

## Job Description

Job Title Lead Manager: Corporate Parenting (Leaving Care)

Job number CCC1822

Grade P5

### Overall purpose of the job

The role reports to the Head of Service, Children in Care and Countywide Provision and acts as the deputy to the Head of Service. The service should contribute to improving the outcomes for children in care, in particular those who have left care. The job has a significant role in working collaboratively with professionals from other disciplines, improving practice and implementing national and regional standards to meet the local needs of care leavers.

The post holder will work across both Peterborough and Cambridgeshire Local Authorities to develop consistent service delivery for care leavers.

The post holder will be responsible for improving a range of outcomes for care leavers such as education, training and apprenticeships, suitable accommodation, and the local offer.

Manage and ensure that all services are planned and delivered in a cost-effective, integrated way that meets policy and quality requirements.

Actively engage with partner authorities and in particular Peterborough to identify and implement opportunities for integrated working arrangements.

### Main accountabilities

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1.	<p><b>Leadership and Management</b></p> <p>Deputise for the Head of Service for Corporate Parenting when required. Ensure that the Leaving Care Service has an integrated, inclusive approach in all that it undertakes.</p> <p>Provide leadership and operational advice, in a timely manner, to internal and external partners based upon statutory guidance, to ensure they fulfil their duties towards care leavers and children in care.</p> <p>Deliver on objectives as set by the Leadership team. Translate these into operational plans that are SMART.</p> <p>Implement policies and procedures in response to statutory guidance, local policies and the needs of children who are looked after.</p> <p>Monitor and review progress of implementation of strategies/plans and provide reports as required.</p> <p>Maintain a detailed working knowledge of legislative and statutory frameworks ensuring service delivery meets the associated requirements</p>

	<p>Provide leadership for the service and manage the teams to ensure high quality service provision.</p> <p>Lead and manage the team, including supervision and appraisal of staff. Manage staff through agreed performance policies. The post holder will be responsible for up to 4 Leaving care teams.</p> <p>Lead on disseminating information exchange by establishing good communication mechanisms.</p> <p>Lead on specific projects as directed by the Head of Service.</p> <p>Identify and deliver service improvements to continuously balance the demand for service delivery within the resources available.</p> <p>Lead on developing a learning culture of continuous improvement within the areas of responsibility.</p> <p>Promote a culture of effective care planning and value for money use of resources. The post holder will be responsible for managing their budget responsibilities effectively and within the council's finance and governance policies.</p> <p>Identify potential efficiency savings within the service and recommend action to realise these in order to maintain continuous service improvement.</p> <p>To lead, manage and develop a team that delivers leaving care services to care leavers as part of an integrated Corporate Parenting Service through working collaboratively across the whole Council. Ensuring that there is the capacity and capability within the team to deliver the programmed commitments.</p> <p>Advise on high level complex and contentious issues which could potentially have profound implications for the Council.</p>
2.	<p><b>Service Delivery</b></p> <p>Ensure that service delivery meets legislative requirements to ensure effective planning, delivery and performance of the full range of services provided.</p> <p>Ensure that care leavers are safeguarded, and that the service provides interventions which combine risk management and a systemic or social learning theory approach.</p> <p>Develop and review policies, processes and practice standards to ensure there is a co-ordinated approach to the running of the service.</p> <p>Drive the development of integrated practice within and across teams and services, for the benefit of children in care and care leavers.</p> <p>Ensure the effective operation of the service against government national standards.</p>

	<p>Ensure that advice, support and challenge to partner organisations is timely, high quality, appropriate and evidence based.</p> <p>Ensure that policies and systems are in place to inform and receive feedback from service users, partners, stakeholders and employees and take appropriate action for continuous improvement.</p> <p>Develop and implement improvement plans which effect business transformation and improve outcomes for children in care and care leavers based on performance data and quality assurance information.</p> <p>Ensure effective service integration and work closely with other senior managers in functions across the Council to ensure that service planning and delivery is coherent, effective and integrated and represents best possible use of resources.</p> <p>To work closely and collaboratively with the Access to Resource Team to identify the placements that will produce the best outcomes for children in care and care leavers.</p> <p>Manage the following teams: 4 care leaving teams across Peterborough and Cambridgeshire.</p>
3.	<p><b>Strategic Development &amp; Knowledge</b></p> <p>To lead on the development of organisational strategies, translating them into a series of clearly defined policies, protocols, plans and processes that are financially and operationally sustainable.</p> <p>Develop, contribute to and deliver against strategies in relation to the looked after children’s service area and service specific areas, including (but not limited to) the corporate parenting strategy, placement sufficiency strategy, fostering recruitment and retention strategy and commissioning strategy.</p> <p>Work with colleagues across the Council and externally to contribute to an environment that drives continuous and sustainable improvement for the services responsible for.</p> <p>To collaborate with internal and external partners and multiple agencies in service development to achieve improved services and provide specialist advice.</p> <p>Oversee the response by a range of services to complex, contentious or controversial cases and alert the Head of Service, Service Director, Executive Director and portfolio holder/s to critical issues and risk so that appropriate advice can be sought and speedy, positive resolutions can be achieved.</p> <p>Present proposals to Elected Members at committee level.</p> <p>Provide a lead role in strategic board meetings.</p>
4.	<p><b>Partnership Working</b></p> <p>Establish and maintain effective partnerships and working relations with external organisations to achieve integrated planning, and delivery of services that aim to address the needs of children in care and care leavers.</p>

	<p>Establish, implement and monitor agreements with key partners to maximise the potential of the service to improve all outcomes for children and families.</p> <p>Take a strategic lead and represent the Council, developing effective relationships with key partners and stakeholders.</p> <p>Seek opportunities to develop integrated practice to ensure the best possible use of resources, reduction of demand on other more specialist services and improving outcomes for children in care and care leavers in particular</p>
5.	<p><b>Risk Management</b></p> <p>Take responsibility for the management of risk, providing professional judgement and advice to members, senior management and service delivery teams in respect of serious or highly complex cases.</p> <p>Ensure all staff under the post holder responsibility are trained in safeguarding as fits their job descriptions.</p> <p>The post holder is familiar with children’s safeguarding such as CSE/CE, missing and contextual safeguarding. Works with partners to risk manage and safeguard care leavers.</p> <p>To ensure appropriate security and confidentiality of all information in relation to children, families and any other business of the service.</p>
6.	<p><b>Budget management</b></p> <p>Be responsible and accountable for the effective use, monitoring and reporting of the Leaving care budget. Ensure resources are allocated to areas of need and provide robust quality assurance for all budgets associated with service delivery.</p> <p>Ensure the team is creative and uses innovative responses to address need, ensuring the cost-effective management results in the right service.</p>
7.	<p><b>Quality Assurance</b></p> <p>Deliver effective performance management through use of data, quality assurance of work and effective management and development of staff and foster carers, including the recruitment and retention of foster carers.</p> <p>Review and appraise the relevance, reliability and integrity of information and make recommendations for continuous service improvement.</p>
8.	<p><b>Decision Making and management</b></p> <p>On occasions the post holder chair multi-agency meetings on behalf of the HOS for Corporate Parenting relating to placements.</p>

## Person Specification

### Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Key Skill Level 4: Bachelor's degree; HNC; HND NVQ level 4 or equivalent; including professional qualification,	Degree level in a range of professional backgrounds. Social Care qualification SWE registered	Essential
Evidence of recent and relevant professional development		Essential
Higher Degree; Masters degree; Bachelor's degree + qualification; NVQ level 5 or equivalent; including all chartered professions and post-graduate qualification in management		Desirable
	Management qualification	Desirable

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
<b>Knowledge</b>		
	Significant expertise acquired through working at a middle management level in the social care sector	Essential
	Previous experience of developing services and understanding of strategic capacity	Essential
	In depth knowledge and understanding about current policy and awareness of imminent policy change	Essential
	Detailed understanding and awareness of current legislation in relation to children	Essential
	An up to date and practical knowledge of safeguarding issues with the ability to give appropriate and timely advice and signposting to the appropriate services	Essential
	Detailed technical knowledge about how to monitor and demonstrate impact and outcomes through quantitative and qualitative means and how to analyse and evaluate information critically	Essential
	A robust and practical knowledge base about how to achieve effective multi agency and multi-disciplinary practice in a way that improves outcomes for children and families	Essential
	A good understanding of the commissioning process and how it can be used to improve outcomes for children and families	Essential
<b>Skills</b>		
Leadership skills	Proven leadership skills including the ability to set a vision and direction that all can understand and relate to and turn that vision into practice. A proven track record of having achieved that successfully	Essential
Numeracy and	Ability to write complex reports to influence and	Essential

literacy skills	achieve the desired outcome	
Strategic thinking	The ability to look beyond the detail and to identify wider strategic solutions and make the connection with other service and strategic developments.	Essential
Change management	A proven track record of effective change management which has delivered improved outcomes for children and families and an ability to manage change and uncertainty	Essential
Influencing skills	The ability to inspire confidence and credibility with a wide range of individuals at different levels in an organisation/ partnership.  The ability to develop effective and collaborative relationships with colleagues and partners that result in effective shared use and deployment of resources.	Essential
Communication skills	High level communication skills and an ability to adapt style and approach to a wide range of audiences  Ability to present information to a wide range of audiences	Essential
Project, time management and prioritisation	High level skills in setting priorities, identifying milestones and managing time for self and team to ensure that targets are achieved	Essential
People management	Excellent people management skills and track record of effective people management including performance management  Ability to motivate a team and make decisions for the service	Essential
Report writing	Experience of pulling data together and writing reports.	Essential
Resilience	Ability to manage own Personal Resilience	Essential
Training skills	Experience and skills in delivering professional development and training to a multi-agency audience	Desirable
Participation	A practical knowledge and understanding about how to increase participation by children and families in developing and designing services	Desirable
<b>Experience</b>		
Partnership working	Experience of partnership working	Essential