



# Job Description

Job Title	Head of Service		Thematic Area		
Post No.	Grade	Hay	Service	Operations	Location Various
<b>Responsible to</b> Director of Operations	<b>Contacts</b> Children, families and carers, Trust Board, Partner agencies, Sandwell Children's Safeguarding Partnership, Trust staff, Local Authority, Regional Adoption Agency, Elected members		<b>Persons responsible for:</b> <i>(May be presented in the form of an organisation chart)</i> <b>Attach separate sheet</b>  All staff within a designated area of Sandwell Children's Trust including service manager, team managers, social workers and other staff within designated service area.		
<b>Working hours</b> 37 hours per week		<b>Special conditions</b> Approver: I Procurement - Order and Approve			
		<b>Conditions of Service</b> NJC			

This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet changing circumstances.

<p><b>Job Summary</b></p> <p>To have key operational responsibility for the effective and efficient delivery of a high quality service focused on outcomes for children.</p> <p>Responsibility for the management of budgets within the service area.</p> <p>To provide leadership and management to staff.</p> <p>To provide direct line management supervision.</p> <p>To lead on strategic policy and service development initiatives within assigned service area and to ensure that these link to other agencies.</p>
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<p><b>Your current duties and responsibilities are:-</b></p> <ol style="list-style-type: none"> <li>To lead and be responsible for service delivery and to provide an effective integrated frontline service to vulnerable children, young peoples and families, working closely with partners to achieve the Trust's key objectives and targets. To ensure above all that children are safeguarded and that vulnerable children enjoy the best possible life chances.</li> <li>To lead and be responsible within the Trust for all operation borough based services, including social work and other specialist services, including as directed vulnerable children, young people and families, children in need, including child protection, children looked after, care leavers and locality children's services and disabled children, families and children with early support needs or who are in need of a social work service, ensuring that these are effectively managed within the budget provided.</li> <li>To have lead responsibility for designated area of work for liaison and joint working with the NHS, the Police, Schools and other key partners on locality children's services to focus on improved ways of working to deliver early intervention and prevention services, and on safeguarding arrangements and provision for children in care.</li> <li>To support the Executive Management Team in advising on the service development strategy, policy and future direction of the service.</li> <li>To represent the Trust's interest at a senior level with partnership bodies and stakeholders to further the aim of delivering excellent service.</li> </ol>
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6. To have lead responsibility for designated area for providing regular, timely and well informed advice to the Trust Board, the Chief Executive, Directors of the Trust and senior managers on services for vulnerable children, social work and young people, including advice on alternative service provision methods and new opportunities.
7. To represent the Trust professionally and effectively in a range of external fora and to build effective partnerships across a range of agencies and fora, including the voluntary and community sectors, Youth Justice Board, health services provider units; the police, government departments and officials, professional bodies, independent sector service providers DfE and Ofsted.
8. To work closely with and advise the Chair and members of the Trust Board as required.
9. To deputise for the Director of Operations as and when required.
10. To manage within budget, flagging up pressures and taking corrective action to adjust budgets where required within the Trust's Scheme of Delegation. To contribute to the Trust's Budget setting processes.
11. To be involved in strategic policy development, ensuring effective feedback and translation into service delivery.
12. To manage and lead the development of locality/early help services on behalf of Trust partners, the NHS and the police.
13. To provide leadership, professional responsibility and accountability for the effectiveness, availability and value for money of all services for children.
14. To ensure that the voice of the child is heard; and that services users' views and experiences are taken into account in the development of service delivery.
15. To provide leadership within the Trust to secure and sustain the necessary changes to culture and practice, and beyond it so that services improve outcomes for all, are accessible to all and are organised around children and young people's needs.
16. To take professional responsibility for the statutory functions set out under Working Together and the Children Act to make and sustain arrangements to safeguard children and to promote their ongoing safety and welfare.
17. To deliver the Trust's budget within the resources available and in line with priorities agreed by the Chief Executive and to deliver efficiency savings in line with the agreed Business Plan.
18. To develop and maintain good systems of communications and constructive working relationships with other Trust departments.
19. To specify service objectives for the Trust's delivery unit and to prepare the annual Business Plan, undertaking a review of current issues and opportunities for input and re-assessment of the Business Plan.
20. To monitor the effectiveness and efficiency of the departments policies, procedures, practices and systems relating to children's services with the objective of securing improvements in service delivery, customer care and operational efficiency.
22. To lead the Trust in, ensuring compliance with the Social Work England's Code of Practice for Employers and ensure that social workers are enabled to work within the requirements of the Code of Practice for Employees.
23. To undertake other duties and responsibilities (including special projects, transformation or a lead role on particular issues) as may be required by the Executive Management Team.
24. To ensure all elements of the service develop and carry out their work in a manner which promotes equality of opportunities for staff within the service and services users.
25. To use the Trust's office-based and mobile IT services for the input, access and transmission of information using the appropriate level of information security and classification through the use of electronic mail, diaries, word-processing, spreadsheet and databases as well as any specific job-related applications as required to carry

out the duties of the post.

26. To ensure compliance with the Trust's data quality and information governance by managing the administration of Information, application systems, technology and staff so that the business unit complies with the Trust's information governance related policies.
27. To ensure adequate guidance is available to staff through the production and maintenance of documented procedures and processes supported by relevant training.
28. To lead audit activity to be able to demonstrate compliance with good practice guidelines to drive positive outcomes for the children and families we serve.
29. To be aware of and work in accordance with both national and local safeguarding policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
30. To participate in the operation of the Trust's Appraisal Scheme.
31. It is your responsibility to carry out your duties in line with the Trust's policy on diversity, equality and inclusion and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and the Equality Act 2010.
32. Such other duties as may be appropriate to achieve the objectives of the post to assist the Trust in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
33. The post holder must at all times carry out his/her responsibilities with due regard to the Trust's policy, organisation and arrangements for Health and Safety at Work.

