements and that children and young people are safeguarded.

The post is responsible for the management of high risk and complex child care cases which have been or may be subject to significant local/national press coverage, litigation, judicial review which involve high costs to the Council or have major and long term implications for the life and welfare of a child/family.

The post has responsibility for the following key decisions under the Scheme of Delegations:

- To instigate care proceedings
- To agree the final care plan to court in care proceedings
- To agree application for an Emergency Protection Order and Child Assessment Order
- To agree application to discharge a care order

Whilst the post holder will need to bring skill and experience, there will also be opportunities for peer learning mentoring and support.

The post holder will be required to deal with difficult and challenging cases that may present significant and emotional pressures; it will require the post holder to be able to manage a wide range of tasks under what may be, at times, stressful, complex and difficult circumstances. There may be a high level of work related pressure in terms of deadlines, conflicting priorities, problem solving and team management roles etc.

The post holder will work collaboratively with internal and external partners to develop practical responses to key strategic challenges, promoting innovation alongside efficient and effective delivery of service provision to achieve the very best outcomes for the residents of Bracknell Forest.

The post is responsible for the safe and efficient management of staff and the monitoring of budgets by:

- following safer recruitment and selection principles for staff; identifying training and development needs and providing effective supervision and appraisal systems to both develop and monitor staff performance within the service;
 - promoting a positive culture of engagement that ensures practitioners feel valued, supported, and invested in which in turn supports staff retention;
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- ensuring professional practice is maintained across the service at a level of excellence and equality and to participate in formal personnel processes regarding investigation of work performance issues;
 - managing service budgets and Government grants, contributing to the preparation of budgets, identifying reductions / increasing income and ensuring that managers and staff understand the principles of budgetary control.

The budget that this post will be responsible for is c £3m.

All employees working with children and young people must demonstrate a commitment to the principles of participatory practice and the involvement of young people in decisions which affect them.

Bracknell Forest is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, workers and volunteers to share this commitment. We will ensure all our recruitment and selection practices reflect this commitment.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	<p>Professional qualification in Social Work (CQSW/Dip SW)</p> <p>HCPC registration</p> <p>Evidence of continued professional development</p> <p>Supervisory training</p> <p>Management training</p> <p>Safer Recruitment training</p> <p>Working with partners to reduce harm in the community</p> <p>To be able to work with language that cares</p>	<p>Management qualification e.g. DMS, MBA, Level 5 Diploma in Leadership & Management or equivalent</p> <p>Formal project/programme management qualification, for example PRINCE2, MSP</p> <p>Motivational Interviewing (MI) trained</p> <p>Equality of opportunity training for recruitment</p>
Competence Summary (Knowledge, abilities, skills, experience)	<p>Knowledge: Comprehensive knowledge, understanding and commitment to the safeguarding of children and young people with the ability to apply the statutory responsibilities to service delivery and development</p> <p>A good understanding of contextual safeguarding/harm in the community and issues that 'enable' exploitation</p> <p>Significant knowledge of national policy, legislative frameworks and statutory duties</p> <p>Understanding of the educational context (0-19) and the range and types of services and support available</p> <p>Understanding of and commitment to the principles of participatory practice with children and young people</p> <p>Experience: Significant post qualifying experience in social care services including child protection, risk management, care proceedings and complex casework</p> <p>Experience of advising on policy and strategic development</p>	<p>Experience: Managing a team or service that works within edge of care and children at risk of harm from exploitation</p> <p>Proven success in managing complex budgets and associated resources, including staff</p>

Considerable and proven management and or leadership experience of planning, delivering, and evaluating services

Experience of performance management and using research to inform practice

Proven ability to work within a QA framework

An ability to successfully plan and put in place effective monitoring and financial management systems

Skills:

Ability to promote, lead and manage transformational change within the context of local authority and multi-agency collaboration through:

- Leadership
- Change management
- Working smarter
- Setting standards
- Developing people
- Reflective practice experience

Proficient and confident to provide reflective supervision and make decisions

Evidence of commitment to equality of opportunity, removing barriers and narrowing the gap for vulnerable groups, creating and implementing partnership and participation, working across all agencies and with all stakeholders

Proven ability to analyse complex data and present in a meaningful way to inform decision making

Advanced problem solving and planning skills – with the ability to devise solutions and plan a programme of work to deliver them

Ability to develop and implement policies

Process orientated and organised – capable of devising, developing and maintaining systems and process to

ensure effective and consistent delivery and reporting

Highly developed and effective communication and inter-personal skills. Works collaboratively with others to deliver the best outcomes through:

- Developing relationships
- Encouraging and motivating staff
- Championing a high performance culture
- Managing conflict
- Managing performance
- Recruitment and selection

Effective change management skills and evidence of leading sustained improvements

Influencing skills, and ability to achieve own and partnership objectives through joint working

Presentation skills (qualitative and quantitative data) adapted for different audiences

Excel use

**Work-related
Personal
Requirements**

Understanding of inclusion, equality, and diversity and how to promote positive values

Bringing kindness and compassion to the workplace is essential

Empathy with and ability to instil confidence in parents and partners

Commitment to the principles of early help

Ability to work at a strategic level as a member of the Leadership Team; to have exceptional leadership skills, modelling a strong performance culture and constructively building achievement, confidence, and skills in others

Good strategic thinker, able to combine information at multiple levels and integrate them to form a forward-looking strategic view

Resilient and pro-active

Motivated and person-centred values

Asks for, reflects upon and acts on feedback

Solution focused and problem solving

Able to recognise and manage conflicting pressures

Able to work both collaboratively and independently using own initiative

Must work well as a team member, and alone

Astute and able to work in a politically sensitive environment

Role model the Bracknell Forest Values and Behaviours

Other Work Requirements

To work flexibly, including attending some meetings outside normal hours

Current driving licence and access to a car

The ability to travel to meetings away from the work base using own or public transport

On call rota commitments

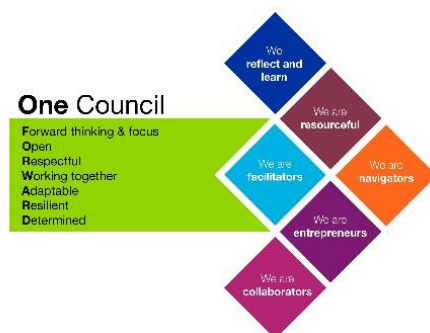
Political awareness

Ability to achieve work life balance

Commitment to equal opportunities and Anti- Discriminatory Practice

This post is subject to a satisfactory enhanced DBS check

Role models and demonstrates the Council's values and behaviours



All staff should hold a duty and commitment to observing the Council's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.