

Central
Bedfordshire
Council
Priory House
Monks Walk
Chicksands,
Shefford SG17 5TQ



TO ALL MEMBERS OF THE APPOINTMENTS SUB-COMMITTEE

18 March 2014

Dear Councillor

APPOINTMENTS SUB-COMMITTEE – THURSDAY, 20 MARCH 2014

Further to the agenda and papers for the above meeting, previously circulated, please find attached Appendix A to the following report:-

5. Appointment of Director of Children's Services

To consider a report setting out a draft job description and person specification for the post of Director of Children's Services together with a timetable for the recruitment process.

Should you have any queries regarding the above please contact me.

Yours sincerely

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Committee Services Officer

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telephone: 0300 300 5132

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Appendix A

NJC Job description

Job title:	Director of Children’s Services
Directorate:	Children’s Services
Section division:	
Grade:	
Date prepared:	March 2014
Reports to:	Chief Executive

Job purpose:
To ensure that Central Bedfordshire is a place where every child and young person has a great chance to succeed and where nobody is left behind, and where children and families are healthy, safe and achieve their full potential.

- Main Accountabilities:**
1. As part of the Corporate Management Team and working with partners, deliver the outcomes set out in the Medium Term Plan and the Children and Young People’s Plan, driving the delivery of key priorities such as keeping children safe, tackling child poverty, improving access to childcare, improving educational attainment and improving pathways to employment.
 2. Ensure the involvement and experiences of children and young people are accounted for in the delivery of Council services.
 3. Ensuring effective child protection systems, ensuring that professional leadership and practice is robust and can be challenged appropriately on a regular basis. Developing and delivering appropriate strategies offering early help and prevention, in conjunction with partners.
 4. Ensure the adequacy and effectiveness of local partnership arrangements (e.g. the Council’s relationship with schools, the courts, children’s trust co-operation arrangements, Community Safety Partnerships, Health and Wellbeing Boards, Youth Offending Team partnerships, Police, Probation, Multi-Agency Public Protection Arrangements and Multi-Agency Risk Assessment Conferences).
 5. Work with colleagues to ensure that the safety and the educational, social and emotional needs of children and young people are given due priority and enable staff across the organisation to help the Council discharge our duties in an integrated and coherent way.

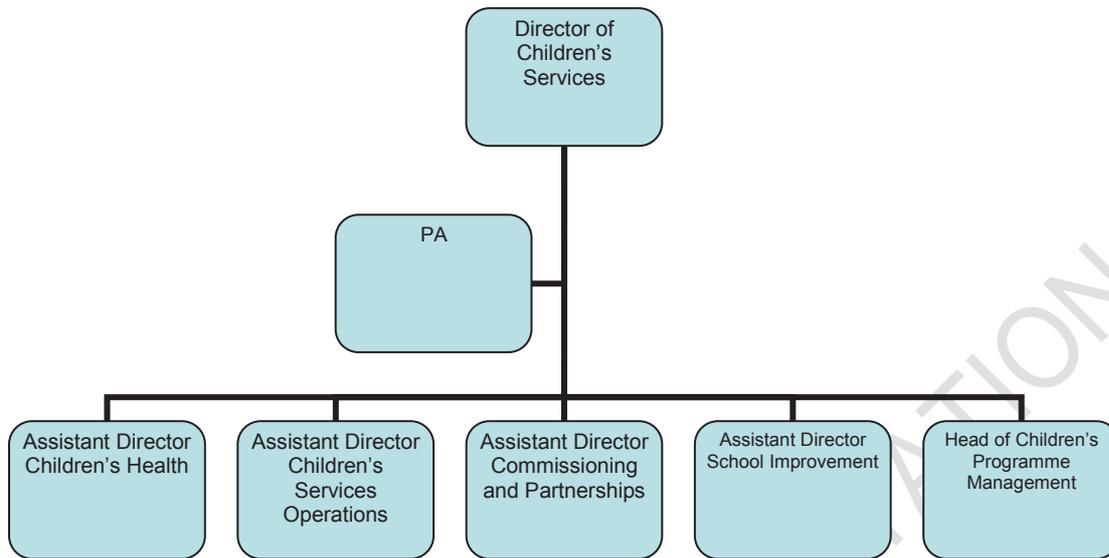
6. Develop the most effective models for discharging children's services functions, which deliver the best possible outcomes for children and young people and their families.
7. Working with headteachers, school governors and academy sponsors and others, support the drive for high educational standards for all children and young people, paying particular attention to the most disadvantaged groups, achieving top quartile performance in educational attainment.
8. Working with colleagues so that an integrated approach is taken to ensuring that school leavers are able to secure jobs, vocational training or further education. Lead, promote and create opportunities for co-operation with local partners (for example, health, police, schools, housing services, early years, youth justice, probation, higher and further education, and employers) to improve the well-being of children and young people.
9. Ensure that children's services are integrated across the Council, for example to support a smooth transition from children's to adults' services.
10. Involve and listen to parents, carers, children and young people.
11. Ensure that the local voluntary and community sector, charities, social enterprises, the private sector and children and young people themselves are included in the planning, commissioning and delivery of children's services where appropriate.
12. Establish local co-operation arrangements to reduce child poverty, prepare and publish a local child poverty needs assessment, and prepare a local child poverty strategy.
13. Together with colleagues including the Director of Adult Social Care, Health and Housing, and Director of Public Health, drive the development of the local Joint Strategic Needs Assessment (JSNA) and joint health and wellbeing strategy and help join up local commissioning plans for clinical and public health services with children's social care and education, where appropriate, to address the identified local needs through the JSNA and Joint Health and Wellbeing Strategy.
14. As a member of the Health and Wellbeing Board, to ensuring effective working relationships between the Health and Wellbeing board and the Local Safeguarding Children Board. Integrate the health system into key work streams in Children's Services and, with colleagues, across the Council.
15. Ensure that the Council complies with the duties set out in the Equality Act 2010; as well as ensuring that the Council does not discriminate unlawfully, also take into account the likely impact of policies and decisions on specified groups.
16. As the statutory Children's Officer, support and advise Members of the Council on all children's services matters; including reviewing the impact of national and local policies and developing strategic responses to them so that the council consistently meets its statutory obligations in respect of services to children & young people.

17. Ensure Central Bedfordshire's children and families benefit from excellent services, that the Council can afford, that will make Central Bedfordshire a 'great place to live and work'.
18. Lead staff through a journey of change, creating a climate which will enable them to be the best they can to deliver successful outcomes.

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Organisation chart:

AD Children's Health post is due to end 31/3/2013



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PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria
1. Qualifications	Degree or Equivalent	Social work or teaching qualification
2. Knowledge and Experience	<p>Must be able to establish professional credibility as well as personal credibility in all of the below:</p> <ol style="list-style-type: none"> 1. Major national policy developments in Children’s Services and local government more generally. 2. Knows what ‘good looks like’ in Children’s Services and is able to deliver it and innovate successfully. 3. Successful leadership at Chief Officer level in local government or related field, preferably in a complex environment. 4. Working successfully with elected Members. 5. A track record in and personal commitment to working to improve the attainment of vulnerable and/or looked after children and young people. 6. A track record of significant ambition, delivery and achievement in a challenging and large scale environment. 7. Experience of pushing the boundaries and exploring new and different solutions. 8. Building strong and enduring relationships with a wide range of partners. 	

	<p>9. Strong strategy and policy innovation combined with successfully operational delivery including sound financial management.</p> <p>10. Successful driving and delivery of ambitious transformational change.</p> <p>11. Strong experience and familiarity of the health sector and public health challenges and opportunities.</p>	
<p>12. Skills and Abilities</p>	<p>1. Strategic Perspective – Takes a long term view; thinks ambitiously and innovatively in developing the future.</p> <p>2. Leading People – Demonstrates the Council’s values; inspires people and provides direction and clarity so that staff are highly engaged and motivated to deliver to the best of their abilities even through challenging times.</p> <p>3. Organisational Awareness – Analyses and understands the cultural, political and stakeholder context and uses this to decide on the best approach to getting things done.</p> <p>4. Working Together – Works together across teams, services and organisational boundaries to deliver effective services.</p> <p>5. Building Support – Convinces others, communicates effectively and authentically; skillfully influences to build support for change.</p> <p>6. Analysis and Judgement – Thinks through issues</p>	

	<p>systematically, using the evidence available and applying sound judgement to make decisions.</p> <p>7. Driving improvement – Has a grip on management of services including risks and financial management; takes accountability for driving excellence and delivering results; applies a continual focus on performance and improvement within the context of increasing efficiency and improving productivity.</p>	
<p>8. Behaviours</p>	<ol style="list-style-type: none"> 1. Performance and Results focused, orientated to action to deliver and able to harness talent and capability throughout the organisation to achieve. 2. An overriding focus on delivery, an ability to work through apparent barriers to achieve tangible outcomes. 3. Lives the values to which the Council works and models the associated behavior. 4. A leader of people with clear vision (and ability to effectively communicate that vision) 5. Highly motivated and driven to achieve challenging objectives. 6. Ability to work as part of a team, and to encourage, support and provide challenge to others as is appropriate. 7. Sound organisational awareness, and an understanding of how to deliver outcomes through a complex organization. 8. Works in a way which promotes joined up working 	

	<p>and continuous improvement</p> <p>9. Promote equality and inclusion through own behaviour, employment practices and policy initiatives.</p>	
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<p>BS Disclosure Required (Please indicate the legal reason enabling the Council to obtain a DBS disclosure– if in doubt discuss with HR)</p>		<p>If you require advice regarding the DBS category of the position please e-mail dbs.admin@centralbedfordshire.gov.uk or telephone 0300 300 4734 (74734)</p> <p><input type="checkbox"/> DBS Clearance not required – Post does not meet categories below</p>
	<p>Regulated or Controlled Activity (CRB Regulations 2012) (Safeguarding Vulnerable Groups Act 2006, as amended by the Protection of Freedoms Act 2012)</p>	
	<p>Enhanced Check – Including check against barred list</p>	
	<p>‘Regulated Activity’: - Children</p> <p><input type="checkbox"/> (i) Unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice/guidance on well-being, or drive a vehicle only for children.</p> <p><input type="checkbox"/> (ii) Work for a limited range of establishments (“specified places”), with opportunity for contact; for example, schools, children’s homes, childcare premises. Not work by supervised volunteers;</p> <p><input type="checkbox"/> (iii) Relevant personal care, for example washing or dressing, or health care by or supervised by a professional;</p> <p><input type="checkbox"/> (iv) Registered childminding; and foster-carers.</p> <p><input type="checkbox"/> ‘Regulated Activity’: - Adults</p> <p><input type="checkbox"/> (i) Providing Health Care – Any health care professional providing health care to an adult, or anyone who provides health care to an adult under the direction of supervision – refer to Safeguarding Vulnerable Groups Act 2006, as amended by Protection of Freedoms Act 2012 for further details about what is meant by health care and health care professionals</p> <p><input type="checkbox"/> (ii) Providing Personal Care – Anyone who:</p> <ul style="list-style-type: none"> • provides physical assistance with eating or drinking, going to the toilet, washing or bathing, dressing, oral care or care of the skin, hair or nails because of an adult’s age, illness or disability; • prompts and then supervises an adult who, because of their age, illness or disability, cannot make the decision to eat or drink, go to the toilet, wash or bathe, get dressed or care for their mouth, skin, hair or nails without prompting or supervision; or • trains, instructs or offers advice or guidance which relates to eating or drinking, going to the toilet, washing or bathing, dressing, oral 	

	<p style="text-align: center;">care or care of the skin, hair or nails to adults who need it because of their age, illness or disability.</p> <p><input type="checkbox"/> (iii) Providing Social Work – The provision by a social worker of social work which is required in connection with any health care or social services to an adult who is a client or potential client.</p> <p><input type="checkbox"/> (iv) Assistance with cash, bills and/or shopping – The provision of assistance to an adult because of their age, illness or disability, if that includes managing the person’s cash, paying their bills or shopping on their behalf.</p> <p><input type="checkbox"/> (v) Assistance in the conduct of a person’s own affairs – Anyone who provides various forms of assistance in the conduct of an adult’s own affairs, for example by virtue of an enduring power of attorney. – refer to refer to Safeguarding Vulnerable Groups Act 2006, as amended by Protection of Freedoms Act 2012 for further categories which are covered.</p> <p><input type="checkbox"/> (vi) Conveying – A person who transports an adult because of their age, illness or disability wither to and from their place of residence and a place where they have received, or will be receiving =, health care, personal care or social care; or between places where they have received or will be receiving health care, personal care or social care. This will not include family, friends or taxi drivers.</p> <p><input type="checkbox"/> ‘Regulated Activity’: (Working in a Fostering <u>or</u> Adoption Agency)</p> <p><input type="checkbox"/> ‘Regulated Activity’ Specified Position¹: (Chief Executive <u>or</u> Director of Children’s Services <u>or</u> Adult Social Care)</p> <p>Other: To be checked in accordance with the Rehabilitation of Offenders Act</p> <p><input type="checkbox"/> Officer empowered to execute magistrate’s warrants (Standard Check)</p> <p><input type="checkbox"/> Solicitor or Legal Executive (Standard Check)</p> <p><input type="checkbox"/> Chartered or Certified Accountant (Standard Check)</p> <p><input type="checkbox"/> Other – please identify the relevant legislation</p>
<p>Work Related Travel (Please indicate as appropriate)</p>	<p><input type="checkbox"/> Not required</p> <p><input type="checkbox"/> Ability to travel around the county</p>

¹ as identified in Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012)

**Health & Safety
Risk Assessment**
(Please indicate
which are
applicable)

- Manual Handling activities
- Regular exposure to mental pressures and demands
- Visual Display Equipment – regular use
- Exposure to substances hazard to health
- Exposure to infection
- Risk of verbal abuse
- Risk of physical assault
- Working alone
- Adverse environmental conditions
- Use of dangerous machinery
- Driving PSV/HGV vehicles

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