

## **MEDWAY COUNCIL - JOB PROFILE**

<b>DESIGNATION</b>	<b>Head of Improvement</b>
<b>DIRECTORATE</b>	<b>Children and Adults</b>
<b>DIVISION</b>	<b>Children's Services</b>
<b>RESPONSIBLE TO</b>	<b>Assistant Director – Children's Services</b>
<b>GRADE</b>	<b>Service Manager</b>

### **MAIN PURPOSE OF JOB**

Lead on the improvement strategy for the service, which challenges and informs the vision and values for Children's Services, including planning and timely delivery of key external assessments such as Ofsted inspections, peer reviews and other key priorities.

Lead on the development of complex transformational change and improvement projects, working collaboratively with senior leaders and stakeholders to define the needs, outcomes and overall project aims.

Produce and present evidence-based reports for Members, the Director, and Assistant Director, and Partnership Improvement Board to gain their wider support and decision making on various projects and/or service improvements.

Prepare submissions for external bids and grants that are in the best interests of the service, and where successful oversee the financial governance of the project implementation, to ensure spending is within set budgets and full compliance with Council financial regulations.

To lead on staff engagement, ensuring good communication and feedback from staff is gathered and oversee the learning from feedback to ensure people are effectively engaged and that their views inform key strategies and plans.

To contribute to the operational management and strategic development of the wider service as a member of the Children's Services Management Team, working collaboratively with colleagues.

To look into emerging issues and bring diagnostic skill to areas of practice to understand what is happening and support required responses.

To assist and deputise for the Assistant Director of Children's Services and provide cover for other Heads of Service, as appropriate.

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## ACCOUNTABILITIES TO CHILDREN AND YOUNG PEOPLE

The children and young people of Medway have said the following qualities are really important to them:

- ✓ Be a good listener
- ✓ Be non-judgemental
- ✓ Be consistent and Stable
- ✓ Be contactable
- ✓ Understand me
- ✓ Be honest
- ✓ Be Focused
- ✓ Be realistic
- ✓ Be a good timekeeper
- ✓ Be resourceful in your approach

Be ambitious for young people and promote others to share the same drive.

Champion Children and Young People's views and rights in everything you do.

Ensure Children and Young People's voices are listened to and acted upon.

'Do what you say and say what you do'.

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## PERSON SPECIFICATION

### Qualifications/Experience

#### *Essential*

- Degree in Social Work
- NVQ level 5 in Management or equivalent management qualification
- Extensive management experience including the management of change
- Extensive knowledge of project and change management methodologies with proven track record of experience, demonstrating practical and theoretical knowledge
- Experience in successfully planning for and contributing to the Ofsted inspection process.
- Extensive understanding of the legislative and policy framework around providing services to children, young people and their families.
- Evidence of continuous professional development.
- Registered with Social Work England

### Strategic Vision

- Demonstrable ability to contribute to the ongoing development and achievement of the strategic vision for the service

### Organisational Insight

- Can demonstrate an extensive understanding of the service, its activities and policies and the market/external comparators for it.
- Ability to inform and engage with elected members.

### Inspirational Leadership

- Demonstrable ability to show strong leadership, promoting equality and integrity.
- Encourages creativity, innovation and improvement.
- Can influence decision makers to facilitate progress and achievement of objectives.
- Ability to work collaboratively as a member of the senior leadership team.

### Stakeholder Management

- Demonstrable ability to build sound, productive working relationships with colleagues, partners and employees.
- Seeks opportunities for partnership working or alternative models of delivery, that will benefit the service area.
- Ability to communicate clearly both orally and in writing, adapting style to suit different needs.

### **Service Effectiveness**

- Demonstrable ability to develop resource plans to meet service requirements drawing up realistic budgets and using information effectively.
- Managing programmes and projects, assessing and dealing with risks
- Ability to develop a strong service culture, developing, managing and measuring service plans and objectives.
- Demonstrable ability in managing service budgets, evaluating competing budget priorities, financial planning, monitoring and control.

### **Leading Change**

- To be proactive in instigating change
- Ability to write high quality, clear and concise management and committee reports, ensuring timelines are adhered to.
- Demonstrable ability to make decisions and solve problems within limits of authority, to enable progress.
- Ability to embed change, supporting wider council initiatives

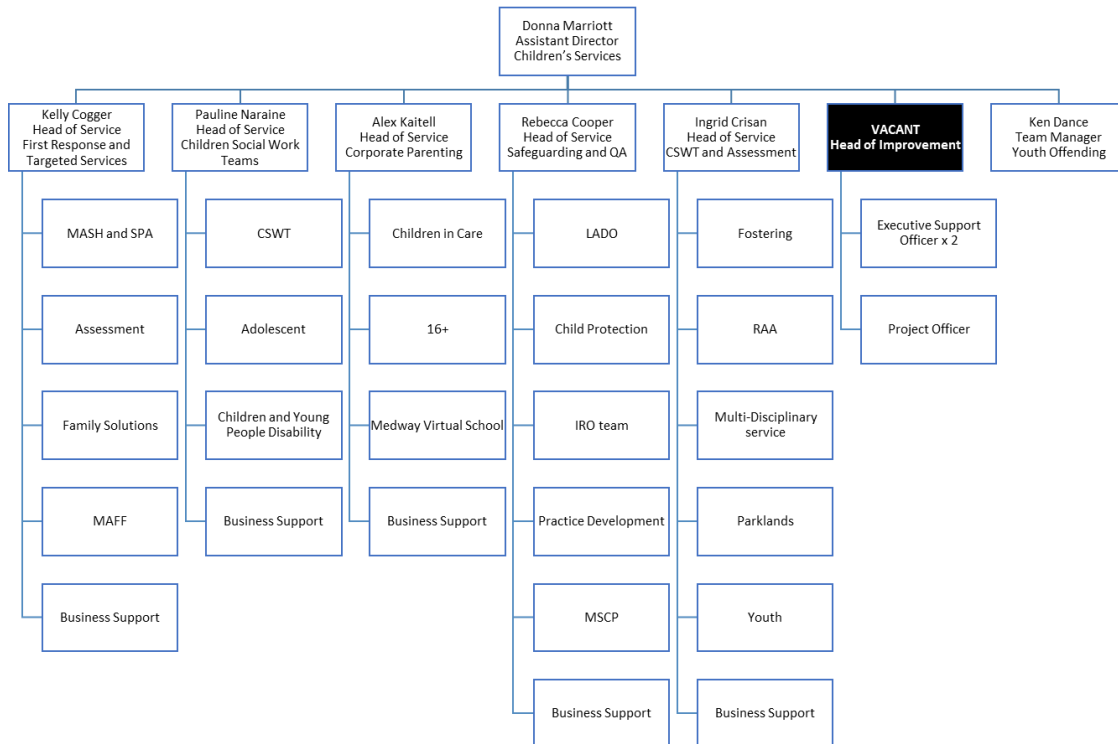
### **Team Engagement**

- Demonstrable ability to build a motivated and engaged team.
- Demonstrable ability to ensure that individuals and teams have targets / objectives and development plans, linked to service goals.

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## ORGANISATION

### (i) ORGANISATION CHART



### (ii) DESCRIBE HOW AND BY WHOM THE POST IS MANAGED

The post holder will be line managed by the Assistant Director of Children's Services.

### (iii) DESCRIBE THE LEVEL OF INITIATIVE AND/OR INDEPENDENCE EXPECTED OF THE POST HOLDER

The post holder will be expected to work at a high level of autonomy, dealing with any issues which arise independently and reporting any issues to the Assistant Director of Children's Services

### (iv) DESCRIBE ANY SUPERVISORY/MANAGEMENT RESPONSIBILITIES

The post holder will have direct line management responsibility

### (v) JOB CONTEXT - DESCRIBE THE MAIN CONTACTS, BOTH INTERNAL AND EXTERNAL AND THE PURPOSE OF THOSE CONTACTS

The post holder will be expected to liaise with all levels of the organisation, children and young people, their families and external partner colleagues.

## **FINANCIAL ACCOUNTABILITIES**

The post holder will be responsible for the successful management of budgets and delivering services in line with the agreed budget.

## **WORKING ENVIRONMENT**

The workstyle for this role has been assessed as 'Hybrid'. This means the post holder will have a flexible workstyle and be able to work from a variety of locations. There is an expectation that the post holder will be office based for a minimum of 2 days each week.

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