

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Assistant Director (Family Help)	Grade: MG4
Section: Social Care	Directorate: Wandsworth Children's Services
Responsible to following manager: Director of Social Care	Responsible for following staff: <ul style="list-style-type: none"> • MASH • Out of Hours Service • Family Help locality teams • Youth Justice Service • Adolescent Social Work • Edge of Care • Evolve
Post Number/s:	Last review date: February 2025

Working for the Richmond & Wandsworth Better Service Partnership

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

Richmond & Wandsworth Better Service Partnership aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

This is a senior leadership role working specifically for Wandsworth Children's services although the post holder will be employed under the terms and conditions of the Richmond & Wandsworth Better Service Partnership. The role fulfils statutory responsibilities and requires a high level of responsiveness to the needs and expectations of Wandsworth Council. The overall purpose is to provide the highest quality services and ensure that statutory responsibilities are discharged appropriately and to consistently high standards.

In order to succeed at this level, a high level of drive, stamina and political sensitivity are required, along with the ability to thrive within a complex environment, foster effective teamwork, ensure others achieve their maximum contribution and set standards for continuous improvement.

Job Purpose

The role includes the strategic and operational leadership, service development and effective management of statutory and regulatory Children's Social Care and Youth Justice Services. The post holder will be expected to ensure the provision of high-quality services, ensuring performance management and review mechanisms are in place to monitor progress and achievement of service objectives and goals.

The post will also ensure effective performance management of the service to ensure improved outcomes for children and young people. The intention is to develop and lead the service to become a best practice example of innovative work with children and families.

Specific Duties and Responsibilities

1. To provide dynamic operational leadership, management vision and direction to designated staff groups engaged in the operation and development of the service to achieve a culture that values performance and inspires a sense of purpose and ownership of Service improvement and development.
2. To champion and challenge service delivery to lead continuous improvement.
3. To address matters of disproportionality and attend to anti racist practice in service design and delivery.
4. To lead and manage a portfolio of services in achieving the highest standards of practice in work with vulnerable children, young people and their families, ensuring that at all times, children are at the heart of service provision and developments.
5. Ensure that the interventions of children's social care and youth justice teams are child centred, effective and timely and to act accordingly where this is not the case.
6. To work with colleagues in other services to reduce the need for children to enter care.
7. Work with peers in Adults Services to deliver an Out of Hours Service for vulnerable children, young people, adults and families.
8. Ensure that where children do enter care their permanency planning is timely and effective and that where safe to do so children are supported to return home.
9. In line with the national Kinship Care Strategy, enhance and develop a culture and vision that champions kinship care when children cannot remain in the care of their parents.

10. To ensure through the effective management of the teams that the YJS delivers its role in the administration of justice and is compliant with relevant National Minimum Standards, regulations and statutory guidance this will include:
 - Ensuring that Local Safeguarding Children Board and public protection procedures are followed.
 - Systems are in place in the Courts and elsewhere to deliver statutory Youth Justice work.
 - High quality reports and assessment are produced in a timely manner.
 - Appropriate records and files are maintained.
 - Management and consultation advice is available to other professionals.
 - Systems are in place to investigate and respond to serious incidents and complaints.

11. To interpret and implement national policy, legislation, strategies and government initiatives as they relate to Youth Justice and children’s social care. Implementation might require action at the partnership, corporate, chief officer or service level.

12. To work constructively with peers across Children’s Services to ensure robust and effective arrangements.

13. Attend to contextual harm, serious youth violence, risk management and safeguarding arrangements.

14. To write complex reports and ensure as required advice/appropriate information on strategies and service planning is communicated effectively to elected members, members of the management team, Partners and Stakeholders.

15. To build and support a culture of good practice and effective professional challenge.

16. To develop processes and practice, which ensures consultation and engagement with children, young people and their carer(s) in service planning and delivery and ensure the voice of young people and their family informs service planning and developments.

17. Ensure successful partnership and multi-agency working across a portfolio of services and undertake the lead on a range of interagency work as required to ensure both development and sustainability of good service provision.

18. Promote and develop a performance management culture, managing poor performance where necessary.

19. Ensuring the Council’s compliance with all associated statutory responsibilities.

20. To play a lead role in the preparation of services for statutory inspections.

21. To maintain up to date detailed knowledge of legislation and national policy and ensure both the senior management team and the service are briefed on changes.
22. To have lead responsibility for ensuring the service operates in a way which safeguards children and is fully compliant with “Working Together to Safeguard Children”, the London Child Protection procedures and the HMIP regulatory framework and guidance.
23. To ensure the service meets both national and local performance and quality indicators in an effective and timely way.
24. To ensure services deliver value for money, within budgets and are evidence-based.
25. To ensure that services are rigorously evaluated in terms of quality and outcomes and that they continuously improve and are provided in response to children’s and young people’s needs.
26. To monitor the safeguarding responsibilities, performance and training of staff and ensure that services are provided appropriately in response to the diverse community.
27. To lead on training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
28. To plan and manage programmes of change and projects designed to improve service outcomes.
29. To set up systems to ensure that the service responds appropriately to: correspondence, Councillors’ or MP’s enquiries, complaints, and requests for reports including Committee reports.
30. To be available out of office hours to give advice and guidance to officers in emergencies.
31. To promote a culture of safe practice, transparency and good communication.

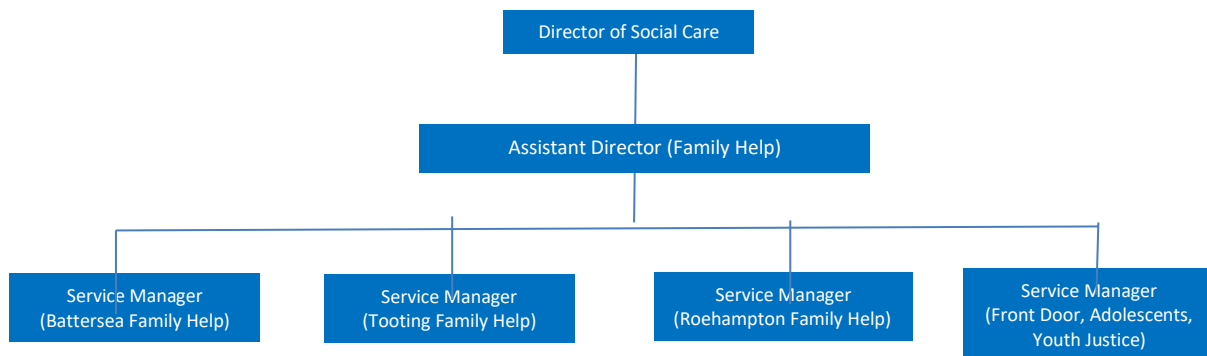
Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnership.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, handling complaints and health and safety.

- To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Additional Information

Team structure



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Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across the Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see above for explanation)
Knowledge	Essential	Desirable	Assessed
Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people and vulnerable adults.	X		A/I

Knowledge and experience of relevant legislation and guidance, including Children Act 1989, Children (Leaving Care) Act 2000, Adoption and Children Act 2002, Children Act 2004, Children and Families Act 2014, Working Together 2015, Adoption Regulations, Fostering Regulations and the Mental Health Act 1983.	X		A/I
Knowledge of research, government policy and strategy in respect of services for children and young people, including specialist services and edge of care services.	X		A/I
Thorough knowledge and understanding of the statutory duties and responsibilities contained in all relevant Youth Justice Legislation particularly the Crime and Disorder Act 1998 – and those elements of childcare law that impact on service organisation and delivery.	X		A/I
Knowledge of current issues in Youth Justice policy and practice.		X	A/I
Knowledge of effective methods of reducing and preventing offending behaviour.		X	A/I
Experience	Essential	Desirable	Assessed
Experience of direct involvement in the preparation and production of complex strategy and policy documents and reports.		X	A/I
Substantial experience of effectively managing the performance of teams and individuals within a statutory social work and/or Youth Justice setting.	X		A/I
Experience of creating and sustaining positive partnership working with other agencies and stakeholders leading to successful outcomes for children and young people	X		A/I
Substantial experience of the operation of key statutory processes and the operation of child protection procedures.	X		A/I
Experience of developing, embedding and managing new teams or projects within a children’s social care environment	X		A/I
Experience of substantial and successful service leadership in a complex and changing environment that resulted in improved service quality.	X		A/I
Evidence of sensitivity to and achievement in delivering equality of opportunities in employment and service delivery.		X	A/I
Experience of ensuring the diverse needs of young people are met in work with them and their families – that these services are part of a coherent and holistic offer.	X		A/I
Experience of delivering best practice in relation to young people who are at risk	X		A/I

Experience of establishing systems and setting standards that ensure robust risk management and safeguarding arrangements are in place.	X		A/I
Skills	Essential	Desirable	Assessed
Ability to manage and motivate individuals and teams to maximise contribution, inspire confidence and develop a positive integrated team and service culture	X		A/I
Able to manage individuals and teams through change	X		A/I
Able to recognise people's strengths, aspirations and abilities and help to develop their potential.	X		A/I
Able to establish effective partnerships (in terms of strategic planning and operational service development) with statutory and non-statutory organisations and agencies, children and carers.		X	A/I
Able to establish, develop and manage effective multi-agency / disciplinary working.	X		A/I
Ability to work strategically and communicate effectively with external partners and organisations in a way that commands respect, trust and confidence.	X		A/I
Ability to contribute to the development of efficient and effective services for children, young people and their families.	X		A/I
Able to control and forecast budgets and achieve value for money in service planning and delivery.	X		A/I
Able to think and plan strategically and analyse complex information and/ situations effectively.	X		A/I
Able to demonstrate initiative, self-motivation and strong management practice in driving good outcomes and continuous improvement	X		A/I
Able to assess and manage risk associated with complex matters related to casework, financial, policy and strategic decisions using legal advice as appropriate.	X		A/I
Able to lead and manage a large staff group of multi discipline professionals and establish an integrated approach to service provision for children and families on the edge of care	X		A/I
Broad understanding of political processes and ability to manage politically sensitive issues.		X	A/I
Qualifications	Essential	Desirable	Assessed
Education to Degree level or equivalent and holds a recognised relevant professional qualification in Social Work (with current SWE registration).	X		A/C
To have kept up to date with research and best practice, evidenced through substantial professional development.	X		A/I/C

A – Application form / CV
I – Interview
T – Test
C - Certificate