



## Job Profile comprising Job Description and Person Specification Job

### Description

<b>Job Title:</b> Assistant Director (Children We Care For)	<b>Grade:</b> MG4
<b>Section:</b> Social Care	<b>Directorate:</b> Wandsworth Children’s Services
<b>Responsible to following manager:</b> Director of Children’s Social Care	<b>Responsible for following staff:</b> <ul style="list-style-type: none"> <li>• Children Looked After</li> <li>• Future First</li> <li>• Supporting Disabled Children</li> <li>• Family Time</li> <li>• Fostering</li> <li>• Adoption</li> <li>• Regulated provision</li> <li>• Placements</li> <li>• Out of Hours</li> </ul>
<b>Post Number/s:</b>	<b>Last review date:</b> October 2024

**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.



## **Job Purpose**

This post will be responsible for leading our vision of being an Outstanding Corporate parent for our children looked after and care leavers. To champion corporate parenting and put children at the heart of all we do, ensuring we are listening to children and young people, their parents and carers, and involving them in every stage of our journey; from identifying the issues that matter to them, to shaping the solutions that are put in place.

The post will also ensure effective performance management of the service to ensure improved outcomes for children and young people. The intention is to lead and develop the service to become one of the top performing and innovative services nationally.

## **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 be the lead officer that links with our Regional Adoption Agency
5. To ensure our disabled children and their families in Wandsworth receive the right support at the right time.
6. To lead and manage a portfolio of services in achieving the highest standards of practice in work with children, young people and their families, ensuring that at all times, children they are at the heart of service provision and developments.
7. Ensure that the interventions of the service are child centred, effective and timely and to act accordingly where this is not the case.
8. To work constructively with peers across Children's Services to ensure robust and effective arrangements.
9. To build and support a culture of good practice and effective professional challenge.



10. 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.
11. 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.
12. Promote and develop a performance management culture, managing poor performance where necessary.
13. Ensuring the Council's compliance with all associated statutory responsibilities.
14. To play a lead role in the preparation of services for statutory inspections
15. To ensure the service meets both national and local performance and quality indicators in an effective and timely way.
16. 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.
17. To ensure children's and adult services work together to identify young people who are likely to need support from adult social care once they turn 18 years old.
18. 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.
19. To have lead accountability for ensuring the Council and its partners comply with all national policy, legislation, statutory guidance and specific court orders in respect of children in care, including reducing delay for children in court proceedings and ensuring stability of placements.
20. To ensure effective operational management of the service ensuring that key relationships and business processes are in place to improve outcomes for children in the service.
21. To have lead responsibility for establishing and developing new strategic and operational relationships to ensure that there is an understanding and effective discharge of the Council's Corporate Parenting role.



22. To provide Corporate Parenting advice and guidance to senior managers and councillors with responsibilities, including the chair of the council's Corporate Parenting Panel and Lead Member for Children.
23. To ensure that services are planned, delivered and evaluated in ways which take full account of the views of children, young people, parents, carers and relevant stake holders.
24. To be the Council's expert on all aspects of "children in care", 'care leavers' and Corporate Parenting. To provide expert advice and guidance (including advice on specific complex cases) to the Director of Social Care, senior officers in other Council departments and in other agencies.
25. To ensure services deliver value for money, within budgets and are evidence based.
26. 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.
27. To monitor the safeguarding responsibilities, performance and training of staff and ensure that services are provided appropriately in response to the diverse community.
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 part of the out of hours duty rota and 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 Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.

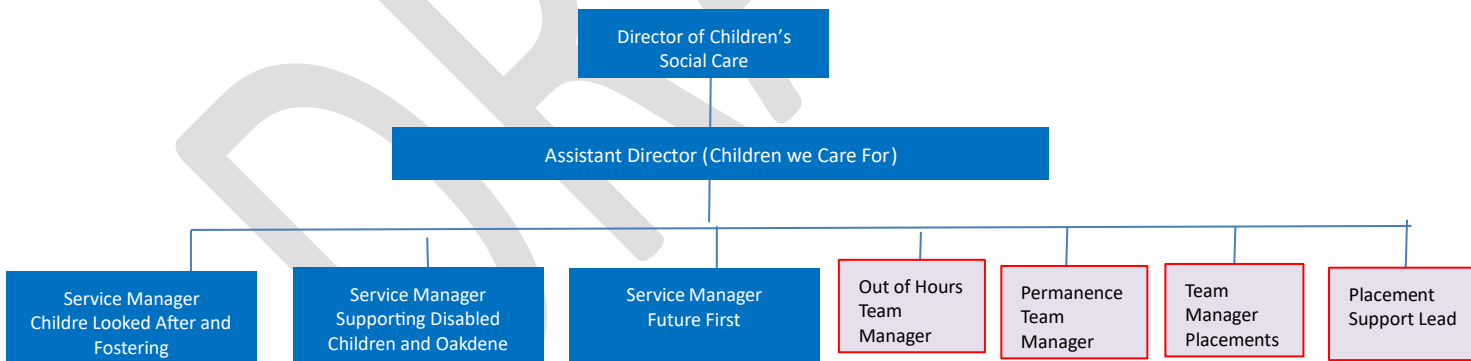


- To adhere to security controls and requirements as mandated by Richmond & Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of 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**

N/A

**Team structure**





## Person Specification

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### Our Values



Our Values are embedded across 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.

<b>Person Specification Requirements</b>			<b>Assessed by A/I/T/C (see above for explanation)</b>
<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.	X		A/I
Knowledge of research, government policy and strategy in respect of services for children and young people, including specialist services, corporate parenting and edge of care services	X		A/I
Knowledge and experience of relevant legislation and guidance, including Children Act 1989, Children (Leaving Care) Act 2000, Mental Capacity Act 2005, Adoption and Children Act 2002, Children Act 2004, Children and Families Act 2014, Working Together 2015, Children's Homes (England) Regulations 2015, London Child Protection Procedures, Care Planning Regulations, Adoption Regulations, Fostering Regulations, Working Together to Safeguard Children	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
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Substantial experience of management within children's social care services specifically in services related to children looked after and care leavers, including children's homes.	X		A/I
Experience of direct involvement in the preparation and production of complex strategy and policy documents and reports.		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 substantial and successful service leadership in a complex and changing environment that resulted in improved service quality.	X		A/I
Experience of developing, embedding and managing new teams or projects within a children's social care environment	X		A/I

Broad understanding of political processes and ability to manage politically sensitive issues.		X	A/I
Experience of leading Ofsted inspections including inspections of children's homes.		X	A/I
Experience of delivering best practice in relation to young people who are at risk		X	A/I
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Able to provide strong leadership and clear vision; to inspire and motivate staff.	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
Able to manage individuals and services through change		X	A/I
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 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 recognise people's strengths, aspirations and abilities and help to develop their potential.		X	A/I
Able to manage organisational and practice change and to lead and manage projects effectively and overcome obstacles.		X	A/I
Able to establish, develop and manage effective multi-agency / disciplinary working.		X	A/I
Able to effectively 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 lead and manage a large staff group of multi discipline professionals and establish an integrated approach to service provision.	X		A/I
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Education to Degree level or equivalent and holds a recognised relevant professional qualification (Social Work).	X		A/C





This post will require registration with Social Work England.	<b>X</b>		<b>A/C</b>
To have kept up to date with research and best practice, evidenced through substantial professional development.	<b>X</b>		<b>A/C</b>

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