

Post Specification

Date	October 2023
Post Group Number	6359
Post Title	Service Manager CLA
Job Family	People, Care and Development
Job Family Role Profile	PCD 18
Final Grade	18

To be read in conjunction with the job family role profile

Service Area description	
Children and Families	
Purpose of this post	
To be responsible for the effective delivery of services to children who are cared for and care experienced.	
Key job specific accountabilities	
<ol style="list-style-type: none"> 1. To oversee the management of complex and high risk work with children ensuring all statutory duties and responsibilities are adhered. 2. To provide professional leadership and expertise for the teams working with children who are cared for and care experienced. 3. To proactively work with partners to collaborate and improve outcomes for the most vulnerable children and young people. 4. To chair permanency planning meetings ensuring that all children and young people have comprehensive care plans. 5. To oversee all work related to private fostering 6. To contribute to the overall strategic direction and delivery of our service improvement plan, ensuring outstanding quality and performance. 7. To have lead responsibility for the achievement of all performance indicators and targets relevant to the service to achieve effective service delivery. 8. To promote participation of parents and carers, children and young people in the evaluation, design and delivery of the service. 9. To ensure the appropriate planning, control and management of operational budgets. 10. To undertake a range of quality assurance activity, including auditing of casework, direct observations and delivery of master classes in line with the Quality Assurance Framework and our practice model. 11. To provide high quality reflective professional and group supervision which results in consistent high standards of casework 12. To challenge decision making by practitioners, peers and managers in an appropriate manner, where necessary to promote the welfare and best interest of the child. 13. To ensure that the teams support children in care, maximising their life chances in line with Regulation, Guidance and best practice. 	
Please note annual targets will be discussed during the appraisal process	
Key facts and figures of the post	
Budget Responsibilities	<ul style="list-style-type: none"> • To manage Children and Families teams budgets
Staff Management Responsibilities	<ul style="list-style-type: none"> • To manage Children and Families teams approx. 40 staff

Other

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Essential Criteria - Qualifications, knowledge, experience and expertise

- Social work Degree
- Expert knowledge in the field
- Management qualification Evidence of ongoing professional development and regulation
- Ability to use IT appropriately to support management function.
- Significant experience of managing and monitoring budgets and resources
- Very significant experience of working in services for children in acute need
- Significant experience in managing and motivating staff
- Significant experience of managing performance and addressing shortfalls
- Developing services with the involvement of children, young people and their families
- Experience in working in a local or national government accountability framework
- Significant experience of interagency working
- Experience of developing service specifications
- Extensive understanding of policies, statutory guidance and legislation in respect of the children's wider agenda
- Specific detailed knowledge of Child Protection and Children Looked After, law and regulation/guidance
- Knowledge of particular vulnerable groups, especially child with learning difficulties and disabilities
- Knowledge of commissioning processes
- Knowledge of the application of equality impact assessments
- Significant understanding of relevant research evidence
- Excellent ability to communicate both orally and in writing
- Ability to understand the needs of children and young people from diverse backgrounds
- Ability to work with partner agencies to increase efficiency and effectiveness of resource usage
- Proven leadership skills
- Problem solving and negotiating skills
- Planning and implementation skills
- Ability to work as part of a team
- Ability to prioritise and meet deadlines
- Ability to chair and lead meetings
- Ability to operate effectively within a political environment.
- Ability to motivate others.
- Professional integrity, reliability and consistency
- Adaptability and resilience
- Outcome focussed and self motivated
- Creative thinker able to offer original solutions outside of traditional expectations
- A commitment to children and the need to ensure their life chances and opportunities are improved
- Ability and willingness to travel within and out of the County as necessary to attend regional and national events
- Willingness to work flexibly, including occasional evening and weekend meetings

Disclosure and Barring Service – DBS Checks

- This post requires / does not require a DBS check.
- The level of check required is:
 - DBS Enhanced - Children & Adults

Job working circumstances**Emotional Demands**

- Significant/ regularly

Physical Demands	<ul style="list-style-type: none">• Normal
Working Conditions	<ul style="list-style-type: none">• Mostly protected, indoors/travelling
Other Factors	