

Job Description

Job Title: Assistant Director of Quality Assurance	Service Area: Children's Services	
Directorate: Children and Young People's Services	Post Number:	Evaluation Number: LBN 94
Grade: SMR C	Date last updated: April 2019	

People at the heart of everything we do

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

Equality and diversity

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

Protecting our staff and services

Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

Corporate parent

Every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

Overall Purpose of Job

1. To lead and implement the Councils Quality Assurance Framework within Children's Services to improve outcomes for children and families within Early Help and Children's Social Care Division across a range of national and local indicators.

2. To provide and ensure that there is critical challenge to standards and practice across the Division, in line with national and local performance indicators relevant to Children Services.
3. To ensure the Council achieve acceptable standards within OSTED regulatory framework.
4. To provide professional leadership across the services to meet statutory requirements and achieve good performance.
5. To lead on the development of a performance management culture and to provide the matrix management of staff supporting performance information and the ongoing maintenance and delivery of the Children's Record System.
6. To ensure that the Local Authority Designated Officer function is carried out effectively.
7. Ensuring social work and social care services are developed, delivered and accessed in the context of a clear and shared partnership, together with an understanding of appropriate intervention.
8. Ensuring the Council's compliance with all associated statutory responsibilities.
9. To manage budgets and to comply with financial obligations.
10. To lead in the preparation of services for statutory inspections.

Accountabilities

1. The post holder is accountable to and reports to the Director for Children's Services.
2. The post holder has responsibility for:
 - Development, delivery and implementation of a Quality Assurance Framework for the division
 - Child Protection Chairs
 - Independent Reviewing Officers for Looked After Children
 - Local Authority Designated Officer function

3. The post holder is accountable for:

- 30 staff
- a budget of £2.5million

Job Context

The post holder will play a key role in the Council's senior management team in discharging corporate objectives, influencing strategic decision making, assessing and mitigating corporate risk (together with first tier Council Officers). The post holder will be responsible for the technical delivery of their role and the corporate competencies, while promoting the corporate values through their day-to-day work.

Responsibilities

In Children's Services, key responsibilities for all Senior Managers are as follows:

1. To work with colleagues in Children's Services, across the council and in partner organisations to **develop and agree a clear vision and strategy** for the service area, based on:
 - a. the needs of children, young people and families in the local area now and in the future
 - b. political and corporate priorities
 - c. best practice in Newham and in other area
2. To **ensure effective operation of the service in line with this vision and strategy**, working in partnership with others as necessary – schools, children's centres, local health providers, the police, voluntary sector providers, private providers and other council partners
3. To **lead the service**, instilling a clear sense of direction, priority and pace across the service, ensuring clarity of goals at a service, team and individual level, conveying how they support the fundamental purpose of the council and energising staff towards their achievement.
4. To **ensure staff are equipped to deliver** through effective recruitment, line management, skills audits, learning and development programmes and the fostering of a supportive working environment
5. To **agree and manage the budget** for the service area in line with the agreed strategy, including ensuring that financial governance arrangements are followed, and that appropriate action is taken where income or expenditure is not in line with the approved budget, managing the efficient use of resources within the service area, including plant/equipment/machinery and ensuring value for money in terms of service delivery.
6. To **develop systems for gathering and making use of information about the performance and impact** of the service and provide briefings, performance reports and advice on matters relating to the service to the DCS,

the lead member for CYPS, elected Members, regulators, other stakeholders and council officers, including through the service review process

7. To **demonstrate a commitment to continual improvement** in service delivery, including through keeping up to date with developments in the service area, nationally and locally, and establishing a learning culture within the service
8. To **demonstrate professional and personal integrity** through a problem-solving and constructive approach, including when working with others in children's services, with colleagues across the council, with partner organisations and with service users
9. To work with others to **identify opportunities for aspects of service delivery and/or the entire service to be run as an independent enterprise**, including supporting staff to develop small business models.
10. To **ensure statutory obligations relating to the service area and corporate policies and procedures** are fulfilled

The post holder may be required to work evenings, weekends and occasional public holidays, in order to meet the needs of all service users and stakeholders.

To carry out any other duties which are commensurate with this post as may be required.

Politically Restricted Posts

In accordance with this legislation, this post is politically restricted and as such the post holder must refrain from being a candidate for election, an election agent or sub agent, an officer of a political party, or sub committee of such a party or canvass, speak to the public at large, publish written or artistic work or display posters in support of a political party or sub group of such a party.

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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
<p>EQUALITY AND DIVERSITY We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.</p> <p>PROTECTING OUR STAFF AND SERVICES Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.</p>	
<p>QUALIFICATIONS:</p> <p>Educated to degree-level or equivalent in a relevant area, or equivalent by experience.</p> <p>Relevant professional qualification from one of the service areas: education, health, social care or youth and professional registration where appropriate.</p>	<p>Application Form/Documentation</p> <p>Application Form/Documentation</p>

<p>Evidence of continuous managerial and professional development.</p>	<p>Application Form/Documentation/Interview</p>
<p>KNOWLEDGE AND EXPERIENCE:</p> <p>Detailed and advanced knowledge of Children Acts 1989, 2004 and 2008 and the Inspection Framework as applied to Children and Young People's Services, the responsibilities of safeguarding boards and child protection procedures.</p> <p>A detailed understanding and awareness of the government agendas relating to safeguarding and social care workforce development and the ability to translate them into service requirements.</p> <p>A good understanding of the relevant legal, political, operational, commercial and social community aspects of a similar complex environment.</p> <p>Experience of providing high quality services to children and young people in a context where processes to assess quality are required to be set up.</p> <p>Practical evidence of developing and maintaining good working relationships with a wide range of customers/stakeholders.</p> <p>Evidence of management achievement and/or training.</p> <p>Experience of successfully managing change.</p> <p>Experience of successful management and development of high performing teams.</p> <p>Extensive experience of service delivery within local or central government, with demonstrable and proven record of achievement in same.</p> <p>Experience of implementing planning, commissioning and performance frameworks in a multi-disciplinary and partnership environment.</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>

<p>Experience of having worked at a managerial level and an understanding of the political environment.</p> <p>Evidence of successful integrated working across whole organisation perspective.</p> <p>Demonstrable commitment to diversity issues in both service provision and employment practices and evidenced achievement of positive outcomes.</p> <p>Demonstrable achievement in successfully managing budgets in a demanding public arena.</p> <p>Solid track record of implementing quality assurance frameworks resulting in sustained service improvement.</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p>SKILLS AND ABILITIES</p> <p>Excellent assessment, analysis and reporting skills</p> <p>Ability to relate everyday practice issues to the wider strategic context</p> <p>Ability to apply theory to practice and shape the practice of others</p> <p>Ability to plan and work towards a long term strategic vision and translate that vision into reality.</p> <p>Ability to develop, implement and monitor appropriate qualitative and quantitative indicators to measure the performance of the service.</p> <p>Ability to use management information to judge service performance and to devise and implement service improvement strategies.</p> <p>Ability to translate corporate policies into tangible service improvements.</p> <p>Ability to contribute to corporate projects on behalf of the Service.</p> <p>An ability to manage services and to devise innovative solutions to service delivery.</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>

<p>An ability to assess the impact of legislative or administrative changes affecting the service including health and safety issues and to proactively implement changes to comply with those requirements.</p> <p>Ability to listen and respond sensitively to the needs of the community and structure the service around the needs of customers.</p> <p>Ability to build effective and productive working relationships with colleagues.</p> <p>Ability to manage, lead and motivate staff and foster their development.</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p>
<p>OTHER SPECIAL REQUIREMENTS</p> <p>This post is subject to a enhanced DBS check.</p> <p>Willingness and ability to work occasional evenings and weekends to maintain service delivery.</p> <p>Politically Restricted Posts The Local Government & Housing Act 1989 imposes restrictions on political activities for certain categories of local government employees. In accordance with this legislation, this post is politically restricted and as such the post holder must refrain from being a candidate for election, an election agent or sub agent, an officer of a political party, or sub committee of such a party or canvass, speak to the public at large, publish written or artistic work or display posters in support of a political party or sub group of such a party.</p>	<p>Satisfactory clearance at conditional offer stage</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>