

Job Description

Job Title:	Director of Children's Services
Directorate	Children's Services
Responsible To: (<i>day to day issues</i>)	Chief Executive
Accountable To: (<i>line manager</i>)	Chief Executive
Hay Know How Score	608
Spot Salary	

1. Key Purpose of Job

- 1.1. To lead, develop and ensure implementation of policy and strategy on all matters relating to Children's Services, in accordance with the Children Act 2004 and any prevailing education legislation
- 1.2. To be the lead professional advisor on Children's services for the council, providing advice to Members, the Chief Executive and senior managers
- 1.3. To provide strategic leadership with a unified, corporate approach and shared ownership of the overall direction and issues affecting the organisation as a whole.
- 1.4. Professional responsibility and accountability for the effectiveness, availability and value for money of the organisations children's services.
- 1.5. To lead the strategic commissioning of relevant services for children and ensure the needs of children are represented corporately.
- 1.6. To lead the strategic commissioning of other relevant services and corporate projects.

2. Anticipated Outcomes of Post

- 2.1. A clear sense of direction to agreed goals and targets within a corporate approach. Ensuring that there is a clear strategy for improving outcomes for all children and young people.
- 2.2. Effective and efficient partnerships with a wide variety of organisations in the public, private and voluntary and community sectors, who also provide children's services in order to focus resources jointly on improving outcomes for children and young people, particularly in safeguarding and promoting the welfare of children.
- 2.3. Corporate solutions solving problems and service delivery.
- 2.4. Delivery of corporate projects to agreed outcomes.
- 2.5. Evidence-based policy proposals that are inclusive and needs-led.
- 2.6. Customers/stakeholders are involved in commissioning of services.

2.7. A positive working environment

- Value for money from commissioned services (internal and external):
- Joint accountability for budget delivery
- Robust contractual and contract management
- Appropriate benchmarking
- Financial and legal compliance
- Commercial & business culture
- Improvements/changes delivered in tight financial constraints

2.8. Effective relationships with key stakeholders: government and government bodies, professional bodies and other organisations.

2.9. Motivated employees working in a structure that does not depend on direct line management, budgetary or other resource control.

2.10. Appropriate contribution to emergencies.

3. List Key Duties and accountabilities of the post

- 3.1. To make and sustain arrangements to promote co-operation between the authority and its partner organisations to improve the well being of children in the authority's area.
- 3.2. To make arrangements to ensure the authority's functions are discharged having regard to the need to safeguard and promote the welfare of children.
- 3.3. To establish, maintain and operate a database of basic information on all children in the authority.
- 3.4. To ensure the effectiveness of the Local Safeguarding Children Board (LSCB).
- 3.5. To prepare and publish a Children and Young People's Plan (CYPP) to set out the authority's strategy for discharging their functions in relation to children and young people.
- 3.6. Listen to and involve children, and champion their interest both across functional boundaries with the Local Authority and across local partnerships, so ensuring that the needs of children, young people and their families or carers are addressed.

4. Accountability - Budget

- 4.1. Prime net budget of approximately £21.7m
- 4.2. Commissioned out budget of approximately £6.5m

- 4.3. Influence over the Council's full budget of circa £1.26m
- 4.4. Current DSG of approximately £73m, although this post has no direct control over this budget.

5. Other Duties

- 5.1. To deputise for the Chief Executive in their absence where necessary.
- 5.2. To undertake additional duties as required, commensurate with the level of the job.

Other Information

- a) All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- b) The Council operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Council's buildings (including Council owned and Council leased buildings, but excluding designated areas in residential schemes), enclosed spaces within the curtilage of buildings, and Council vehicles. The Council does not permit smoking breaks within work time, however, in services where the flexi-scheme is in operation, employees may take reasonable break times outside of core hours, in accordance with flexi-time arrangements. Employees should follow the flexi-scheme procedure for agreeing time away from their duties in the normal manner with their immediate colleagues and line manager, with break start and finish times being recorded, as with any other break-time arrangement.
- c) The post-holder is expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.
- d) The post-holder must comply with the Council's Health and Safety requirements as outlined in the H&S policy appropriate to the role.
- e) This post is based at [insert a location] but the post holder may be required to move their base to any other location within the Council at a future date.
- f) As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to a criminal record check (Disclosure) from the Criminal Records Bureau before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.
- g) Torbay Council is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo the checks appropriate to the post applied for.

Note for Candidate

All Candidates

The supporting statement on your application form will be used to assess ability to meet the essential requirements of the role, so you should explain how you meet each of the numbered essential requirements within your supporting statement.

In a competitive situation, the desirable criteria may be taken into consideration, so you are encouraged to show how you also meet each of the desirable criteria.

Candidates who consider that they have a disability

Reasonable adjustments will be made to the job, job requirements or recruitment process for candidates with a disability.

If you consider yourself to have a disability you should indicate this on your application form, providing any information you would like us to take into account with regard to your disability in order to offer a fair selection interview.

Where ever possible and reasonable we will make adjustments and offer alternatives to help you through the application and selection process.

If you have indicated that you have a disability on your application form you will be guaranteed an interview if you clearly demonstrate in your supporting evidence how you broadly meet the essential requirements of the role.



Person Specification

Job Title:	Director of Children's Services	Business Unit:	Children's Services
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Essential Skills and Effectiveness:	Desirable Skills and Effectiveness:
<ol style="list-style-type: none"> 1. Ability to build consensus, persuade, negotiate and influence without direct line management or control of resources. 2. To innovate, design and implement. 3. Ability to make balanced judgements between competing objectives and priorities. 4. Excellent communication and presentation skills. 5. Ability to use effectively a number of different leadership styles 6. Ability to handle conflict and manage sensitive issues to achieve positive outcomes. 7. Ability to create an environment of trust, fairness and openness. 8. Ability to develop purposeful partnerships and relationships with key stakeholders. 9. Significant involvement in preparing, managing and controlling substantial budgets. 	

Essential Knowledge:	Desirable_Knowledge:
<ol style="list-style-type: none"> 1. A detailed understanding of the role of Children’s Services and the issues and priorities in the area. 2. Evidence of continuing professional development to demonstrate up to date knowledge and understanding of the legislation and its practical application pertaining to education and the wider field of Children’s services. 3. 	
Essential Experience/Achievements:	Desirable Experience/Achievements:
<ol style="list-style-type: none"> 1. Experience at a senior managerial level of successfully managing significant Children’s Services/Education initiatives. 2. Successful programme/project delivery 3. Operating successfully in a senior management level in a dynamic and complex environment. 4. Experience of developing cross-sector partnerships working both as a contributor and in a leadership role. 	
Essential Qualifications/Professional Memberships:	Desirable Qualifications/Professional Memberships:
<ol style="list-style-type: none"> 5. A relevant qualification to degree level (or equivalent) 	<ol style="list-style-type: none"> 1. Professional Management qualification

Essential – Other requirements of the job role

- Ability to travel efficiently around the Bay/South West and wider area in order to carry out duties
- Ability to participate in the Council's performance management process
- Ability to accommodate on-call working
- Ability to accommodate occasional home-working

Job Description

Job Title:	Director of Adults & Resources
Directorate	Adults Services
Responsible To: <i>(day to day issues)</i>	Chief Executive
Accountable To: <i>(line manager)</i>	Chief Executive
Hay Know How Score	608
Spot Salary	

6. Key Purpose of Job

- 6.1. To provide strategic leadership with a unified, corporate approach and shared ownership of the overall direction and issues affecting the organisation as a whole.
- 6.2. Professional responsibility and accountability for the effectiveness, availability and value for money of Adult's Services
- 6.3. To provide Commissioning and contract management and to manage the relationships between Providers, the Council and other stakeholders, alongside the statutory requirements of the role.
- 6.4. To commission the Supporting People Service
- 6.5. To lead the strategic commissioning of relevant services for adults and ensure the needs of adults are represented corporately.
- 6.6. To lead the strategic commissioning of other relevant services and corporate projects.
- 6.7. To commission operational services as directed by the Chief Executive.

7. Anticipated Outcomes of Post

- 7.1. A clear sense of direction to agreed goals and targets within a corporate approach. Ensuring that commissioned services provide outcomes for vulnerable adults.
- 7.2. To ensure that commissioning arrangements provide effective and efficient partnerships to ensure improved outcomes for adults, particularly in safeguarding and promoting the welfare of vulnerable adults.
- 7.3. Corporate solutions solving problems and service delivery.
- 7.4. Delivery of corporate projects to agreed outcomes.
- 7.5. Evidence-based policy proposals that are inclusive and needs-led.
- 7.6. Customers/stakeholders are involved in commissioning of services.
- 7.7. A positive working environment
 - Value for money from commissioned services (internal and external):

- Joint accountability for budget delivery
- Robust contractual and contract management
- Appropriate benchmarking
- Financial and legal compliance
- Commercial & business culture
- Improvements/changes delivered in tight financial constraints

7.8. Effective relationships with key stakeholders: government and government bodies, professional bodies and other organisations.

7.9. Motivated employees working in a structure that does not depend on direct line management, budgetary or other resource control.

7.10. Appropriate contribution to emergencies.

8. List Key Duties and accountabilities of the post

Responsible for the Statutory functions of Director of Adults Services, summarised as:

- 8.1. Accountability for assessing local needs and ensuring availability and delivery of a full range of local authority services;
- 8.2. Professional leadership, including workforce planning;
- 8.3. Leading the implementation of standards;
- 8.4. Managing cultural change;
- 8.5. Promoting local assess and partnership working;
- 8.6. Delivering an integrated approach to supporting communities; and
- 8.7. Promoting social inclusion and wellbeing

NOTE: Adult social care is a commissioned service and therefore some of the statutory functions are led by the Chief Executive of the Care Trust.

9. Accountability - Budget

- 9.1. Fully commissioned net budget of approximately £42m
- 9.2. Influence over the Council's full budget of circa £1.26m

10. Other Duties

- 10.1. To deputise for the Chief Executive in their absence where necessary.
- 10.2. To undertake additional duties as required, commensurate with the level of the job.

Other Information

- h) All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- i) The Council operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Council's buildings (including Council owned and Council leased buildings, but excluding designated areas in residential schemes), enclosed spaces within the curtilage of buildings, and Council vehicles. The Council does not permit smoking breaks within work time, however, in services where the flexi-scheme is in operation, employees may take reasonable break times outside of core hours, in accordance with flexi-time arrangements. Employees should follow the flexi-scheme procedure for agreeing time away from their duties in the normal manner with their immediate colleagues and line manager, with break start and finish times being recorded, as with any other break-time arrangement.
- j) The post-holder is expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.
- k) The post-holder must comply with the Council's Health and Safety requirements as outlined in the H&S policy appropriate to the role.
- l) This post is based at [insert a location] but the post holder may be required to move their base to any other location within the Council at a future date.
- m) As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to a criminal record check (Disclosure) from the Criminal Records Bureau before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.
- n) Torbay Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and applicants must be willing to undergo the checks appropriate to the post applied for.

Note for Candidate

All Candidates

The supporting statement on your application form will be used to assess ability to meet the essential requirements of the role, so you should explain how you meet each of the numbered essential requirements within your supporting statement.

In a competitive situation, the desirable criteria may be taken into consideration, so you are encouraged to show how you also meet each of the desirable criteria.

Candidates who consider that they have a disability

Reasonable adjustments will be made to the job, job requirements or recruitment process for candidates with a disability.

If you consider yourself to have a disability you should indicate this on your application form, providing any information you would like us to take into account with regard to your disability in order to offer a fair selection interview.

Where ever possible and reasonable we will make adjustments and offer alternatives to help you through the application and selection process.

If you have indicated that you have a disability on your application form you will be guaranteed an interview if you clearly demonstrate in your supporting evidence how you broadly meet the essential requirements of the role.

Person Specification

Job Title:	Director of Adult Services	Business Unit:	Adult Services
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Essential Skills and Effectiveness:	Desirable Skills and Effectiveness:
<p>10. Ability to build consensus, persuade, negotiate and influence without direct line management or control of resources.</p> <p>11. To innovate, design and implement.</p> <p>12. Ability to make balanced judgements between competing objectives and priorities.</p> <p>13. Excellent communication and presentation skills</p> <p>14. Ability to use effectively a number of different leadership styles</p> <p>15. Ability to handle conflict and manage sensitive issues to achieve positive outcomes.</p> <p>16. Ability to create an environment of trust, fairness and openness.</p> <p>17. Ability to develop purposeful partnerships and relationships with key stakeholders.</p> <p>18. Significant involvement in preparing, managing and controlling substantial budgets.</p> <p>19. Proven contract management experience for a range of services.</p>	

Essential Knowledge:	Desirable_Knowledge:
<ul style="list-style-type: none"> 4. A thorough understanding of the issues and priorities of the service area. 5. Commitment to continued personal and professional development 	<ul style="list-style-type: none"> 2. Understanding of NHS working arrangements including the commissioning of health provision
Essential Experience/Achievements:	Desirable Experience/Achievements:
<ul style="list-style-type: none"> 1. In depth experience at a senior management level of successfully managing a range of commissioned services. 2. Successful programme/project delivery 3. Operating successfully in a senior management level in a dynamic and complex environment. 4. Experience of developing cross-sector partnerships working both as a contributor and in a leadership role. 	
Essential Qualifications/Professional Memberships:	Desirable Qualifications/Professional Memberships:
A relevant qualification to degree level (or equivalent)	3. Professional Management qualification

Essential – Other requirements of the job role

- Ability to travel efficiently around the Bay/South West and wider area in order to carry out duties
- Ability to participate in the Council's performance management process
- Ability to accommodate on-call working
- Ability to accommodate occasional home-working

Job Description

Job Title:	Director of Place & Resources
Directorate	Place & Resources
Responsible To: (<i>day to day issues</i>)	Chief Executive
Accountable To: (<i>line manager</i>)	Chief Executive
Hay Know How Score	608
Spot Salary	

11. Key Purpose of Job

- 11.1. To provide strategic leadership with a unified, corporate approach and shared ownership of the overall direction and issues affecting the organisation as a whole.
- 11.2. Professional responsibility and accountability for the effectiveness, availability and value for money of the organisations resources.
- 11.3. Commission and contract/relationship management of all Place functions: Torbay Development Agency (TDA), Harbours, Residents and Visitor Services, Spatial Planning – services that impact on every individual in the Bay.
- 11.4. To commission operational services as directed by the Chief Executive.
- 11.5. To lead the strategic commissioning of other relevant services and corporate projects.

12. Anticipated Outcomes of Post

- 12.1. A clear sense of direction to agreed goals and targets within a corporate approach, taking into account the Government's agenda particularly in relation to the funding model based around growth.
- 12.2. Corporate solutions solving problems and service delivery.
- 12.3. Effective and efficient partnership arrangements.
- 12.4. Delivery of corporate projects to agreed outcomes.
- 12.5. Evidence-based policy proposals that are inclusive and needs-led.
- 12.6. Customers/stakeholders are involved in commissioning of services.
- 12.7. A positive working environment
 - Value for money from commissioned services (internal and external):
 - Joint accountability for budget delivery
 - Robust contractual and contract management

- Appropriate benchmarking
- Financial and legal compliance
- Commercial & business culture
- Improvements/changes delivered in tight financial constraints

12.8. Effective relationships with key stakeholders: government and government bodies, professional bodies and other organisations.

12.9. Motivated employees working in a structure that does not depend on direct line management, budgetary or other resource control.

12.10. Appropriate contribution to emergencies.

13. List Key Duties and accountabilities of the post

13.1. To ensure that Place-based universal services are commissioned to agreed outcomes.

13.2. To implement new forms of service delivery as necessary.

13.3. To innovative financial and other strategies that provide a framework for investment and procurement of services, taking into account the Council's strategic appetite for risk.

14. Accountability - Budget

14.1. Prime net budget of approximately £40m

14.2. Commissioned out budget of approximately £11.5m

14.3. Influence over the Council's full budget of circa £1.26m

15. Other Duties

5.1 To undertake additional duties as required, commensurate with the level of the job.

5.2 To deputise for the Chief Executive in their absence where necessary.

Other Information

- o) All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- p) The Council operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Council's buildings (including Council owned and Council leased buildings, but excluding designated areas in residential schemes), enclosed spaces within the curtilage of buildings, and Council vehicles. The Council does not permit smoking breaks within work time, however, in services where the flexi-scheme is in operation, employees may take reasonable break times outside of core hours, in accordance with flexi-time arrangements. Employees should follow the flexi-scheme procedure for agreeing time away from their duties in the normal manner with their immediate colleagues and line manager, with break start and finish times being recorded, as with any other break-time arrangement.
- q) The post-holder is expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.
- r) The post-holder must comply with the Council's Health and Safety requirements as outlined in the H&S policy appropriate to the role.
- s) This post is based at Town Hall but the post holder may be required to move their base to any other location within the Council at a future date.
- f) You will be asked to complete a Criminal Records Self Declaration Form. Criminal convictions will only be taken into account when they are relevant to the post. You will only be asked to disclose 'unspent' convictions

Note for Candidate

All Candidates

The supporting statement on your application form will be used to assess ability to meet the essential requirements of the role, so you should explain how you meet each of the numbered essential requirements within your supporting statement.

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Person Specification

Job Title:	Director of Place & Resources	Business Unit:	Place & Resources
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Essential Skills and Effectiveness:	Desirable Skills and Effectiveness:
<p>20. Ability to build consensus, persuade, negotiate and influence without direct line management or control of resources.</p> <p>21. To innovate, design and implement.</p> <p>22. Ability to make balanced judgements between competing objectives and priorities.</p> <p>23. Excellent communication and presentation skills.</p> <p>24. Ability to use effectively a number of different leadership styles</p> <p>25. Ability to handle conflict and manage sensitive issues to achieve positive outcomes.</p> <p>26. Ability to create an environment of trust, fairness and openness.</p> <p>27. Ability to develop purposeful partnerships and relationships with key stakeholders.</p> <p>28. Significant involvement in preparing, managing and controlling substantial budgets.</p>	

Essential Knowledge:	Desirable_Knowledge:
<ul style="list-style-type: none"> 6. A thorough understanding of the issues and priorities of the relevant service area 7. Commitment to continued personal and professional development 	
Essential Experience/Achievements:	Desirable Experience/Achievements:
<ul style="list-style-type: none"> 8. In depth experience at a senior management level of successfully managing a range of functions and services. 9. Successful programme/project delivery 10. Operating successfully in a senior management level in a dynamic and complex environment. 11. Experience of developing cross-sector partnerships working both as a contributor and in a leadership role. 	
Essential Qualifications/Professional Memberships:	Desirable Qualifications/Professional Memberships:
12. A relevant qualification to degree level (or equivalent)	4. Professional Management qualification.

Essential – Other requirements of the job role

- Ability to travel efficiently around the Bay/South West and wider area in order to carry out duties
- Ability to participate in the Council's performance management process
- Ability to accommodate on-call working
- Ability to accommodate occasional home-working