

**Job Description**

|  |  |
| --- | --- |
| **Department** | **Children’s Services** |
| **Job Title** | Head of Service – Looked After Children |
| **Grade** | N |
| **Primary Purpose of Job** | To lead and manage the operational delivery in the Corporate Parenting in relation to looked after children and care experienced children. |
| **Reporting To** | Strategic Lead – Corporate Parenting |
| **Direct Staffing Reports** | Team Managers |

**Main Duties**

|  |  |  |
| --- | --- | --- |
| **1** | To manage the operational aspects of the service area, contributing to and implementing the latest legislation, regulations, guidelines and best practice methods to continuously improve the service for young people and families across the Council and partner agencies. | |
| **2** | Provide effective operational leadership in ensuring the service meets its vision and strategic objectives, standards and performance targets to demonstrate its core values and meet the expectations of inspectorates and peer review processes. | |
| **3** | To provide challenge, support and guidance to staff to encourage confidence in decision making within the service, in order to deliver efficient and effective services which will directly impact the wellbeing of service users. | |
| **4** | To identify and develop potential to build capacity, to secure resources and manage demand directly or by working in partnership with other services. | |
| **5** | To maintain and advocate the service focus on addressing vulnerable children and young people’s needs who are at risk of exploitation, criminalisation and alienation. | |
| **6** | Manage the service area within budget and to maximum effect within the Council’s financial regulations and standing orders, ensuring financial systems and procedures are adhered to, in line with Council policies and financial regulations. | |
| **7** | To plan, prepare and manage specific project activity for the service and where directed, for the Department to drive continuous improvement and efficiency in service planning and delivery. | |
| **8** | To analyse information and the effectiveness of technology systems to support beneficial information management, communications and risk management, making informed critical decisions for children and young people and recommending where these systems and processes could be improved. | |
| **9** | To develop and drive strong working relationships across the Council and partner organisations, analysing multi-agency information to make informed, critical decisions and recommend proposals to the Senior Management Team, Assistant Director, Director. | |
| **10** | To lead by example and mentor staff across the service in its aims and objectives, inspiring confidence and trust and creating an atmosphere of positive thinking to support and develop staff across the division. | |
| **11** | To deputise for the Strategic Lead where appropriate. | |
| **Date Job Description prepared/updated:** | | **March 2025** |
| **Job Description prepared by:** | | **Deputy Director of Children’s Services** |

**Person Specification**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Department** | | | **CHILDRENS SERVICES** | | | |
| **Job Title** | | | Head of Service – Looked After Children | | | |
| **Stage One** | | | Candidates who are care leavers, have a disability, are ex-armed forces or are a carer (see Carers-Charter-FINAL.pdf (gmhsc.org.uk) are guaranteed an interview if they meet the essential criteria for the role | | | |
| **The Minimum Essential Requirements for the above Post are as Follows:** | | | | | | **Method of Assessment** |
| **1.** | **Skills and Knowledge** | | | | | |
| 1. | A detailed understanding of legislation, regulations, statutory guidance and evidence-based practice in relation to the Childrens Service. | | | | | Application Form / Interview |
| 2. | In depth knowledge of Council objectives, the performance framework and departmental policies and procedures. | | | | | Assessment / Interview |
| 3. | Ability to work within a performance management framework, setting realistic goals and objectives, ensuring a professional service is delivered whilst striving to ensure the development and sustained improvement of the service. | | | | | Application Form |
| 4. | Ability to work in, collaborate and lead a range of different teams and partnerships, including multi-agency, to achieve desired outcome of needs led service. | | | | | Application Form |
| 5. | Ability to use knowledge and understanding of the political context, processes and sensitivities to influence own approach to delivering outcomes and developing relationships with elected members. | | | | | Assessment / Interview |
| 6. | Ability to successfully managing budgets, reviewing the generation and allocation of financial resources, and evaluating proposals for expenditure. | | | | | Application Form |
| 7. | Evidence of systematic involvement and consultation with service users and/or carers in pursuit of meeting need and service development. | | | | | Application Form / Interview |
| 8. | Use a variety of management tools and techniques to ensure effective and co-ordinated service delivery including knowledge of solution focused interventions. | | | | | Interview |
| 9. | Ability to ensure necessary resources are available and allocated accordingly to ensure equitable service delivery. | | | | | Assessment / Interview |
| 10. | Ability to plan, prepare and manage projects, using appropriate project management tools, maintaining communication with stakeholders, and providing solutions to problems. | | | | | Application Form |
| 11. | Ability to identify information and technology requirements and the selection, implementation and monitoring of information management, technology and communication systems. | | | | | Application Form |
| 12. | Ability to lead by example, inspiring confidence and trust, tackling performance issues if they arise and creating an atmosphere of ‘can do’ and positive thinking. | | | | | Assessment / Interview |
|  | **Competencies** – Please note the council’s corporate competencies, which are essential for all roles, are below in the Core Competencies section | | | | | Interview |
| **2. Experience/Qualifications/Training etc** | | | | | | |
| 1. | | Must be a qualified social worker and registered with Social Work England (SWE) | | | Proof of registration | |
| 2. | | A minimum of 3 years management experience in Children’s Social Care including experience of managing social care teams and child protection activity. | | | Application Form | |
| 3. | | Experience of successfully managing budgets, reviewing the generation and allocation of financial resources, and evaluating proposals for expenditure. | | | Interview | |
| 4. | | Experience in obtaining and analysing the information needed for decision making and the ability to advise and inform others in taking critical decisions. | | | Interview | |
| **3. Work Related Circumstances** | | | | | | |
| 1. | | All posts require the job holder to undertake mandatory training for the role and to regularly review their developmental needs in conjunction with their line manager. Development of our employees plays a key role in delivering our services | | | Interview | |
| 2. | | The Council has a framework of Values & Behaviours that guide our behaviour and decision making to help achieve our vision. All employees are expected to be mindful of these when undertaking their work. | | | Interview | |
| 3. | | This role requires the job holder to work outside of normal office hours, for example at evenings and weekends, to meet the needs of the service. | | | Interview | |
| 4. | | This role has a minimum age requirement due to the nature of the position of 25 years. | | | Application Form | |
| 5. | | This post is subject to an enhanced disclosure from the Disclosure & Barring Service with check of relevant barred list(s) | | | Interview | |
| 6. | | This post has been designated an essential car user post. You must hold a full, current and valid driving licence and a vehicle with a current valid MOT certificate. You will also need adequate vehicle insurance cover to comply with the council’s requirements, in line with the Travel Costs Reimbursement Policy | | | Interview | |
| 7. | | Posts that are designated as Information Asset Owners will be expected to lead and foster a culture that values, protects and uses information for the public good. They must know what information the asset holds, what enters and leaves it and why, being responsible for maintaining this overview within the Councils Information Asset Register. The IAO will also need to know who has access and why and ensure their use of the asset is monitored and used for service delivery and performance management, understand and address risks to the asset and provide assurance to the SIRO/ DSIRO. Ultimately, the IAO must ensure the asset is fully used for the public good, including responding to access requests, audits and transparency /open data requests. | | | Interview | |
| 8. | | This post is designated as politically restricted. The holder of a politically restricted post is unable to have any active political role either in or outside the workplace. Politically restricted employees will automatically be disqualified from standing for or holding elected office. This means you are not permitted to stand for office as a local councillor or MP. In addition, you are restricted from canvassing on behalf of a political party or a person who is, or seeks to be, a candidate. You are also restricted from speaking to the public at large or publishing any written or artistic work that could give the impression that you are advocating support for a political party. | | | Interview | |
| 9. | | **Applicable to all roles Grade N and above:** Bolton Council is committed to providing robust Civil Contingencies planning and response arrangements. You will be required to join the Tactical Officer rota. This will involve working outside of routine working hours on a rota basis. | | | Interview | |
| **STAGE TWO** | | | | Will only be used in the event of a large number of applicants meeting the minimum essential requirements | | |
| **Additional Requirements** | | | | | | **Method of Assessment** |
| **1. Skills and Knowledge** | | | | | | |
| 1. |  | | | | |  |
| 2. |  | | | | |  |
| **2. Experience/Qualifications/Training etc** | | | | | | |
| 1. | Experience of managing change successfully | | | | | Interview/Assessment |
| 2. |  | | | | |  |

|  |  |
| --- | --- |
| **Date Person Specification prepared/updated** | **March 2025** |
| **Person Specification prepared by** | **Deputy Director of Children’s Services** |

**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.

**The values of an organisation are those key principles by which people are expected to work to day to day. They’re our culture and help define what is expected of each and every one of us**.





