

JOB DESCRIPTION

Post Title: Senior Manager Disabled Children/Children with SEND	Director/Service/Sector: Children's Services/Children's Social Care		Office Use
Grade: Band 13	Workplace:		JE Z240
Responsible to: Head of Children's Social Care	Date: July 2021	Lead & Man Induction:	

Job Purpose:

To provide strategic leadership, management and advice on all issues related to disabled children/children with SEND in children's social care:

- Senior Management of the Disabled Childrens Social Work team
- Act as the Designated Social Care Officer for the authority
- Ensure effective strategic and operational relationships are in place with parents groups, multi-agency partners and voluntary and community organisations
- IT Infrastructure
- Business support
- Inspection Preparation
- Identified commissioner for all services related to disabled children and young people
- Review, develop and implement contracts and procurement arrangements that are compliant with council and EU procurement rules.

To provide effective leadership, co-ordination and management of Children's Social Care particularly in relation to disabled children and children with SEND

To ensure the highest possible standards of assessment and intervention is undertaken to safeguard young people and prevent significant harm as a result of abuse and neglect and to support families of disabled children to have the best life possible

To make a positive and effective contribution to the corporate management of Children's Services and the County Council.

Resources	Staff	Direct Responsibility for all staff within the Disabled Childrens Team and future developed services for disabled children. Indirect responsibility to support all staff across children's social care from senior managers to frontline practitioners to deliver positive interventions to disabled children and those SEND
	Finance	Budget management responsibility for relevant purchase budgets and all relevant staffing budgets. Total amount of staffing and commissioning budgets, £17 million per annum
	Physical	Building management responsibility for district offices and other buildings used by staff. Total number of buildings - 10
	Clients	Overall responsibility for the provision of support services to disabled children in Northumberland assessed as being in need, in need of protection or looked after children and those requiring local authority early help support services and their families.

Duties and key result areas:

1. Ensure the provision of timely and accurate advice and information to the County Council and political management forums, the Executive Director of Children and Adult Services, the Service Director Children's Social Care and others on the development and review of policies and strategies related to Children's Social Care issues relating to disabled children and those with SEND. Ensure that these are integrated with County Council and Partner Agencies' strategies.
2. Provide strategic management and professional advice to the County Council, the Executive Director of Children and Adult Services and the Service Director Children's Social Care on all matters of strategy and policy relating to social care issues related to disabled children and those with SEND
3. Ensure that all relevant Action Plans, policies and statutory requirements are effectively developed and implemented.
4. Ensure that legislative and procedural standards are adhered to and that actions identified in inspections and during external scrutiny visits are responded to and acted upon appropriately and that the appropriate inspection body is told of any significant changes, developments or significant incidents within the service.
5. Determine the most effective utilisation and deployment of resources (Human, Physical and Financial) within the Children's Social Care Service in order to implement the County Councils priorities and statutory responsibilities within allocated budgets in an imaginative and innovative way.

6. Ensure that all associated budgets are managed efficiently and effectively to provide the best value for money and the optimum possible level of service. Contribute to the preparation of capital and revenue spending plans. To be accountable for expenditure against allocated budgets, ensure effective spend against priorities and targets and comply with financial regulations.
7. To ensure that the fabric, content and security systems of the buildings are maintained, developed and operated in accordance with relevant guidelines and standards.
8. Ensure the provision of robust mechanisms for establishing and monitoring the standard and effectiveness of children's social care strategies, policies and practices in relation to disabled children and those with SEND
9. . To be accountable for developing strategies, action plans and processes which support and enable the SEND reforms agenda to become embedded within social care operations and practice.
10. To contributing to and influence SEND organisational design, and lead in the development of services for disabled children and SEND and their policies.
11. To further develop and lead a network of social care SEND 'champions' and link workers.
12. To lead the implementation of the SEND agenda within social care through this network, gathering insight and intelligence from them and other groups such as the parent carer forum to inform future planning.
13. Be responsible for developing social care aspects of the Local Offer that provide relevant advice and information and meet all legislative requirements.
14. Analyse complex and varied work strands across functions, services and agencies in order to identify and exploit opportunities for co-production and integrated working between social care, health and education to progress SEND reforms agenda.
15. Work collaboratively with all senior managers within children and adults social care to ensure social care meet statutory responsibilities under the Children & Families Act (2014) and Care Act (2014), and to drive forward organisational culture change aligned to the SEND reforms.
16. To constructively challenge practice, systems, processes and protocols to enhance SEND reform compliance as part of this collaboration.
17. To be involved in framing social care/SEND elements of the local authority's self evaluation process to ensure readiness for SEND Ofsted & CQC Inspections.
18. To be involved in and sometimes lead on varied multi-stakeholder projects and work streams. Themes include: participation and engagement, person-centred approaches, joint working initiatives, outcomes frameworks, operational function design, IT systems connectivity, EHC processes, quality assurance, joint commissioning, Early Years, Preparing for Adulthood, the Local Offer.
19. To contribute to social care workforce development through a programme of blended learning/training relating to the SEND reforms across varied audience profile and functions.
20. Establish and maintain effective management and communication systems and processes within the services responsible for managing and, in conjunction with senior colleagues, ensure that employees at all levels are fully aware of their respective roles, functions and responsibilities and changes to legislation or County Council policies.
21. Provide strategic leadership and direction to managers within the services for disabled children so as to promote performance management initiatives and systems.
22. Promote the support and development of staff through supervision, appraisal, training and development programmes ensuring the development of high professional standards of practice in working with disabled children and young people.
23. Ensure that recruitment, selection, capability and disciplinary matters are undertaken to the required standards and in accordance with legislation and County Council policy.
24. Promote and maintain a positive relationship with all employees and their respective trade unions in the interests of developing a climate of harmonious and constructive employee relations.
25. Actively promote the role of the County Council in relation to its Children's Services activities and policies at local, regional and national level as appropriate.
26. Ensure effective joint working and planning with all relevant external agencies, so as to maximise the County Council's role, function and influence in relation to all aspects of Children's Services provision.
27. As a Member of the Children's Social Care Leadership Team, to fully participate in the corporate planning and management of the Directorate.
28. Ensure full compliance with corporate policies and processes by management and staff within the Children's Social Care Service and actively promote and encourage where appropriate the adoption of County Council policies and initiatives to external bodies.

29. Promote good relations with all other parts of the Council with a view to achieving the most effective performance of its functions to achieve a co-ordinated approach to the development and provision of Children's Services.
30. Ensure the active participation of children, young people and parents in all levels of service development, delivery and review.
31. To ensure effective joint working and planning with relevant external agencies, so as to promote effective collaboration and maximize the councils role, function and influence in relation to all aspects of service provision, this will include promoting the role of the service and the council at local, regional and national levels.
32. To ensure robust mechanisms are continuously developed to establish and monitor the effectiveness of service related strategies, policies and practices.
33. To seek funding opportunities through marketing and development of new services.
34. To actively promote and represent the interests of Northumberland County Council in relation to service activities and policies at a local and national level, as appropriate, particularly through the participation in relevant programmes, showcasing good practice and contributing to professional networks.
35. To interpret, explain and enforce statutory and county council regulations, ensuring appropriate procedures are followed, that parties have a proper understanding of their position and attempt to reach mutually agreed solutions through negotiation.
36. Any other duties consistent with the nature, level and grade of the post as may be assigned

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:	Need to attend meetings across the County, regionally and sometimes nationally.
Working patterns:	Normal office hours, however due to the nature of the service will include flexibility of start and finish times and occasional weekend working.
Working conditions:	Mainly office based but some travel required

Northumberland County Council
PERSON SPECIFICATION

Post Title: Senior Manager Disabled Children/Children with SEND		Director/Service/Sector: Children's Services/Children's Social Care		Ref: Z240
Essential		Desirable		Assess by
Qualifications and Knowledge				
Degree level or equivalent standard of general education Social work qualification Social Work England registered Evidence of recent relevant Management Training Evidence of knowledge, understanding and practice in relation to the implementation of SEND legislation, particularly within social care		Relevant management degree or post-graduate diploma e.g. MBA, DMS		
Experience				
<ul style="list-style-type: none">Recent extensive experience and consistent achievement at a senior management level within an organisation of comparable scope and complexity.Experience of successful strategic management and a proven track record of leading in the formulation and delivery of strategic objectives and policies within a large, multi-disciplined organisation.A demonstrable track record of leading and managing multi-disciplinary teams and delivering outcomes that require collaborative approaches both within the organisation and with external partners.Extensive experience and demonstrable success in the generation and management of major organisational and cultural change and of securing the support of others in the process.Extensive experience of financial and people management within a comparable organisation.A successful track record of engaging effectively with others at a senior level and building productive partnerships with key stakeholders.Evidence of success in building and enhancing the reputation of an organisation with external bodies and the media.Relevant experience of working with children and young people with SEND and their families		Experience of managing services for disabled children and children with SEND		
Skills and competencies				
<ul style="list-style-type: none">Thorough understanding of relevant service legislation, best practice and contemporary issues.Ability to provide visible and supportive leadership, empowering, enabling, motivating and developing the Directorate's workforce and fostering a positive organisational culture.Ability to operate effectively within the democratic process, with the political acumen and skills to develop productive working relationships with Council Members that command respect, trust and confidence.Ability to maintain a clear overview of the issues affecting Children's Services and children with SEND in relation to childrens social care in particular to ensure that		Reasonably developed IT skills Knowledge of secure care both welfare, youth justice and mental health and an awareness of current practice in relation to this.		

<p>members are provided with timely and accurate advice and kept fully informed of relevant issues.</p> <ul style="list-style-type: none"> • Financial and commercial awareness, with strong analytical skills and an excellent aptitude for developing innovative solutions to complex problems. • Ability to propose, develop and implement effective strategies in pursuit of agreed goals and to make clear, informed, appropriate and timely decisions. • Highly developed networking, partnership, advocacy, negotiating and presentation skills that are persuasive and influential with others. • Outstanding interpersonal and communication skills to relate effectively to, and command the respect, trust and confidence of, employees, Council Members, partner agencies, the whole community and children, young people and their parents or carers in particular and other stakeholders. • Ability to identify and rectify poor practice in management and operations. • Ability to motivate staff. • Ability to manage staff issues e.g. sickness control, disciplinary matters. • Ability to instigate appropriate change. 		
Physical, mental, emotional and environmental demands		
<ul style="list-style-type: none"> • To be able to meet the physical requirements of the post and be able to work under pressure caused by significant workloads. • In addition to be able to manage the emotional demands of the post that are caused by managing distressing cases involving children who are or have suffered emotional, physical or sexual abuse or who may have died. 		
Motivation		
<ul style="list-style-type: none"> • To be committed to the provision of high standards of care to children and their families and to provide strategic and operational leadership in managing high workload demands. • To be able to provide strategic and operational leadership during prolonged periods of uncertainty via thorough risk assessment skills and planning. 		
Other		
To be able to meet the transport requirements of the post.		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits