

CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

DEPARTMENT: Children's Services	SERVICE GROUP: Children's Social Care
POST TITLE: Head of Service (Provider Services)	REPORTS TO: Deputy Director (Children's Social Care)
GRADE: Special E	SAP POSITION NUMBER : 50072725

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile 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.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes. As a candidate/employee you will be expected to demonstrate your ability meet the special knowledge, experience and qualifications required for the role.

Please see the separate guidance information on how to complete the form located on Bradnet.

Key Purpose of Post:	
To be responsible for the provision and delivery for a range of services for children and families known to Children's Social Care. Specifically, this post will be responsible for: Edge of Care services Fostering service Residential homes (You will be the Responsible Individual) Placements Commissioning and Coordination Unit Developing, implementing and reviewing the Sufficiency Strategy Discharging the Council's Agency Decision Maker responsibility as set out in the National Minimum Standards for Fostering and Adoption	
Main Responsibilities of Post:	
1.	As a member of the Children's Social Care Services Management Team, provide operational leadership, direction and service expertise in the development and implementation of policies relevant to differing groups of vulnerable children.
2.	To deliver effective services against changing demands and external challenge through efficiencies and service improvement.
3.	To contribute to the drive for continuous improvement by embedding and

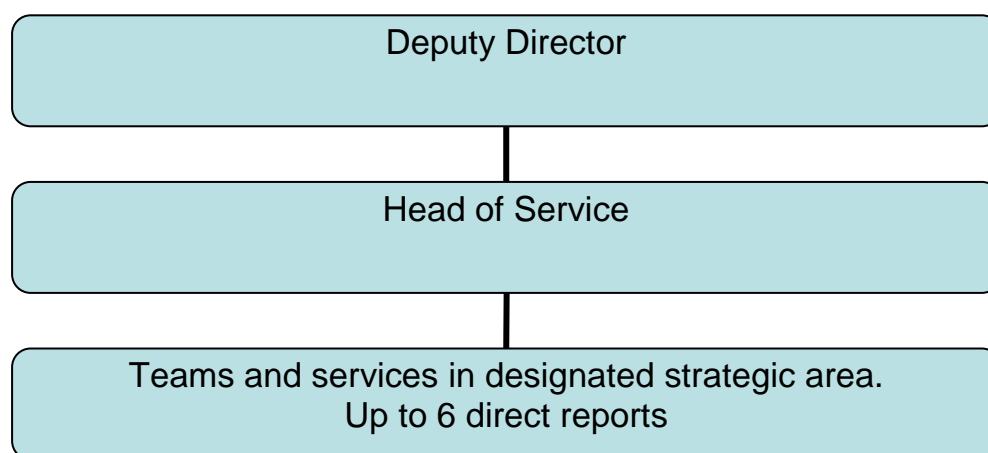
supporting a learning and responsive management culture based on championing high standards of performance through clear service delivery objectives for managers and teams, against outcomes and quality data standards.

4. To ensure that key decisions by staff in the management structure or self that effect life, liberty and long term wellbeing of service users are made to the highest possible standards
5. Provide strong leadership and clear direction to individual Service Management Teams and facilitate and encourage the ongoing development of staff and Managers within the service.
6. To promote and uphold professional Codes of Conduct required of the Registered Social Care workforce. To promote continuous professional development of all staff using supervisory relationships, training opportunities and current staff development schemes.
7. To promote and uphold the Council's Code of Conduct for Officers. Promote and deliver a service culture which ensures best practice through clear, consistent internal and external communications in a fair and open environment; thereby ensuring staff attain high levels of performance, probity and customer confidence.
8. To promote employee safety, health and wellbeing and minimise staff absence through avoidable illness.
9. Ensure that all services that are subject to external inspection receive positive inspection reports that demonstrate continuous improvement within the service. Develop and maintain effective relationships with external regulators.
10. Ensure that Children's Social Care Services are co-ordinated and integrated with Council and system developments and priorities and effectively connect with locality social work teams
11. Utilise information from quality assurance mechanisms, including independent reviewing, safeguarding to drive service shaping and continuous improvement in professional standards.
12. Promote fairness, equality and inclusion across own service provision and employment by implementing policy initiatives with clear direction and action, through open commitment and personal example.
13. To monitor, control and be accountable for finances in accordance with Standing Orders and Financial Regulations.
14. Ensure that services benefit from developments in information and electronic systems and meet fully Government and Council requirements and timescales around the implementation of such systems.
15. To respond effectively to the needs of Elected members, the Council's Management Team and other key stakeholders in order to promote corporate

leadership and strategic direction to deliver the aspirations, vision and objectives of the Council and key partnerships.

16. To solve problems in a measured and creative way. Capable of independently assessing a wide variety of tasks, and be proactive in relation to identifying and undertaking activities that are of benefit to the Council.
17. To contribute to the out-of-hours senior management cover arrangements for Children's Social Care and the wider department.
18. To undertake other duties commensurate to the nature and level of the post at initial place of work or any other venue.

Structure



Special Knowledge Requirement: Will be used in short listing.

Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.

	Essential
Holds a Social Work qualification and is a registered Social Worker	x
Carries out the working practices, procedures and basic operations across children's social care specialist areas.	x
Uses specialist knowledge of health, safety and environmental policies , procedures and regulations, including risk in own area and/or across other areas of work in compliance with Children's act and Working Together to Safeguard Children.	x
Uses a range of specialist ICT systems across own work area and or across other areas of work.	
Oversees a budget, keeping costs within agreed levels for own department and contributes to Corporate savings.	x
Uses, interprets, analyses and communicates complex information from a variety of sources.	x
Demonstrate understanding of key government policies and new legislation impacting upon the functions, leadership and organisational parameters of the Council and its partners	x
Ability to develop and implement performance and improvement	x

Competency Based Job Profile

systems, models and methods and to maintain and manage robust data and information in order to enhance the strategic performance management framework.	
Able to work effectively in order to achieve agreed outcomes with partner organisations/stakeholders/professionals from other disciplines/council members	x
Knowledge of current local and national issues impacting upon the service and can demonstrate a clear linkage with the needs of children and young people across the district.	x
Demonstrate an ability to make difficult decisions, to be held accountable, and be comfortable managing targets and outputs.	x

Relevant experience requirement: Will be used in short listing
Three years experience in senior management capacity in a large organisation.
Experience of leading and responding to Ofsted Inspections.
Recent relevant statutory experience of managing social work services for children and young people.
Experience of leading, managing, supporting and developing individuals and teams and promoting a 'can do' attitude within an environment of continuous improvement and outcomes for children and young people.
Relevant professional qualifications requirement: (Will be used in short listing) Professional qualification in social work e.g. DIPSW, CQSW. Educated to degree level or equivalent. Substantial demonstrable experience at managerial level in a relevant children's social care field.
Degree and post graduate qualification in social work Registered Social Worker Management qualification
Core Employee competencies at manager level to be used at the interview stage.
Carries Out Performance Management – covers the employees capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard.
Communicates Effectively - covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information.
Carries Out Effective Decision Making - covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work.
Undertakes Structured Problem Solving Activity - covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships.
Operates with Dignity and Respect - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.

Management Competencies: to be used at the interview stage.		
Operates with Strategic Awareness Our managers work with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably.		
Practices Appropriate Leadership Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self interest for the sake of the team or service. They consider serving the District in all that they do.		
Delivering Successful Performance Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District's vision & work to achieve Council's values & agreed outcomes.		
Applying Project and Programme Management Our manager's work to ensure that outcomes and objectives are achieved within desired timescales make best use of resources and take a positive approach to contingency planning.		
Developing High Performing People and Teams Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council's values and goals.		
Working Conditions:		
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.		
Special Conditions:		
You will be informed if there is a requirement for the post to have recruitment checks such as DBS, Warner Process.		
Compiled by: Irfan Alam Date: March/April 2020	Grade Assessment Date:	Post Grade: