**JOB DESCRIPTION**

**CHILDRENS AND JOINT COMISSIONING DEPARTMENT**

**JOB TITLE:** HEAD OF SERVICE – EARLY HELP (CLINICAL LEAD)

**DIVISION:** CHILDRENS SERVICES

**GRADE:** BAND 15

**RESPONSIBLE TO:** ASSISTANT DIRECTOR (CHILDRENS SERVICES)

**POST REFERENCE:**  SR-107037

**Purpose of Post**

As an active member of the Division’s management team, support theAssistant Director, Children’s Servicesin implementing the vision, strategic and core values of the Division and provide a clear sense of direction, optimism and purpose across the service. The postholder will;

1. Be responsible for ensuring that the Early Help Service is effectively and efficiently managed
2. Strategically develop the Early Help Service based on best practice evidence
3. Ensure compliance with Ofsted and CQC requirements
4. Be responsible for the Clinical leadership of the Healthy Child Programme 0-19 and the management of the following services:
* Health Visiting
* School Nursing
* Council Early Help services including Children’s Centres
1. Provide clinical expertise in respect of children’s health and leadership to support the development and delivery of an integrated Early Help Offer for Hartlepool.

**Key Relationships**

* Children, young people, their families and carers;
* Assistant Director, Children’s Services and Assistant Director, Education, Skills and Learning;
* Head of Service, South Locality,
* Head of Service, North Locality,
* Managers, North Tees and Hartlepool NHS Foundation Trust
* Public Health Colleagues;
* Safeguarding and Review Manager;
* Head of Multi Agency Children’s Hub;
* Head of Business Unit, Looked After Children;
* Principal Social Worker;
* Council’s legal team;
* Strategic Commissioner, Children’s
* Colleagues from partner organisations including those in statutory, voluntary, sector;
* Colleagues in other divisions of the department and across the Council.

**Main Duties and Responsibilities**

The postholder will be responsible for the Clinical leadership for the Healthy Child Programme 0-19 and the management of the following services::

* Health Visiting
* School Nursing
* Council Early Help services including Children’s Centres

The postholder will provide clinical expertise in respect of children’s health and leadership to support the development and delivery of an integrated Early Help Offer for Hartlepool.

The postholder will ensure that all work undertaken within the unit is in accordance with policies, procedures and practice guidance and demonstrates best practice. The postholder will be expected to develop an integrated offer to children and families overseeing quality assurance, continuous improvement and service development.

The postholder will be expected to work closely with the Heads of Service for Children’s Social Care to jointly develop policies, procedures and practice guidance across Hartlepool. It is expected that a consistent approach is developed across the localities to ensure best practice for all children and families.

1. Responsible for the provision (including optimising delivery of services, and ensuring they are undertaken in a responsive, efficient and effective manner) of services to children in need of universal health services and Early Help.
2. Find ways of integrating services within the division to achieve efficiencies and improve quality of service delivery.
3. Manage the service, building a valued, confident, developed, empowered and innovative workforce. Direct and supervise the teams within the function ensuring that effective staff management is in place across the Early Help offer, and the development and deployment of workforce resources is effective.
4. As part of staff development and appraisal, ensure that staff and professional groups access continuous professional development and lifelong learning opportunities.
5. Lead the development of specialist team roles within the Early Help Service and structure the teams within the service to promote joined up care services for children, young people and their families
6. Benchmark service models and outcomes against regional and national practice and use this analysis to drive service development and improvement
7. Research, identify, model and implement evidence based, informed, and outstanding practice to ensure the effective and safe delivery of services to deliver high quality service user experiences and outcomes
8. Ensure that operational management and governance arrangements are instituted to include those for complaints, incidents and audit.
9. Ensure the provision/commissioning of safe, effective and high quality services that are responsive to local need and are provided within a clear quality framework compliant with statutory duties.
10. Ensure employees feel valued and understand their role in achieving the Council’s vision and objectives in a supportive and learning environment which protects and enhances their personal well-being.
11. Work with and influence relevant national and regional organisations, partners and stakeholders in a spirit of partnership and collaboration and develop effective working relationships.
12. Promote and undertake cross organisational team working.
13. Develop and articulate the service vision to ensure its delivery to meet statutory obligations, policy objectives and value for money.
14. Responsible for the long term strategic service planning and delivery across the Early Help Service, ensuring efficient and effective use of the services available resources (financial, human and physical) and the commitment to improve within a whole systems approach.
15. Responsible for maximising the availability of all funding sources, including gaining external funding to enhance service delivery and continuously striving to reduce service costs.
16. Responsible for maximising the extent to which services are delivered directly to the user.
17. Responsible for ensuring the appropriate risk management arrangements for the service are in place.
18. Engage with and develop relationships with elected members, clients and customers.
19. Plan, manage and be accountable for the service business plans and work programmes, ensuring they are effective with specific measurable outcomes.
20. Responsible for maintaining and improving the quality of the service.
21. Lead on initiating and developing policies for the whole service area.
22. Maintain up to date detailed knowledge of legislation and national policy and to ensure both the divisional management team and the service are briefed on changes.
23. Continuously use business process re-engineering to rationalise and reduce bureaucracy and duplication.
24. Ensure equalities and diversity issues are effectively assessed, planned and implemented.
25. Act as a design consultant/change agent working with others to develop innovative solutions to best meet local needs and learning from best practice elsewhere.
26. Provide technical advice and is the principal source of professional advice in relation to the service.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: August 2021

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**