

**Shropshire Council  
Children & Young People's Services**

**Job Description and Particulars of Appointment**

**Details of Post**

Designation:	<b>Director of Children &amp; Young People's Services</b>
Location:	<b>Shirehall</b>
Post number:	
Grade:	<b>SPB2</b>
Salary Range and date:	<b>£125,000-£145,000 wef 1 April 2009</b>

Hours: Basic 37 hrs per week but the post holder will be required to work any reasonable or additional hours to ensure the proper performance of the post without additional payment.

**Main Purpose of Post**

As a member of the Council Management Team to support the development and delivery of the Council's vision values and strategic objectives with lead role on a range of corporate policies, programmes and projects.

To provide leadership of children's services ensuring there are sufficient resources to discharge statutory functions, in the statutory role of Director of Children and Young People's Services.

To provide high level support to the full Council and the Council's Scrutiny Function.

To support Elected Members in their role as community leaders in group and individual settings.

To support and resource the development of Local Area Agreements.

Personally assumes responsibility for specific areas of policy development, performance and leadership in support of the Council's Performance Plan, Vision and Values.

To provide strategic level advice to: Cabinet, Elected Members, the Chief Executive, and the Council Management Team on all matters related to Children and Young People's Services.

To provide high level support to full Council and the Council's scrutiny function.

## **Level of the Post**

The post holder is:

- Responsible to the Chief Executive.
- Director of Children & Young People's Services and undertakes the statutory role associated with the position
- A member of the Council Management Team.
- Directly responsible for Children & Young People's Services.
  
- The following Assistant Directors report directly to the post holder
  - Assistant Director Strategy and Business Support
  - Assistant Director Social Care and Safeguards
  - Assistant Director Multi - Agency & Protection
  - Assistant Director Youth Support
  - Assistant Director Raising Achievement & Inclusion

## **Key Responsibilities**

The post holder will be responsible and accountable for:

- The effectiveness, availability and value for money for Children's Services.
- Regulatory and performance targets are met e.g. PAF, CAA and services are delivered in accordance with national strategies e.g. The 5 Outcomes for Children.
- To work with and influence schools, other partners, agencies, and service providers to ensure the vision for children's services is delivered.
- Responsible and accountable for supporting the Council in meeting its corporate objectives.
- Responsible and accountable for the budgets of the Directorate within the Council's budgetary framework

## **Outcomes**

### **Vision (Planning and Strategy)**

The post holder:

- As a member of Council Management Team ensures the Council's Core Values are articulated and communicated both internally and externally in accordance with best practice and in a manner appropriate to the audience.
- Acts as lead support Director to the Cabinet member for Children and Young People's Services
- Networks and engages at national (e.g. IDeA, DCSF, LGA, ADCS), regional (e.g. GOWM, Ofsted Directors of Children's Services Group) and local level (PCT, Police,) to promote Shropshire's vision for children's services influencing policy and decision makers on the wider stage.
- The requirements of The Children Act 2004 and other relevant legislation and regulations to deliver "Every Child Matters" are translated into the local

context within the Performance Plan and Service Planning process to improve the outcomes for children and young people in Shropshire.

- Will ensure that the requirements of the Public Policy agenda are translated into operational context and that the Council's policies in this area remain compliant, current and reflect best practise
- Engages schools in developing delivering and monitoring the vision, strategies and planning framework for Children's Services.
- Ensure that children and young people's voices are heard and inform the development of Shropshire Council's strategies and policies to meet their needs.
- Engages partners e.g. Health, Police, voluntary sector and other stakeholders in developing and delivering strategies to meet the needs of children and young people.
- Ensures the smooth transition from children's to adult services.
- Leads on corporate working to ensure the needs of children and young people are met in the strategy and planning across housing, substance misuse, crime and disorder, sport and recreation etc.

### **Customer / User Focus**

The post holder will ensure:

- Effective relationships are in place to engage with schools; governors, partners and external providers to ensure the needs of children and young people are at the heart of service provision including specific needs of those in rural communities.
- Effective mechanisms are in place to consult with customers, head-teachers, governors, parents' children and young people on service delivery.
- The needs of young people who will enter adult care inform the service provision
- Ensures the Management Team are engaging with and maintain a personal profile with relevant groups, networks and partners to ensure children's and young peoples needs are met.
- Contributes to corporate initiatives to engage with customers via Local Area Committees and other local initiatives.
- A variety of mechanisms e.g. surveys, focus groups etc are used to shape and reshape customer requirements.
- Services commissioned and provided by the Council are appropriately targeted at and contribute to meeting the needs of children and young people.

### **Leadership**

- Supporting political leaders to develop a vision and strategies for children's services which reflect national priorities within the local context.
- The vision and strategy for children's services is developed and embedded with service users, partners, key stakeholders and staff.
- Leadership role in ensuring an effective whole system approach and an integrated strategy is in place for children's services in liaison with PCT, Police Housing and Care Services, schools, voluntary sector etc.

- Leadership strategies are in place to enable staff and partners to perform and deliver the directorate's strategies in line with the Council's vision and values.
- Strategies for workforce and resource planning have been developed and implemented across the council, partnerships and external agencies to ensure appropriate skills are in place to deliver services now and in the future.
- Leadership of a culture of continuous improvement and of encouraging different and more effective ways of delivering services which better meet the needs of young people.
- Empowering and motivating staff to achieve the vision and strategies of children's services.
- Leadership role in ensuring through management structures the health safety and wellbeing of employees and service users is effectively monitored and controlled by meeting specific policy and legal responsibilities.
- Leadership role through personal example and management structures the delivery of the Council's commitment to equality and diversity in terms of staff and service delivery by meeting specific policy and legal responsibilities.
- Takes leadership for ensuring the Corporate Parenting Role is embraced across the Council and all agencies that deliver support and contribute to meeting the needs of and safeguarding children and young people.

## **Performance**

The post holder will ensure:

- Arrangements are in place to assess performance within the Council's overall performance framework and relevant national frameworks e.g. "Every Child Matters", CAA.
- Robust arrangements are in place to meet the standards required by external and regulatory inspections e.g. JAR, Ofsted, APA.
- There are robust arrangements to monitor progress and achievements outlined in the 5 outcomes for children i.e. be healthy; stay safe, enjoy and achieve, make a positive contribution, achieve economic well-being.
- Performance monitoring and review mechanisms support effective safeguarding of children and young people ensuring early warning of potential risk areas are identifiable.
- The attainments of children and young people in schools are improved and arrangements are in place to gather and monitor performance.
- Mechanisms for gathering performance information in a consistent and meaningful format are established across partner agencies to assist in the performance management of children's services.
- Arrangements are in place to ensure services provided by voluntary, independent and private sectors are appropriately monitored to ensure service delivery meets required standards and represents value for money.
- Performance is driven up in terms of outcomes and effective use of resources by leading on joint initiatives with partners and other agencies e.g. via joint commissioning to map activity and pool resources.
- A culture of continuous improvement is in place and evident via improved results.
- Arrangements are in place via the Children's Trust for developing and jointly monitoring the implementation of the Children's Plan.

- Effective planning, use and control of resources and budgets are in place.

### **Partnership**

- Effective partnership arrangements are maintained to support and improve outcomes for young people through the Children's Trust, the Safeguarding Board, Schools, the Voluntary Sector Summit etc.
- A community leadership role is taken to influence and facilitate others to meet the needs of children e.g. Strategic Health Authority, PCT, Public Health, Police, on issues affecting children such as domestic violence, anti social behaviour, substance misuse.
- The expanding role of schools in terms of e.g. extended schools is fostered and facilitated in liaison with schools and other organisations to provide an integrated approach to improve outcomes for children.
- Locality working is supported through Local Joint Committees, Local Meetings etc.

### **Service Delivery**

The post holder is responsible through the Assistant Directors of Service for facilitating the delivery of:

- Children's services are designed around the needs of children and young people their families and carers.
- The voluntary, independent and private sector providers deliver services in accordance with the Vision, Values and strategies of the Council
- Service delivery and design across the Council's range of services takes account of the needs of children and young people.
- Resources are in place to deliver the identified prioritised service needs.
- Service and team action plans are developed to meet the identified service delivery needs and outcomes. These are monitored via performance appraisals, service reviews, and equality needs impact assessments.
- Service delivery models ensure the effective delivery of national initiatives and frameworks e.g. the National Curriculum, within the local context.
- Processes are in place to continually service delivery opportunities and improve service outcomes.
- The post holder will ensure that the service is delivered in accordance with
  - The priorities of the Council
  - The Vision and Values of the Council
  - Corporate Governance
  - The Performance Plan
  - The People Strategy
- Supported by systems which support the accurate provision of management information
- Responsive to changes in legislation, national, regional and local priorities
- Structured and resourced appropriately and provides mechanisms to deliver continuous improvement

**General**

The above are illustrative duties. The post holder will be expected to become involved from time to time in a range of work to enable the Chief Executive to respond effectively to the requirements of the Council and changes affecting the workforce.

.....  
Post holder

.....  
Line Manager

Date.....

Appendix B

**Shropshire Council  
Person Specification  
Director of Children & Young People's Services**

<b>ATTRIBUTES</b>	<b>ESSENTIAL (E)</b>	<b>DESIRABLE (D)</b>	<b>METHOD OF ASSESSMENT</b> A-application form. S-scenario I- interview T-test P-Portfolio R-References P-Presentation
Qualifications (Or equivalent skills)	Degree or other qualification to degree standard (D) A relevant management qualification (D)		Documents Documents
Vision/Strategy and Planning	<p>Can assure the delivery of high quality services taking account of the rural dimension.</p> <p>Creative and innovative.</p> <p>Enthusiasm for managing and initiating change.</p> <p>Experience of creating a medium to long-term strategy. which supports and shapes the vision and development of the organisation and embedding this in the planning cycle.</p> <p>Able to work across agencies e.g. health, police, adult social care voluntary sector and schools to engage them in developing shaping and delivering the vision strategy and plans for Children's Services.</p> <p>Able to communicate the vision, plans and outcomes to key stakeholders, internally and externally in a way that engages them.</p> <p>Evidence of working with members supporting them in shaping the vision for Children's Services which will drive forward the delivery of the 5 outcomes for children and young people.</p>		<p>I</p> <p>I &amp; T</p> <p>I</p> <p>A &amp; I</p> <p>A, I &amp; S</p> <p>I</p> <p>A &amp; I</p>
Customer/User Focus	<p>Able to engage with key stakeholders to ensure the development, design and delivery of services reflects their needs.</p> <p>Can evidence involvement of customers and stakeholders in reviewing the effectiveness of service delivery.</p> <p>Shows responsiveness to the needs of communities, schools and parents and young people in designing, delivering and improving services.</p>		<p>A, I &amp; T</p> <p>A &amp; I</p> <p>A &amp; I</p>

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ATTRIBUTES	ESSENTIAL (E)	DESIRABLE (D)	METHOD OF ASSESSMENT A-application form. S-scenario I- interview T-test P-Portfolio R-References P-Presentation
	High personal commitment to customer service and ensuring equality of access to services within a rural environment.		I
Leadership	<p>Ability to provide visible leadership and direction on the vision for children’s services both internally and externally.</p> <p>Ability to understand different professional groupings and engage them in sharing the vision and delivering the required service outcomes.</p> <p>Ability to develop and empower others appropriately using a range of motivational skills.</p> <p>Able to demonstrate an approach, which fosters and encourages collaborative working and partnerships across a wide range of organisations e.g. Private, voluntary sector health to deliver quality services.</p> <p>Open, approachable, facilitative and persuasive.</p> <p>Ability to work effectively with Members.</p> <p>Leads by example, inspires confidence and respect.</p> <p>Encouraging, supportive and effective in managing people’s performance.</p> <p>Politically aware.</p>		<p>A, I &amp; R</p> <p>I</p> <p>T &amp; I</p> <p>A &amp; I</p> <p>T</p> <p>A &amp; I</p> <p>T</p> <p>I</p> <p>A &amp; T</p>
Performance	<p>Experience of performance management and the inspection regimes relevant to the area of responsibility.</p> <p>Effective in working under pressure and in managing heavy workloads.</p> <p>Experience of strategic planning, target setting, and performance monitoring in diverse and complex organisations and other settings.</p> <p>Able to evidence a track record of delivering good performance across a complex service area.</p> <p>Ability to provide feedback sensitively and constructively to improve performance outcomes.</p> <p>Personally demonstrates a commitment to performance culture, is action oriented and outcome focussed.</p>		<p>A &amp; I</p> <p>A, I, R &amp; T</p> <p>A, I &amp; R</p> <p>I &amp; R</p> <p>I &amp; T</p> <p>I &amp; T</p>



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ATTRIBUTES	ESSENTIAL (E)	DESIRABLE (D)	METHOD OF ASSESSMENT A-application form. S-scenario I- interview T-test P-Portfolio R-References P-Presentation
	Is able to embed and instil performance agenda in front line managers, head-teachers and employees to deliver performance requirements and improve outcomes for children and young people. Can demonstrate creative approaches to driving up performance via collaborative working.		A, I & R  A, I & R
Service Delivery	Evidence of relevant and significant experience in service areas as appropriate. High personal commitment to equality in service provision. Strong commitment to sustainability and delivery of high quality services Evidence of leading the development of creative models of service delivery which improve outcomes and customer experience and meet new and emerging needs.		A, I & R  A & I A & I  A & I
Experience/Knowledge	Significant experience at senior level in a relevant area. Ability to work with flare, tact and sensitivity in a political environment. Knowledge of relevant legislation and able to anticipate and plan for future direction of travel. Influencing and negotiating skills. Excellent presentation and communications skills to engage with a wide range of audiences with credibility and presence. Able to manage across a variety of diverse functions with colleagues from a range of backgrounds. Ability to develop employees and maximise skills within the organisation. Able to analyse complex data effectively to oversee performance, identify trends and ensure timely corrective action is taken. Evidence of having contributed to national and regional agendas.		A & I A, I & R  A & I  A, I & T A, I & P  A, I, P & I  I  A, I & T  A, I & T