



KNOWSLEY

O U R P L A C E

Job Description

Job title	Assistant Executive Director (Children's Social Care)
Grade	Assistant Executive Director Band 1
Accountable to	Executive Director (Children's Services)
Date reviewed	April 2021

Purpose of the Job

The Assistant Executive Director (Children's Social Care) will be required to lead, direct, and coordinate the activities of the Council's Children's Social Care functions including the Early Help services. The Assistant Executive Director will ensure that appropriate support is in place to facilitate the effective and timely development of relevant projects and initiatives for the benefit of local residents and communities.

The post holder will transform the way in which Children's Social Care is delivered through the creation of new and integrated delivery models to drive efficiency savings and ensure high quality resident focused services. The post holder will also identify and drive through the necessary changes to culture and practice to successfully embed change and new ways of working.

In line with the transformational agenda, set the strategic direction and implement operational plans for the Council's Children's social care service ensuring that that Council meets its legal, statutory, and political obligations and achieve the required efficiency and cost savings, whilst effectively managing risk.

The post holder will have corporate and service specific responsibilities as outlined within this Job Description.

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.



Key Duties and Responsibilities

To provide vision, leadership, direction, and management of the strategic direction of social care services for Children, including the effective commissioning of services for Children. The post holder will be required to provide strategic advice to the Council, Executive Management Team, and partner agencies on the needs of Children. The post holder will also support the Cabinet, Chief Executive and Corporate Management Team to achieve the aims and desired outcomes set out in the Councils Corporate Plan, Strategic Recovery Priorities and Knowsley 2030 strategy.

The post holder will be fully responsible and accountable for all areas within their remit and empowered to make decisions in relation to the outcomes they are working to achieve

Corporate Duties and Responsibilities

To ensure the Council focuses on the most relevant outcomes for the people of Knowsley, all Managers are required to support and contribute to delivery of the priorities within the Corporate Plan; Strategic Recovery Priorities and Knowsley 2030 strategy.

Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly, positively, and successfully to the ever-changing pressures, which Local Authorities face.

- To carry out specific corporate roles and assignments as allocated by the Chief Executive.
- To provide a lead role across the Corporate Management Team in Children's social care, identifying appropriate patterns of service provision to meet community needs at a high level, and shaping these requirements in line with corporate priorities.
- To represent the Council in the national, regional, and local media ensuring that the reputation of the Council is effectively managed.
- To model culture change within the service areas and promote communication that is clear, effective, and transparent at all levels, both inside and outside of the Council.
- To provide a major contribution to the change management process within the Council and its partners – working as an active 'change agent' alongside the Corporate Management Team.
- To drive the Council's agenda for excellent customer service in collaboration with public, voluntary, and private sector partners.
- Providing visible, united, and clear leadership within the organisation.
- To support Elected Members in undertaking their roles as community leaders and ward members.
- To provide support for corporate and/or external inspections where required.
- To work within the Knowsley Better Together principals making significant steps forward in further developing co-operative working with local stakeholders to achieve a shared goal by pooling resources and expertise to achieve a greater impact.
- As an Assistant Executive Director, you will be expected to support the Council's emergency preparedness, response, and recovery arrangements; this may include, but is not restricted to, participation in appropriate training and exercises, and attending Strategic and/or Tactical and/or Recovery Coordinating Groups with our multi-agency partners.

Service Specific Duties and Responsibilities

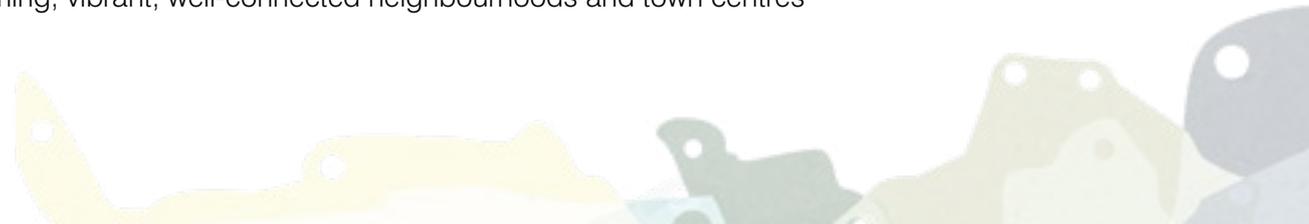
Responsible for leading improved outcomes in Children's Social Care by raising Standards, Quality and Performance with specific responsibility to -

- Provide effective professional leadership, exercising overall responsibility for the management and performance of the Heads of Service, including supervision of professional standards and competence, management of individual performance and development and improvements to service delivery and practice.
- Lead the cultural, workforce and other changes to secure the transformation of Children's services by creating the conditions for others to perform and innovate. Robustly challenge ineffective working practices and poor performance.
- Maintain robust budgetary monitoring controls ensuring effective budgetary management is exercised by Heads of Service and that all resources are managed efficiently and effectively within finite resources.
- Ensure the existence of a common system of planning, monitoring, evaluation, and review for the service group, complementary to the rest of the Council and consistent with statutory requirements.
- Maintain an oversight of and play a key role in shaping the market for high quality Children's social care services by building and maintaining effective relationships with key partners, service providers and stakeholders; managing risks to the local market and ensuring contingencies are in place.
- Maximise the availability of external partnership funding and resources to enhance service delivery.
- Cultivate and maintain productive relationships with Public Health, CCGs, NHS, police, and education more generally to identify and capitalise upon opportunities for promoting quality of life, independence and enablement of children and families.
- To work proactively with Senior Officers and Elected Members to promote and champion improved outcomes for children and young people.
- To deputise for the Executive Director (Children's Services) as required.
- To carry out other duties as may be required, commensurate with the responsibilities of the post.

Alongside its existing priorities, Knowsley Council's Corporate Plan 2020/21 has been revised to include the need to respond to the impact of the COVID-19 pandemic: -

- Effective Outbreak Management;
- Returning to a 'new normal';
- Responding to the changing needs of residents and communities.
- Responding to the changing needs of local businesses and economy; and
- Financial sustainability of the council.

This will be complemented by the Knowsley 2030 strategy and the Council's work with strategic partners to develop and implement the Knowsley Better Together COVID Recovery Plan. The plan and the strategy are underpinned by five strategic outcomes which set out that, by 2030, Knowsley will be a place:

- where strong and safe communities can shape their future
 - where people are active and healthy, and have access to the support they need
 - where people of all ages are confident and can achieve their full potential
 - with a thriving, inclusive economy with opportunities for people and business
 - with welcoming, vibrant, well-connected neighbourhoods and town centres
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Qualifications and Training

- A recognised management qualification and/or a recognised professional qualification in a relevant discipline.
- Membership of (or eligible to join) a recognised and relevant professional body.
- Evidence and commitment to continuous personal and professional development.
- A recognised Degree or Postgraduate qualification in Leadership is desired.

This job description is a guide to the level and range of responsibilities the post holder will be expected to undertake initially. It is neither inclusive nor exclusive and will be changed from time to time to meet changing circumstances and demands.

As a Senior Manager within KMBC there are basic Expected Behaviours.

- We will lead by example in promoting the Knowsley Better Together Staff Qualities of: -
 - **Integrity** - You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
 - **Accountability**. You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
 - **Communication**. You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
 - **Respect**. You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.
- Senior managers will actively support each other and work as a team.
- We will share the same vision and act in a corporate manner.
- Senior managers will ensure there is effective communication throughout the council, encouraging a broad range of engagements and discouraging an over reliance on any one methodology (such as email).
- Senior managers will support managers at all levels to be empowered to take managed risks and ensure there is not a "blame culture" within the Council.
- Coach, mentor and encourage staff to improve personal and organisational performance.
- We will not be hierarchical and will model and display the appropriate behaviours.
- Senior managers will promote and champion honesty and integrity.
- We will be prepared to challenge each other in an appropriate way and to accept challenge when it comes.
- Senior managers will ensure meetings are effective.

Health and safety

- To ensure suitable and sufficient risk assessments are carried out taking into account employee's capabilities



Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy.
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.



Person specification

Post title Assistant Executive Director (Children's Social Care)

Grade Assistant Executive Director Band 1

Criteria	Essential requirements	* M.O.A
	Skills, knowledge, experience etc.	
1	Ability to embrace the values of KMBC	I
2	Knowledge and sensitivity of working in a political organisation to deliver organisational priorities	I
3	Ability to lead, inspire and motivate others within a culture of proactive service delivery and continuous improvement	A, I
4	In depth understanding of Children's social care and the key government policies and legislative framework relating to it.	A, I
5	Strong and varied record of achievement at a senior level in Children's social care.	A, I
6	Demonstrable track record of understand the needs of communities, Children, and improving outcomes for all.	A, I
7	Direct experience of successful implementation of strategies to integrate services across local / central government traditional boundaries.	A, I
8	Significant and in-depth experience of managing complex projects.	A, I
9	Significant experience of strategic financial management and successful prioritising and targeting of resources.	A, I
10	Significant senior level experience of operating effectively and collaboratively as part of a senior team	A, I
11	Integrity, credibility and influence with national and local politicians, officers, and other key stakeholders.	A, I
12	Able to deliver and lead others under pressure, prioritising work against competing demands to meet deadlines.	A, I
13	Highly developed written and oral presentation skills with ability to present complex ideas in a clear and comprehensible way.	A, I
14	Experience and ability to build effective working relationships with a wide range of stakeholders. Be able to negotiate, influence and give advice to senior managers and/or Members and partner organisations	A, I

Qualifications

15	A recognised management qualification and/or a recognised professional qualification in a relevant discipline.	C, A
16	Membership of (or eligible to join) a recognised and relevant professional body.	A
17	Evidence and commitment to continuous personal and professional development.	C, A
18	A recognised Degree or Postgraduate qualification in Leadership is desired.	C, A

Health and safety

19	Ability to ensure suitable and sufficient risk assessments are carried out taking into account employees capabilities	I
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Personal attributes and circumstances

20	A commitment to equal opportunities	A/I
21	Ability to attend meetings inside and outside the Borough	A/I
22	Flexible approach to working hours	A/I
23	Integrity - ability to be open and honest, to maintain high standards of personal behaviour and display strong moral principles	A/I
24	Accountability - willingness to take personal responsibility for your actions and decisions, and to understand the consequences of your behaviour	A/I
25	Communication - A demonstrable willingness to share information and work with other people.	A/I
26	Respect - a strong desire to treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can	A/I

*Method of assessment (*M.O.A)

A = Application form C = Certificate E = Exercise I = Interview P = Presentation T = Test AC = Assessment centre

Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours