

DARLINGTON BOROUGH COUNCIL

PEOPLE GROUP

JOB DESCRIPTION

<u>POST TITLE:</u>	ASSISTANT DIRECTOR – CHILDREN’S SERVICES
<u>PAY BAND:</u>	Assistant Director 1 (JNC Conditions for Chief Officers apply)
<u>REPORTING RELATIONSHIP:</u>	Group Director of People
<u>JOB PURPOSE:</u>	To support the DCS in providing strategic leadership to the delivery and development of services to children and young people in Darlington that achieve positive outcomes, working closely with commissioners and key stakeholders. To have responsibility for the operational management of all children’s services across Darlington and be responsible for continuous service improvements and delivery of financial and performance targets.
<u>POST NO.</u>	POS001055
<u>PDR COMPETENCY FRAMEWORK</u>	Level 3 Senior Manager Competencies

MAIN DUTIES/RESPONSIBILITIES

Management Responsibilities

1. To contribute to the commissioning of integrated and accessible services to children and families within Darlington, working closely with the Assistant Director – Commissioning, Performance and Transformation.
2. To be accountable for all the strategic functions within Children’s Services as detailed in Department for Education guidance, with specific responsibility for:
 - (a) Safeguarding
 - (b) Youth Offending Service
 - (c) Vulnerable children and young people
3. To provide effective social work leadership across Children’s Services, working with the Head of Practice/Principal Social Worker, to achieve and maintain high standards of practice, champion and lead a strengths-based social work practice culture and ensure a highly motivated, committed and stable workforce.
4. To manage effectively the Department's expenditure and develop and deliver services in a way that achieves increasing efficiencies and produces required levels of savings.

5. Within scope of role, fulfil relevant duties of Children Act, working together to safeguard children, and all relevant and associated legislation.
6. Support the drive to enhance children and young people's participation and engagement in the life of the town.
7. To provide professional advice to the Council and its committees on all matters relating to the provision of children's social care.
8. To lead the implementation of performance management framework throughout all service areas, ensuring effective monitoring and review of performance and continuous improvement.
9. To support the Director in ensuring that the Directorate has a strong focus upon and is effective in achieving good overall outcomes for people in Darlington. To prioritise and review policy development and delivery against robust evidence-based performance measures, implementing corrective action when and where necessary.
10. In conjunction with the Assistant Director – Commissioning, Performance and Transformation, to ensure the provision of accurate and timely performance management information and that all statutory returns meet relevant deadlines, through robust data collection/ recording processes and systems.
11. Act as the lead responsible officer within the Council for Safeguarding Children.
12. To contribute to the effective working of the Children's Partnership Trust arrangements including the Safeguarding Partnership Board and other associated Boards/Groups.
13. Ensure that the local community is consulted with and provided with information and advice on the Department's services.
14. To manage the Council's response to audit and inspection processes and arrangements relating to Children's Services.
15. To represent People Services at relevant Partnership Boards, such as Safeguarding Partnership and various health boards etc. and ensure effective and positive relationships with key partners and stakeholders, internal and external to the Council. Act as an ambassador for Darlington and the area generally at local, regional and national levels.
16. To promote the reputation of the Council with external partners and stakeholders, engaging in sub-regional, regional and national groupings working on issues of relevance to Darlington.
17. Provide leadership to the Managers for whom you have line management responsibility, contributing to strategic planning and ensuring that workforce and practice cultures are positive and support the delivery of good outcomes.

18. Ensure that the PDR process operates effectively within your service areas and that end of year reviews are completed and submitted to the Council's timescales.
19. Manage your service areas in line with all the Council's policies and procedures and ensure that employees are aware of their obligations under these.
20. Behave according to the Employees' Code of Conduct and ensure that employees in your service areas are aware of their obligations and responsibilities re. conflicts of interest, gifts, hospitality and other matters covered by the Code.
21. Ensure that the Council's Equality agenda is implemented effectively in your service areas and to carry out your duties as a senior manager and employee in line with these.
22. Take overall responsibility for health and safety matters within your service areas by ensuring that there are effective measures in place for establishing health and safety policy and for planning, organising, controlling, monitoring and reviewing health and safety effectively.

Service Group and Corporate Responsibilities

23. Contribute to the Corporate management of the Council as a member of the Council's Chief Executive Board (COB) by helping the Chief Executive / Director to:
 - a) develop and revise policy;
 - b) measure performance and efficiency;
 - c) monitor progress towards achieving objectives and targets; and
 - d) ensure high standards of service delivery.
24. As a member of COB, provide clear leadership direction to the Council as a Senior Member of the Management Team and contribute to the transformation of the Council in line with its long-term strategy.
25. Contribute to planning for civil contingencies and supervise operations when contingencies occur.
26. Contribute to the Council's corporate planning and annual budget process.
27. Assume full responsibility for your duties in the absence of the Director.
28. Ensure delivery of the Council's vision, goals and core values, providing a clear sense of direction, optimism and purpose.
29. Work with Elected Members to develop and implement the Council's strategic direction and priorities.

Other Responsibilities

30. Responsibility for managing and delivering projects for the Council that extend beyond the boundaries of the Group.

31. Any other duties consistent with the role and as directed by the Director that may be required from time to time.
32. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
33. This post is subject to an enhanced DBS disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment, the employee may be subject to rechecking as required from time to time by the Council.
34. This post is Politically Restricted under the Local Government and Housing Act 1989. As such, the post holder is unable to be a Member of a Local Authority, a Member of Parliament, the Scottish Parliament or the Welsh Assembly. The post holder is also restricted from standing as a candidate for local government election; acting as an election agent; being an officer of a political party or any branch of a political party or a member of any committee or sub-committee of such a party; canvassing on behalf of a political party or a person who is or seeks to be a candidate and speaking to the public at large or publishing any written or artistic work that could give the impression that they are advocating support for a political party.

Date: May 2021

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All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
Qualifications & Education			
1	A relevant Social Work qualification to degree level or equivalent	E	
2	Evidence of CPD to demonstrate up to date knowledge and understanding of relevant legislation and its practical application	E	
3	Professional management qualification		D
Experience & Knowledge			
4	Experience at a senior management level of successfully managing significant Children’s Services initiatives within a comparable, complex organisation	E	
5	Successful track record of service delivery in areas relevant to this post	E	
6	Proven track record of effective people management at a senior level across a range of functions	E	
7	Proven track record in formulating, leading and implementing strategies, policies and change programmes that cross service or professional boundaries	E	
8	Knowledge of current policy developments and funding mechanisms relevant to the role	E	
9	Clear understanding of the workings of local government, the political context and current issues	E	
10	Experience of advising Elected Members or similar		D
11	Experience of delivering equality, diversity and inclusion in employment and service delivery	E	
12	Experience of delivering Health and Safety	E	
Skills			
13	Ability to build and maintain relationships across organisational and professional boundaries	E	
14	Ability to build consensus, persuade, negotiate and influence without direct line management or control of resources	E	
15	Strong leadership and motivational skills	E	
16	Demonstrable networking and advocacy skills and the ability to apply these to a wide range of audiences	E	
17	Ability to be an enthusiastic and effective ambassador for the Council, its stakeholders and partners	E	
18	Strong communication and presentation skills	E	
19	Ability to manage a diverse portfolio, and ensure effective prioritisation	E	
Personal Attributes			
20	Professional presence	E	
21	Highly motivated, energetic, enthusiastic and able to deliver results	E	
22	Able to initiate and adapt to change	E	
Special Requirements			
23	Access to reliable transport to carry out the travel requirements of the post	E	

24	Able to work unsocial hours as required	E	
25	Satisfactory Enhanced DBS Disclosure	E	
26	Interest in working with children to promote their development and educational needs.	E	
27	Ability to form and maintain appropriate relationships and personal boundaries with children	E	
28	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	E	
29	Suitability to work with children	E	
30	Up to date professional registration with Social Work England	E	