Job Specification

Job Title: Corporate Director Children and Young People

Grade: Corporate Director – Spot Salary

Job Evaluation Code:

Reporting to: Chief Executive

Manager's Grade: Chief Executive Salary

Location: Wakefield District

Service Area: Directorate: Children and Young People

Overall Purpose of the Post:

To provide leadership, management and strategic direction for the following Services;
  - Education and Lifelong Learning
  - Safeguarding and family Support
  - Children’s Strategy and Commissioning

As a member of the Corporate Management Team, the post holder is required to work collaboratively and collectively to provide leadership in delivering the Council’s aims and objectives whilst ensuring it meets its legal, social and economics obligations.

Specifically, the post holder will provide timely, accurate and relevant advice and guidance to Elected Members and other officers of the Council on matters relating to Children and Young people as set out in the Council’s constitution. As the statutory Director of Children’s Services the post holder will be responsible for the education and children's social care requirements and show leadership across the Districts partnerships, delivering outcomes for Children and Young People.

As the most senior officer of the Children and Young People’s Directorate, the post holder will be accountable for providing excellent leadership and management to ensure the delivery of services, along with the effective use of resources and governance, in order to develop the Directorates workforce, services and systems in achieving excellence.

As a member of the Corporate Management Team the postholder will deputise for the Chief Executive on a rotational basis.
<table>
<thead>
<tr>
<th>Requirements for the post.</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
</table>
| **Qualifications/Training** | Educated to degree level or equivalent through senior management experience in an appropriate discipline  
Evidence of Continuous Professional Development | Evidence of further academic study or senior level development.  
Leadership and management development |
| **Knowledge** | A detailed knowledge and understanding of public sector services in relation to Children and Young people.  
A deep understanding of the strategic, policy, operational matters and the cross cutting issues concerned with Children's Education and Children's Services.  
A good understanding of and commitment to diversity and health & safety in policy, service delivery and employment terms. | Detailed knowledge and understanding of local government services. |
| **Experience** | A proven track record of developing and leading significant partnerships to achieve a wider range of objectives.  
Track record of successful partnership arrangements with a wide range of internal and external stakeholders around service delivery.  
Evidence of a detailed understanding of working effectively within a political environment, providing clear balanced advice and guidance on a range of strategic issues.  
Evidence of providing a clear overview of complex issues and provide sound, professional and reliable advice.  
Experience of managing a large complex service with responsibility for significant people and financial resources.  
Demonstrates a track record of success in leading, mobilising, deploying, motivating, developing and inspiring a large workforce.  
Evidence of innovating to develop | Previous experience undertaking the Statutory Director of Children’s Service’s role. |
strategies and linking policies to operational plans and ensuring effective performance and successful outcomes.

Proven track record at a strategic level in the initiation and management of effective transitional change.

Evidence of success in establishing a strong performance culture with effective performance measures, the evaluation of service quality and improving service delivery.

Track record of success through placing the service users at the centre of development, encouraging a culture which listens to service users and proactively recognises and meets needs.

Shows consistent achievement at a senior level in a large and complex multidisciplinary organisation.

<table>
<thead>
<tr>
<th>Competencies and other skills required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to create a vision and direction that challenges and looks beyond the obvious.</td>
</tr>
<tr>
<td>An ability to inspire, motivate and lead others, developing a culture of innovation, balanced risk taking and continuous improvement by driving change and leading by example.</td>
</tr>
<tr>
<td>Strategic leadership skills and the ability to manage change inside and outside of the organisation.</td>
</tr>
<tr>
<td>An ability to develop plans and structures that meet the long term needs of the Council and the local Community.</td>
</tr>
<tr>
<td>A proven ability in reviewing and monitoring the performance of services, budgets, teams and individuals against standards and outcome targets.</td>
</tr>
<tr>
<td>Excellent interpersonal and communication skills for working with a wide range of stakeholders including elected members, senior officers, partners, and voluntary and community groups.</td>
</tr>
<tr>
<td>An ability to develop and maintain effective partnerships that deliver increased</td>
</tr>
</tbody>
</table>
customer/citizen value through community engagement and consultation.

High level of effective, influencing, negotiating and presentation skills with the ability to influence decisions at the highest level.

**Corporate Outcomes/Activities**

1. To provide leadership and direction as a member of the Council’s Corporate Management Team in enabling the Council to achieve its key objectives for people living in the district.

2. To advise the Cabinet, elected Members and the Chief Executive on the key issues and strategies in respect of Children and Young People and to secure corporate and political support for the policies and strategies that will deliver the best possible outcomes of Children and Young People.

3. To establish effective working relationships with portfolio holders, cabinet and other elected Members in developing and implementing the Council’s Corporate and Service objectives.

4. With the Corporate Management Team, ensure that effective systems are in place to manage, develop, monitor, evaluate and review performance across the Council in conjunction with the Council’s Corporate Plan and Best People Plan in order to deliver agreed targets and service standards, on time and within budget.

5. To provide leadership for both Corporate and Service specific transformational change programmes with the aim of maximising efficiency, modernising services and achieving better outcomes and opportunities for service users and customers.

6. To fulfil the role of the statutory Director for Children’s Services, ensuring that the Authority’s responsibilities for safeguarding children and promoting independence are of the highest possible standards.

7. To champion the Council’s responsibilities for the safeguarding of Children and represent the Council on key partnerships ensuring effective arrangements across partners for the safeguarding and protection of vulnerable children.

8. Working with Key stakeholders, both internally and externally, to communicate a clear vision and deliverable objectives for the further development and modernisation of Education and Children’s Services.

9. To maximise opportunities through regional and local collaborations and service integration deliver high value services in a sustainable way.

10. Advise and assist in the strategic development of objectives, plans and policies and take a leading role in changing the culture of the Council towards a more customer focused and performance driven organisation.

11. As a member of the Corporate Management Team you will deputise for the Chief Executive on a rotational basis.
**Service Outcomes**

1. To personally champion the aims and objectives of the Children’s and Young People Plan and the rights of young people living in the District, ensuring that robust systems and practices and embedded in all areas to safeguard their wellbeing and wherever possible, promote independence.

2. To ensure that all services are delivered to the highest possible standards through the establishment of rigorous performance, scrutiny and consultation mechanisms that engage staff and service users.

3. To develop, implement and monitor the performance of Children and Young People services with regard to the Council’s, regional and national performance targets and indicators.

4. To provide personal support and direction to the Children’s and Young People Directors and Service Managers in pursuit of the Council's Corporate and Service objectives.

5. To build and maintain strong and effective relationships with Headteachers and schools across the District, including Academies and Trusts and to ensure performance targets are met in relation to Ofsted inspections and the ambitions of the Council.

6. To provide personal leadership and act as a role model in developing high levels of motivation amongst staff, a culture of openness and the promotion of equal opportunities in all services, together with maintaining positive and progressive relations with staff and Trade Unions.

7. To encourage staff to participate in the development of Children and Young People’s Services and provide the appropriate support mechanisms for the training and development of all staff.

8. To manage and appraise senior staff through the setting and monitoring of performance targets and standards, to ensure they effectively achieve corporate and strategic service plans, encouraging personal development, providing support and taking appropriate action where necessary.

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

---

**Responsibility for Resources:**

**Employees (Supervision):**
Direct management responsibility for 3 Directors.

Indirect responsibility for approximately 8,000 staff within schools and approximately 1500 within Services.

**Financial:**
Overall budget responsibility will be in the region of £312m (including schools related budgets amounting to 134.4m).

**Physical:**
**Customers and Clients**

This post is classified as politically restricted.

There will also be an expectation to work additional hours outside the normal working day to meet the needs of the service.

**Working Conditions:**

Office based. There will also be an expectation to work additional hours outside the normal working day to meet the needs of the service.

**Characteristics of the post:**

Employees are encouraged to participate in training activities in order to enhance their own personal development.

The following employment checks are required:

- Evidence of entitlement to work in the U.K.
- Evidence of essential qualifications – see page 1 of this job specification
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies
- An Enhanced DBS check

**Date completed:** February 2013