

SANDWELL CHILDREN'S TRUST
Chief Executive of Sandwell Children's Trust
Role Profile

The Role

This is a challenging, high profile and rewarding role. You will be leading the Trust in the next stage of the improvement journey.

The Chief Executive will develop an organisation totally focussed on achieving the best possible outcomes for vulnerable children and young people in Sandwell through delivering outstanding social work practice and early help support.

The Chief Executive will provide the strategic leadership, management, planning and direction for all services within the Trust, in accordance with the decisions of the Board, the service contract with Sandwell Council and the relevant legislation and statutory guidance.

The Chief Executive will work with the Chair and the Board to develop and implement the vision, values, aims and goals of the Trust and to shape the detail of the business plan.

The Chief Executive will have the professional responsibility and accountability for delivering positive outcomes for children and young people and the required improvements in services in line with the Trust's business plan and key performance indicators agreed with Sandwell Council and the Department for Education

The Chief Executive will ensure the Trust effectively delivers services on behalf of the Council and the statutory Director of Children's Services, enabling them to meet their respective statutory responsibilities for those services transferred to the Trust

The Chief Executive will ensure that the Trust is a creative, dynamic organisation which delivers good and outstanding practice in line with national and international research and evidence, exploring new ways of working to continually improve outcomes for children.

The Chief Executive will ensure that the Trust achieves strong and effective performance in all its activities but particularly in the quality of its services, while safeguarding financial and organisational viability and ensuring that all relevant legal, governance and good practice standards are met.

1. Working with the Board of Directors

The Chief Executive of Sandwell Children's Trust will attend Board meetings as an Executive Director and will be the principal advisor to the Chair and Non-Executive Directors. In addition, the Chief Executive will:

- ensure that the Sandwell Children's Trust Board receives appropriate advice and information on all relevant matters to enable it to carry out its governance responsibilities

- provide Board members with appropriate, timely and relevant reports, information and advice to enable them to exercise their responsibilities and ensure decisions are well informed, clear and implemented effectively;
- ensure that the Sandwell Children's Trust meets all its statutory and legal responsibilities;
- develop policy proposals which deliver improvements and creative solutions to meet challenges facing the Trust, for discussion and decision at Board level;
- advise the Chair on the composition of the board, the membership of its committees and the process of appraising and developing board members' skills
- ensure an annual calendar of meetings of the Board and any of its sub-committees is in place and that these meetings and the Board's governance arrangements are efficiently supported.
- provide regular monitoring reports on performance for submission to Sandwell Council as specified in the contract with the Council and such monthly performance reporting to the Board as is determined with them.

2. Providing strategic leadership

The Chief Executive will lead the organisation, playing a central role in creating, establishing and carrying out the organisation's strategy. In doing so, the Chief Executive will:

- ensure that a long-term strategy is in place establishing the key objectives for the Sandwell Children's Trust in accordance with the Direction from the Secretary of state and the contract with Sandwell Council
- establish an Executive Management Team that has "one voice", clarity of purpose and has the strength to implement successful change programmes
- leading and inspiring the new organisation's workforce, developing and instilling a culture of high performance and child centred practice and becoming the employer of choice in the region
- articulate the Sandwell Children's Trust's corporate philosophy and values; ensuring that these are consistently applied across the organisation;
- take responsibility for the strategic and operational planning to deliver the Sandwell Children's Trust's targets and objectives;

- ensuring the Trust has the human, material and financial resources required to operate as effectively as possible
- work with the Board in developing effective external relationships to help in securing the aims of the Trust, exercising appropriate influence beyond the scope of the contract and maximising the resources available to undertake its work.

3. Service Delivery

- ensure the effective provision and delivery of Children's Services within agreed budgetary constraints, and by working in collaboration with key stakeholders and services users.
- build, maintain and develop effective relationships with key stakeholders, including the Council, other statutory agencies, voluntary and community sector organisations, schools and service users, in order to establish and maintain successful partnership arrangements.
- ensure that the voice of children, young people and families is heard and to actively promote user involvement in service design, delivery and evaluation.
- be an active member of the Sandwell Children's Safeguarding Partnership (SCSP) and the Children and Young People Commissioning Partnership, contributing to effective safeguarding and promoting the wider welfare of children and young people in the area.
- put into place and maintain effective practices and processes to monitor and improve performance against agreed outcomes-

4. Staff management

- to establish and maintain effective means of communication with all staff and maintain good relationships to promote a climate of positive industrial relations, through regular consultation and the timely resolution of issues.
- to ensure that there is in place an effective and dynamic children's workforce development strategy, to deliver an appropriately skilled and competent workforce, and to promote continuous service improvement.
- to promote equality and inclusion across all service provision and in employment practices, through best practice, personal example and appropriate policy initiatives.
- to ensure the Council and the Trust are able to demonstrate compliance with their statutory obligations as exercised through the contractual arrangement, including meeting health and safety legislation.

5. Financial Planning and management

The Chief Executive of Sandwell Children's Trust will be responsible for the organisation's sound financial management. The Chief Executive will:

- present an annual plan and budget for the Board of Director's approval.
- ensuring that expenditure is controlled within the parameters of the annual budget, to ensure that expenditure and income is effectively managed and monitored, and that budgets are transparent and fully accounted, and that opportunities to deliver improved value for money, and to explore alternative sources of funding are actively explored
- provide the Board with comprehensive, regular reports on the revenues and expenditure of the Sandwell Children's Trust;
- ensure that the organisation complies with all legislation covering taxation and payments.
- seeking innovative ways for the organisation to improve cost effectiveness and sustainability

6. Risk management

The Chief Executive will be responsible for ensuring that the Sandwell Children's Trust has a robust and effective risk management process in place.

- identifying, evaluating and mitigating the risks in providing children's social care services to children and young people in Sandwell
- identifying, evaluating and mitigating the risks to the organisation's people (service users, staff, management, volunteers), property, finances, goodwill, and image and implementing measures to control and mitigate these risks
- ensuring that the Board of Directors and the organisation carries appropriate and adequate insurance coverage
- promoting a culture within the Sandwell Children's Trust that takes the management and mitigation of risk seriously.

7. The engagement and representation of the Sandwell Children's Trust

The Chief Executive will play a lead role in promoting the work of the Sandwell Children's Trust, and representing the organisation to a range of different groups. The Chief Executive will:

- establish, maintain and promote effective networks with all principal stakeholders;

- promote good external relations by representing the Trust at national, regional and local levels, at public meetings, and by dealing directly with press and media in accordance with corporate policy
- work to build and extend exiting partnerships within the local community
- ensure that the Sandwell Children's Trust is presented in an appropriate and professional manner to its stakeholders, directly and through the media.
- represent the Trust in dealing with regulatory bodies and departments of central government
- understand the diverse nature of communities and needs within the local area

The above list of duties is indicative only and not exhaustive. The chief executive is expected to carry out all such additional duties as are reasonably commensurate with the role.

Person Specification

Applicants for the position of Chief Executive of Sandwell Children's Trust will be asked to provide evidence of examples of their experience and/or achievements in each of the following selection criteria listed in the Person Specification.

Successful candidates will be expected to be able to demonstrate a strong record across the range of criteria listed. These responses will be further developed and discussed with those candidates invited for interview

Experience

It is essential that applicants demonstrate the following experience:

operated at a senior level delivering high quality children's social care services within a local authority or similar setting

a demonstrable track record of successful senior leadership and management, delivering improvement in services

successfully leading change management within a public service organisation; and

effective strategic and operational resource management.

effective and current practice in the commissioning of services.

an understanding of the Voluntary sector and the contribution it makes to Children's services.

Essential Knowledge/Skills

Applicants will have demonstrated the following knowledge and skills

- highly effective skills to challenge, support and quality assure services
- ability to establish and articulate a vision and strategy for an organisation, and the ability to lead motivate and engage staff;
- ability to work effectively with the Chair of the Board, and with the wider Board members
- political sensitivity and an ability to establish positive relationships, which engender confidence and respect;
- effective analytical skills and the ability to set and achieve demanding objectives;
- highly effectively skills to performance manage and facilitate the development of staff to ensure continuing service improvement

- an ability to provide strong and credible professional leadership

Behaviours

Applicants will be able to demonstrate the following:

- high expectations for themselves and others in achieving and delivering high quality public services;
- the ability to promote a culture that emphasises high performance and continuous improvement;
- strong, persuasive communication skills that can be adapted to meet specific audiences and differing situations.
- honesty, integrity and a strong set of values around the rights of the child
- strongly proactive on meeting the needs of children, young people and families in the context of promoting the resilience of their diverse communities.