|  |
| --- |
|  DCC Logo 09 Outl B&WRole Profile Section 1 |
| **Job Title** | Aycliffe Secure Services Centre Manager | **Service** | Children & Young People’s Service |
| **Grade** | Band 1 | **Service Area** | Aycliffe Secure Services |
| **Reporting to** | Head of Early Help, Inclusion and Vulnerable Children |
| **Disclosure & Barring Service** | This post is subject to an Enhanced Disclosure. |
| **Purpose of the job:**The post holder is responsible for providing strategic leadership, and will set the priorities, policy and direction of the team aligned to corporate and service priorities. They will contribute to the wider service area management team and will lead by example in terms of embedding the vision, values and behaviours of the council. They will assume a corporate remit as appropriate and will engage with other service areas to achieve better outcomes for the council. |
| **Key Result Area – Corporate*** To drive organisational change and the transformational agenda by championing the organisational benefits and seeking to embed the application of the council’s core values of People Focused, Outcome Focused and Innovation and Empowerment which are built around a ‘One Council’ ethos
* To strengthen and develop the culture of the council and promote the implementation of a ‘One Council’ approach. To support and seek out collaborative opportunities across the service, within the wider council and with appropriate partners.

**Key Result Area – Leadership*** To provide clear and visible leadership in a positive working environment
* Contribute to the overall plan for the service, taking the lead role and advising on specialist areas of responsibility
* Manage corporate and service projects and initiatives of varying complexity ensuring that the standard project management methodology is properly utilised. Provide opportunities for employees by encouraging cross-service and matrix working.

**Key Result Area – Service Delivery*** Ensure service delivery is maintained in line with the corporate service design principles and establish the most effective level of service delivery attainable within the resources available
* Establish effective workforce planning arrangements which support medium to long term service delivery and take into account not only the human resource factors, but ties this into overall strategic plans, financial and budget considerations, environmental issues and legislative requirements/ regulations and governance
* Contribute as appropriate in the identification of commercial opportunities that can modernise service provision, improve service delivery and deliver MTFP savings options.
 |
| **Key Result Area – Generic Management*** Manage employees, relevant budgets and team/individual performance in accordance with council procedures and objectives
* Use workforce planning data to inform the appropriate interventions for employee development and encourage progressions, as appropriate
* Establish effective lines of communication and build working relationships with the team based around trust and empowerment
* Effectively engage with the team/individual employees to make decisions within the remit of their work, to challenge appropriately and to think ‘outside the box’ in terms of improving service delivery
* Lead by example in relation to continuous professional development
* Actively encourage and lead by example in terms of smarter working initiatives and promote the use of technology to maximise productivity and service delivery
* Ensure, as far as reasonably practicable, the health, safety and well-being of yourself and others within the workplace, including building levels of resilience and instigating interventions as appropriate
* Ensure principles of equality and diversity are embraced and underpin all work for employees and service users.

**Key Result Area – Job Specific*** Senior leadership and management of all aspects of operation of Aycliffe Secure Services including setting strategic priorities, management of staff, facilities and budgets and being responsible for the welfare and safety of all young people cared for by the service
* Responsible for ensuring that all statutory and legal responsibilities are met and that the service meets all contractual requirements in delivering high quality care, education and resettlement to young people
* Liaise with Youth Justice Board, Department for Education and Ofsted to ensure all requirements are met
* Ensure policies and procedures are current, reflect best practice and are effectively implemented
* Ensure young people’s educational, social, emotional and behavioural needs are met through positive behaviour management approaches
* Secure contracts to deliver services, where these are offered, by producing proposals of a high quality
* Develop new services to meet demand and to ensure that outcomes for young people improve
* Lead on improvement and quality assurance initiatives across the service, working with managers and staff to embed processes and practice
* Represent Children’s Services in local, regional and national arenas as required

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility of the post, as directed by the Head of Service.MS 12/22 |

Section 2

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Corporate** | **Service** | **Method of Assessment** |
| **Qualification** |  | * Professional qualification in social work and/or other relevant subject area to degree level or equivalent;
 | * Application form
* Selection Process
* Pre-employment checks
 |
| **Experience** | * Experience of implementing and managing change and business transformation, proactively pursuing continuous improvement;
* Experience of successful strategic management and the formulation and delivery of strategic objectives, plans and policies;
* Proven ability to manage a significant budget and meet financial efficiencies;
* Working with Members and Senior Officers, advising on specialist areas of responsibility;
* Strategic level planning and people management, including motivation, engagement, empowerment, performance management and development;
* Experience of managing complex projects and matrix management;
* Experience of implementing and delivering partnership working with both internal and external partners.
 | * Substantial experience of children’s services management at a senior level, including management of staff;
* Experience of child protection and safeguarding management;
* Experience of managing children’s secure services;
* Experience of managing complex change within a children’s services environment
* Project management experience in a complex environment;
* Bidding for external funding to support new development;
* Social care research experience;
* Experience of developing and implementing Innovation in children’s services.
 | * Application form
* Selection Process
* Pre-employment checks
 |
| **Skills and Knowledge** | * Project management, business transformation and change management skills;
* Ability to think analytically, strategically and creatively and to influence and manage change across management and professional boundaries;
* Understand and promote the application of digital technology to support and enhance service delivery;
* The ability to identify and exploit commercial opportunities for the benefit of the community and the council;
* Understand and apply the ‘One Council’ ethos and the values which underpin it;
* The ability to delegate effectively;
* Understand the strengths, motivations, aspirations and areas for development within the team and use this information to build resilience, manage talent and form positive working relationships built on trust which will empower, challenge and develop the team;
* Understand what constitutes good workforce planning and establish effective workforce planning arrangements which support medium to long term service delivery;
* Understand and apply the service design principles to ensure the most effective level of service delivery is maintained within the resources available;
* Problem solving and budget setting skills;
* Understanding of LEAN methodology;
* Political and cultural awareness and an understanding of the political context and environment of Local Government;
* Strong communication and presentation skills;
* Knowledge and understanding of Local Government statutory requirements.
 | * High level knowledge of safeguarding practice and procedures;
* Current knowledge of legislation and guidance in secure services and children in care;
* Knowledge of national policy framework in respect of children’s services and secure services specifically;
 | * Application form
* Selection Process
* Pre-employment checks
 |
| **Personal Qualities** | * Professional in approach;
* Strategic thinker;
* Personal commitment;
* Flexible approach to work;
* Well organised and self-motivated;
* Resilient with strong self-awareness.
 |  | * Application form
* Selection Process
* Pre-employment checks
 |