

MEDWAY COUNCIL - JOB PROFILE

DESIGNATION	Head of Safeguarding and Quality Assurance
DIRECTORATE	Children and Adults
SECTION	Safeguarding and Quality Assurance
RESPONSIBLE TO	Deputy Director – Children and Adults
GRADE	Head of Service

1. MAIN PURPOSE OF JOB

To provide strategic leadership and management for the Safeguarding and Quality Assurance Team within the Children's Services division, continuously driving improvement and ensuring social work practice and values deliver positive outcomes for children, young people and their families.

To contribute to the leadership and strategic development of the wider service as a member of the Children's Services Management Team.

To work in strategic partnership with other agencies and stakeholders, including children, young people and their families to ensure their views inform and shape service delivery and improve outcomes for children, young people and their families.

To be accountable for the service area budget, ensuring effective monitoring and analysing of spend in order to ensure services are delivered safely within budget.

To work with the Deputy Director for Children and Adults to co-ordinate effective strategies to ensure that all children and young people are physically, mentally and emotionally healthy and safe from all forms of maltreatment and neglect.

To provide strong leadership, challenge and support providing a mirror into social work and early help in the areas, but also ensuring good systems are in place to scrutinise the effectiveness of the Quality Assurance Unit, and its impact on practice.

To understand, explore and interpret good practice and support the Deputy Director for Children and Adults in developing, planning and implementing change in Children's Services; in order to achieve a culture of continuing improvement that delivers joined-up, high quality services for children and young people, in particular, services for vulnerable children across Medway.

To work with the providers of universal and targeted services across the

directorate and with partnership agencies to develop services and strategies to prevent children coming into care.

Work with strategic commissioning colleagues to inform commissioning plans, monitor implementation and deliver specified outcomes that offer value for money. To seek to maximise income from appropriate sources, including traded services.

2. PERSON SPECIFICATION

Qualifications/Experience

Essential

- Qualified Social Worker registered with the Health and Care Professions Council (25% weighting)
- NVQ level 5 or equivalent management qualification
- Demonstrable management experience including the management of change
- Demonstrable understanding of how specialist children's services operate in local authorities and how improvements can be effected by integrated planning and delivery with other children's services (20% weighting)

Strategic Vision

- Demonstrable ability to contribute to the ongoing development and achievement of the strategic vision for the service (15% weighting)

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, integrity and adherence to professional standards. (10% weighting)
- Encourages creativity, innovation and improvement.
- Can influence decision makers to facilitate progress and achievement of objectives

Stakeholder Management

- Demonstrable ability to build sound, productive working relationships with colleagues, partners and employees. (6% weighting)
- Seeks opportunities for partnership working or alternative models of delivery that will benefit the service area. (6% weighting)
- Ability to communicate clearly both orally and in writing, adapting style to suit different needs. (5% weighting)

Service Effectiveness

- Demonstrable ability to develop resource plans to meet service requirements drawing up realistic budgets and using information effectively. (8% weighting)
- Managing programmes and projects, assessing and dealing with risks

- Ability to develop a strong service culture, developing, managing and measuring service plans and objectives

Leading Change

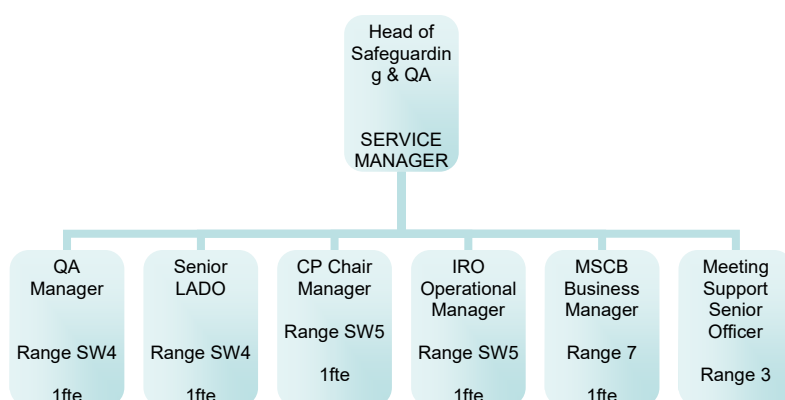
- To be proactive in instigating change
- Demonstrable ability to make decisions and solve problems within limits of authority, to enable progress.
- Ability to embed change, supporting wider council initiatives (5% weighting)

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

3. ORGANISATION

(i) ORGANISATION CHART



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

The post holder will be line managed by the Deputy Director Children and Adults

(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 Deputy Director Children & Adults

(iv) DESCRIBE ANY SUPERVISORY/MANAGEMENT RESPONSIBILITIES

The post holder will have direct line management responsibility for the QA Manager, Senior LADO, CP Chair Manager, IRO Operational Manager, MSCB Business Manager and Meeting Support Senior Officer and overall responsibility for all staff in the designated service area.

(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, for example in health and education.

4. FINANCIAL ACCOUNTABILITIES

The post holder will be responsible for the consolidation, allocation and management of appropriate budgets relating to creating and efficiently running the service

5. WORKING ENVIRONMENT

The post holder will be predominantly office based, but will be required to work across different sites within Medway, depending on where the services being managed are based

Weighting shown below demonstrates the rank order of the most important elements for the role.