

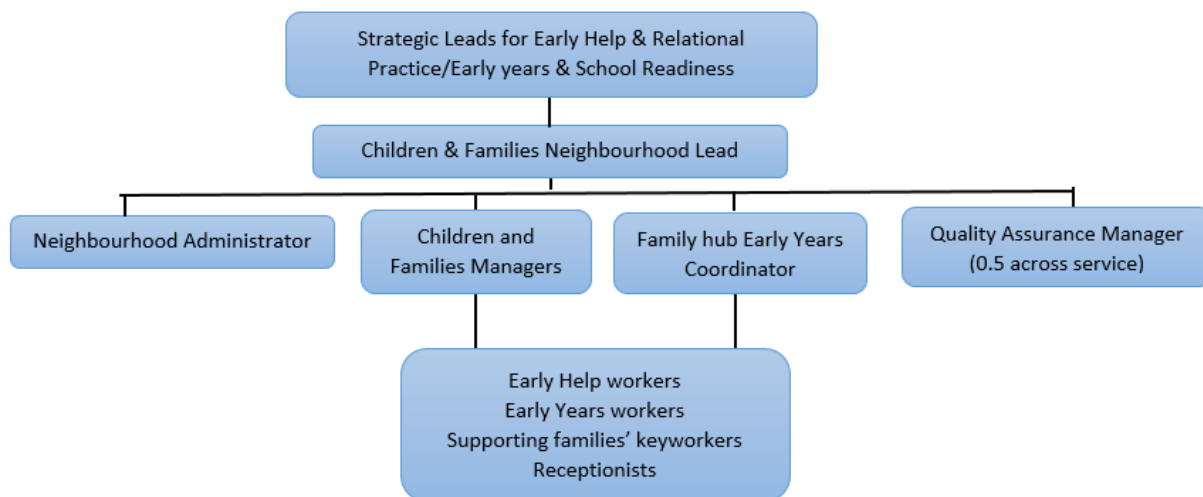
ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE:	Children's Services
SECTION:	Neighbourhoods Team
LOCATION:	Derby Street Family Hub, Heywood, Rochdale
JOB TITLE:	Children and Families Neighbourhood Lead
POST NUMBER:	
Grade:	Grade 10
Accountable to:	Strategic Lead - Early Years & School Readiness/ Early Help & Relational Practice
Accountable for:	Children and Families Managers, Quality Assurance Manager, Neighbourhood Administrator.
Hours of Duty:	18.5 hours per week in accordance with service requirements and the flexible working arrangement/work life balance scheme
Any Special Conditions of Service:	<p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by RBC.</p> <p>This post is not Politically Restricted in accordance with the current regulations</p> <p>This post is subject to a DBS check.</p> <p>Required to travel within and outside the Borough. For car owners, car mileage payable.</p> <p>Must be willing to work flexibly.</p>

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

1. To be responsible for the leadership, strategic and operational delivery of the services family offer working with partners across a defined geographical Neighbourhood. This is inclusive of 0-19 year's assessments and interventions in relation to Family hubs, early help, stronger families, parenting and relationships.
2. To be responsible for the direct line management of relevant staff and managers within a defined Neighbourhood ensuring the service meets statutory requirements, and a member of the service leadership team, ensuring effective management of finances, resources, and facilities.
3. To lead at a Neighbourhood level on the integration of Early Help & Early Years services into a whole community approach with adult neighbourhood services in line with the Greater Manchester public sector reform agenda.

Control of Resources

Personnel

Responsibility for the Children & Families Managers, Neighbourhood Administrator, Quality Assurance Manager (where applicable) and as required other managers and staff within the service relevant to the grade of the post.

Financial

Budget management and monitoring of funding in relation to designated service areas to support delivery of the service and family offer.

Equipment/Materials

To be responsible for relevant and designated materials, resources, equipment and facilities in relation to the service.

Health/Safety/Welfare

To take responsibility and support all employees within your services to take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work in accordance with the Health and Safety Policies of the Council. To effectively and proactively implement health and safety legislation and good practice.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity and ensure that the service provided to children and families is equitable and responsive to individual need.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework. In addition to this the post holder will be responsible for ensuring appropriate training is identified and provided for staff within the service.

Relationships (Internal and External)

Internal

Members of the Council, Senior Management and staff within the Service and other Council Services.

External

Staff of other Local Authorities, Partner Agencies, Greater Manchester Combined Authority, Government Departments, Public and Voluntary Service Agencies, Childcare Providers Community Organisations, Parents, Children and Members of the Public.

Responsibilities

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the values set out below

- Proud of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our Approach

Be aware of and apply these values and associated behaviours at all times.

Principal Duties

1. To oversee the management of early help and school readiness services for children and families 0-19 years across a designated Neighbourhood ensuring that statutory requirements are delivered and be an active member of the Early Help & Early Years Service leadership team.
2. To ensure that local service delivery is reflective of agreed borough wide pathways in relation to early years, meeting the statutory guidance for Family hubs, and that early help provision includes stronger families, parenting, family conflict and relationship interventions:
3. To implement and oversee quality assurance and performance management processes within the Neighbourhood, including service audits, moderation activity, observations of practice, multi-agency and conversational audits. Inclusive of multi-agency audits and in line with quality assurance frameworks.
4. To co-ordinate in line with agreed service governance models integrated multi-agency Neighbourhood governance groups and networks that meet the statutory requirements of all elements of the service including (but not exclusive to) those of Family hub Advisory Boards in an integrated 0-19 year's framework.

5. To provide accurate and timely information, presentations and reports regarding Neighbourhood level services to relevant governance groups and performance clinics as required, inclusive of data and qualitative service outcomes.
6. To effectively manage and monitor delegated budgets and resources for Neighbourhood services in line with the delivery of the service, maximising the use of funding, generating income where appropriate and managing projects linked to additional funding as required.
7. To be responsible for the health and safety of all service facilities including assigned buildings within a defined Neighbourhood area, ensuring adherence to relevant legislation and council policies and procedures and with support from relevant council departments.
8. To ensure effective engagement and consultation with all relevant partner agencies, early years providers, children and families, community and voluntary sector partners in the co-design, development and review of services in line the family offer and statutory guidance.
9. To undertake robust service self-evaluation and data needs analysis regularly to inform the Neighbourhood level strategy and action plan for the service in line with service data and Greater Manchester strategies.
10. To ensure appropriate and effective transfer of casework across early help and safeguarding services, working alongside managers and staff within the Early Help and Safeguarding Hub, Children's Social Care and relevant Early Help partner agencies
11. To be responsible for implementing relevant legislation within your Neighbourhood to adhere to national, regional and local guidance, frameworks and standards as appropriate, and for maintaining effective service management records.
12. To be involved in forums and activity in relation to Greater Manchester Combined Authority as required and in the evolution of services for children and families.
13. To be an active member of the Early Years & Early Help Service Management team.

Secondary Duties

1. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Head of Service (or nominated representative) in consultation with the post holder (and if he/she so wishes, with his/her Trade Union representative).
2. To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.

Job Description prepared by	Amanda Highland-Partington	Date	June 2020
Agreed by Postholder		Date	
Supervisor/Line Manager		Date	
Assistant Director		Date	

**Rochdale Borough Council
Person Specification**

Service :	Children's Services	Post:	Children & Families Neighbourhood Lead
Section :	Neighbourhoods Teams	Post Number :	
Job Ref:	001556	Grade:	Grade 10

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Criteria	Essential (E)	How Identified: AF Application Form I Interview A Assessment
(a) Special Working Conditions		
To work flexibly in accordance with the Authority's scheme of work life balance and the needs of the service	E	AF/I
To travel within and outside the Borough as required	E	AF/I
To undertake work outside of normal hours as required	E	AF/I
(b) Qualification and Experience		
Educated to a minimum of NVQ Level 4 within a relevant field e.g. Early Years, Teaching, Health, Social Care or Management/Leadership, and a minimum of 3 years management experience.	E	AF/I
Experience of managing staff teams who work across a number of venues and family home environments delivering services to children, young people and their families.	E	AF/I
Experience of implementing service monitoring processes and procedures in line with local quality assurance policies, regional and national requirements.	E	AF/I
Experience of working with multi-agency partners in a leadership context and of representing services across different forums.	E	AF/I
Experience of monitoring and reporting on service performance, undertaking service needs analysis, self-evaluation, and implementing related service developments.	E	AF/I
Experience of managing and monitoring budgets, petty cash, projecting and re-profiling expenditure, and implementing year end processes.	E	AF/I
Experience of operating IT applications in daily work and utilising spreadsheets	E	AF/I
Adaptable, flexible and resilient solution focussed approach to work and service management.	E	AF/I
(c) Skills and Knowledge		
Excellent written and verbal negotiation and communication skills with a wide range of colleagues, partners and members of the public.	E	AF/I
Ability to prioritise service resources and staffing effectively to enable the service to meet the needs of the most vulnerable while ensuring all of the services statutory requirements are met.	E	AF/I

Ability to prepare and present written documentation in a variety of formats to different audiences including governance groups and children and families.	E	AF/I
Ability to manage change effectively across staff teams and within a multi-agency context.	E	AF/I
Knowledge of project management processes and the ability to manage projects effectively.	E	AF/I
Good organisational skills, the ability to prioritise work and make effective use of time.	E	AF/I
(d) Behaviours and Values		
<p>Approach the job at all times using the values set out below</p> <ul style="list-style-type: none"> • Proud of the difference we make • Passionate about the diversities of the Borough • Pioneering and Open in our Approach <p>Be aware of and apply these values and associated behaviours at all times.</p>	E	AF/I