

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Policy Manager - Children's Services	Grade: PO6
Section: Performance and Improvement	Directorate: Children's Services
Responsible to following manager: Strategy and Policy Manager	Responsible for following staff: <ul style="list-style-type: none"> • Service Development, Policy and Projects Officer x 3 (one FTC to Sept 22) • Project graduate Officer x 1
Post Number/s:	Last Review Date:

Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement 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.

The Shared Staffing Arrangement 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

- To lead the delivery of a professional, high quality policy within Wandsworth Children's Services department.
- To support on the design, articulation and implementation of Children's Services strategic outcomes and priorities
- To ensure appropriate support and information regarding national, regional and local policy developments are available to staff in Children's Services
- To undertake and manage activities to support the departments information governance arrangements
- To maintain oversight of external inspection frameworks leading on planning to effectively manage the inspection process and ensuring appropriate resourcing is in place to do this.

- To develop and sustain strong and productive relationships with key partnerships and stakeholders across the SSA to inspire confidence and provide assurance in service delivery and impact.

Specific Duties and Responsibilities

1. To lead on the development of high quality strategies and plans that articulate and align activities for the Children's Services.
2. To develop, Policy team which effectively meets customer demands of this function.
3. To lead on the development and implementation of key plans and strategies such as the Children's Plan.
4. To contribute to the Department's understanding of the national, local and organisational context in which Children's Services operate, to facilitate decision making, service transformation and commissioning
5. To coordinate the Councils' responses to national agendas, initiatives and consultations relating to Children's Services.
6. To lead on the drafting of bids for external funding as it becomes available to support the Department's outcomes and lever in additional resource.
7. To support key political processes, contributing to the quality, clarity and consistency of the Department's interactions including direct contact with elected members and senior officers.
8. To undertake and manage activities to support the departments information governance arrangements
9. To manage key tasks required for the effective preparation for external inspection frameworks, including quality assurance of documentation, communicating with stakeholders and the tracking of service improvement activity arising from completed inspections.
10. To act as a key point of contact during inspections to ensure that demands are responded to and progress and issues are effectively communicated to stakeholders.
11. To ensure resources are available to provide advice and expertise on consultation, engagement and co-design
12. To ensure issues of diversity and equality inform service development and changes, including strategic advice and guidance on meeting statutory responsibilities.
13. To deputise for the Strategy and Policy Manager as required.

Generic Duties and Responsibilities

To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.

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 the SSA's policies, 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 role within the council.

The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

Additional Information

Maybe required to attend meetings such as committees, working groups and Partnerships outside of the normal working day.

Team Structure



Person Specification

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Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

Being open. This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

Being supportive. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

Being positive. Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve

Person Specification Requirements	Assessed by A & I/ T/ C (see below for explanation)
Knowledge	
Wide ranging knowledge and understanding of policy developments in Children's and related services, including the wider context in which local government operates.	
Knowledge and understanding of external inspection frameworks which impact upon Children's Services with experience of managing or supporting inspections.	

knowledge of the wider context within which local government operates (including commissioning) and ability to develop appropriate local responses	
Experience	
Minimum two years' experience of management of children and families or similar statutory services	
Significant experience in policy and service development	
Experience of operating in a political environment, recognising and handling in an appropriate manner, confidential or sensitive information and distinguishing between political and non-political activities.	
Experience of successfully managing own workload and that of others in an environment where deadlines and priorities frequently change and are often conflicting	
Significant prior experience working at a senior, strategic level within a public sector body	
Proven ability in providing efficient management of and accountability for staff, including recruitment, development and management of poor performance	
A track record of working as part of cross-functional project teams, and ability to manage the delivery of cross-functional project teams via matrix management.	
Evidence of using an innovative and imaginative approach and the ability to identify new options for service development	
Experience of inter-agency and multi-disciplinary working at a senior level	
Experience and understanding of complex governance and including leading and supporting successful strategic partnerships	
Skills	
Ability to communicate effectively and authoritatively both orally and in writing, with councillors, officers, partner organisations and the public	
Pursues creative and new ideas to provide solutions to complex problems	
Is an authentic and inspiring leader, able to build inclusive and high-performing teams	
Evidence of excellent interpersonal negotiation and influencing skills with the ability to establish positive working relationships with staff at all levels, corporate colleagues, elected members and external organisations.	
Demonstrable resilience and flexibility of approach and is able to manage uncertainty and ambiguity for themselves and others	
Proven ability to provide active challenge to assumptions and processes to ensure they are fit for purpose	
Proven strong ability to absorb, interpret and adapt different sources of information to develop credible proposals and solutions	
Ability to accurately analyse numeric, financial, textual and performance data and present your findings in a clear and coherent way to a variety of audiences.	
Ability to work at pace, juggle priorities, and assimilate new information quickly, and ability to make sound decision and judgements under pressure.	
Experience of managing a complex workload, achieving targets and responding flexibly to changing needs and priorities, with limited supervision	



Qualifications	
Educated to degree level in a related subject area or equivalent through work experience	
Evidence of continuing professional and / or technical development	

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