

JOB DESCRIPTION

Division / Department

JOB TITLE:	Family Hubs – Transformation Manager
DIVISION:	Children & Joint Commissioning Services
GRADE:	Band 14
RESPONSIBLE TO:	Head of Service (Early Help)
POST REFERENCE:	107895

Purpose of Post

To lead the continued development and implementation of a programme to transform HBC early help and prevention services as part of the family hub model.

Key Relationships

Leaders and managers across Hartlepool Borough Council
Children, young people and families
External statutory and voluntary partners
Elected Members

Main Duties and Responsibilities

- Shape, plan and design the Family Hub transformation programme in line with the Department for Education Guidance and Framework.
- Coordinate and deliver a project management approach managing and monitoring implementation and progress against government defined timescales and outcomes.
- Develop and undertake consultation with children, young people, families and other stakeholders about what they want Family Hubs to include and co-design and improve services in partnership with the community.
- Establish and support parent and carer panels.

- Lead the production of a strategic needs analysis to inform planning, design and the shape of early help and Family Hubs development.
- Lead the development of a delivery plan that demonstrates how funding is used to achieve the programme outcomes.
- Supervise and undertake line management duties for identified staff
- Ensure the performance management framework is in line with the expected Family Hubs, Supporting Families outcomes and informs quality assurance
- Provide regular progress reports and risk log to the Children's Strategic Partnership in the project implementation.
- To work with local partners and bring services together in a place based way that is accessible, better connected and relationship centred.
- Ensure there is an inclusive family hubs model that is attractive, accessible and promotes opportunities for all.
- Provide services that focussed on early identification and support to families as needs or vulnerabilities arise
- Support the development of the virtual Start for Life Offer and communication plan
- To lead the design and development of a workforce development programme that increases the capacity and capability of the workforce to equip them with the skills needed to provide seamless support
- To , monitor and maintain a programme plan including good governance, risk management, quality and financial monitoring and programme monitoring and learning
- To ensure the programme links into and is coordinated with other programmes and initiatives.

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 2022

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.