

**Job description**

**Job Title:** Policy Development Team Manager

**POSCODE:** 0787

**Grade:** M

**Overall purpose of the job**

Please write one or two sentences about why the job exists. Focus on the achievement of the key end results of the job.

1. To shape and deliver policies, services and strategies to achieve positive outcomes for children, young people and families.
2. To work with partner organisations across the public, private and voluntary sectors to develop effective services and processes for children and families.
3. To monitor and review legislation, policy and guidance to ensure the Trust complies with relevant legislation and meets its duties in relation to children's services.
4. This post will also explore sustainable sources of funding that directly support delivering the Trust's objectives.

**Main accountabilities**

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

<b>Main accountabilities</b>	
1.	To research, develop and deliver strategies, policies and business plans to achieve positive outcomes for children and families.
2.	Through influencing Commissioners and internal children's services, ensure compliance with relevant statutory requirements.
3.	To develop partnerships and protocols across children's services that contribute to the Trust's Plan to deliver measureable improvements for children, young people and families.
4.	Produce documentation which enables the Trust to communicate its approach to relevant stakeholders and respond to external enquires.
5.	To work with national and local social entrepreneurs to develop creative and innovative solutions to dealing with local issues.
6.	To develop proposals that will identify and secure external funding to support children's services, including exploring avenues for attracting new finance opportunities and models to Northamptonshire.
7.	To support Commissioning and Strategy Manager, as appropriate.

8.	Manage the performance of individuals to achieve objectives.
9.	To lead work that is being undertaken in relation to the demands of external monitoring and inspection, including Ofsted.
10.	Represent NCT Children, Families and Education in local external meetings, national forums and seminars as required.
11.	Demonstrate awareness/understanding of equal opportunities both in relation to service delivery and development, as other peoples behavioural, physical, social and welfare needs.
12.	Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the department.
13.	Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with grade of the post.
10.	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

**Safeguarding commitment** *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

## Person Specification

### Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job - overseas equivalents will be recognised.

(Please note for some roles you may be required to register with a professional body e.g. Social Work England that have specific rules in relation to overseas qualifications).

Qualifications Required	Subject	Essential/ Desirable
Degree or equivalent	Relevant degree or equivalent standard	Essential
Master's Degree	Social Science	Desirable

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

Identify	Describe	Essential/ Desirable
<b>Knowledge</b>		
	Demonstrate knowledge and understanding of national and local agendas in relation to working with families and complex needs, community and development and the NEET agendas.	Essential
Knowledge of legislation relating to Children's services.		Desirable
<b>Skills</b>		
Finance	Recent experience of financial / budgetary control of budgets	Essential
Negotiation	Proven successful experience in identification and preparation and negotiation of funding bids	Essential
Presenting	Proven successful experience of preparing and presenting business cases, briefings and scrutiny reports	Essential
Management	Proven successful experience of managing and developing staff in diverse teams	Essential
Project Management	Project management within the public sector an experience of project evaluation.	Essential
<b>Experience</b>		
	Give an idea of the type and level of experience required <b>do not</b> specify years of experience.	
	Proven and demonstrable experience of managing the development and implementation of strategies and policies within a local authority environment.	Essential
	Proven experience of engaging and working with local communities to drive community initiative and	Essential

	deliver services in a more effective and sustainable approach.	
<b>Equal opportunities</b>	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	
<b>Safeguarding</b> <i>(include for roles working with children/vulnerable adults)</i>	Demonstrate an understanding of the safe working practices that apply to this role.	
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	
<b>Other</b>	Ability to effectively travel freely across the County	Essential

### Disclosure level

What disclosure level is required for this post?	None	Standard
	✓ <b>Enhanced</b>	Enhanced with barred list checks