



Cumberland Council

Post Specification

Date	June 2023
PG Number	6359
Post Title	Service Manager – Children and Families
Job Family	People, Care and Development
Job Family Role Profile	PCD18
Final Grade	18

To be read in conjunction with the job family role profile

Service Area description	
This post is in the Children and Families Service within the Children and Family Wellbeing Directorate.	
Purpose of this post	
To be responsible for the effective delivery of specialist children's services at a district level.	
Key job specific accountabilities	
<ol style="list-style-type: none">1. Management of complex and high risk work with children2. To undertake work that will contribute to the overall strategic direction and delivery of Cumbria County Council's Children's Services Plan.3. To be responsible for the delegated budget management of the District Children and Families team.4. To work with partners to improve and develop services at a county level.5. To provide expert advice to senior colleagues within the County Council.6. To take overall responsibility for the performance management and effective working of District Children and Families teams to achieve effective service delivery.7. To ensure that the district teams support children looked after by the Council, 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 District Children and Families teams budget
Staff Management Responsibilities	<ul style="list-style-type: none">• To manage District Children and Families teams approx. 40 staff
Other	<ul style="list-style-type: none">• None
Essential Criteria - Qualifications, knowledge, experience and expertise	
<ul style="list-style-type: none">• 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

Desirable

- Experience of working in a matrix management setting

Disclosure and Barring Service – DBS Checks

- This post requires a DBS check.
- The level of check required is:
 - DBS Enhanced - Children & Adults

Job working circumstances

Emotional Demands	<ul style="list-style-type: none"> • 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

- None