



City of York Council

Role Profile

Assistant Director Children's Specialist Services

1 Purpose of job:

- As a member of the Council Leadership Group, actively contributes to the strategic management of the Council to ensure achievement of corporate aims and objectives.
- Leads the formulation and application of strategy for the Childrens Specialist Services portfolio within the context of the overall CYC Council plan, statutory and national policy guidance.
- Contributes to the development, articulation and communication of a clear vision for co-ordinated services across York, and provides a framework to ensure an effective and shared programme of joined up service delivery with key partners.
- Scans and understands the external and political environment in which the Council operates and takes lead responsibility for ensuring that the strategic plans of the Directorate and the whole organisation meets the needs of the current administration



- Ensures that elected Members are fully aware of strategic plans and that they are positively, pro-actively and appropriately engaged in the portfolio
- Makes decisions critical to the organisation's success in respect of the wider City of York agenda and the specific portfolio responsibility
- Takes lead responsibility for seeking opportunities to develop the revenue of CYC through partnerships, new ventures and delivers activity that grows revenue and minimises cost without detriment to services

2 Organisation chart:

A detailed Structure Chart is attached at **Annex 1**

3 Key responsibilities:

- i. Designing, leading and delivering statutory Childrens Social Care services for City of York, including:
 - safeguarding [referral and assessment, court interventions, care planning]
 - delivering a strategic response to CSE / FGM / DA
 - looked after children [fostering/adoption/SGO]
 - care leavers
 - quality assurance and review
 - workforce development and planning
 - budget management
 - inspection planning and management
 - a LADO service



- ii. Delivering a statutory SEN Service to City of York to
 - develop and deliver a Local Offer
 - deliver statutory Education, Health and Care Planning
 - quality assure and review provision
 - deliver workforce development and planning
 - ensure effective budget management
 - oversee inspection planning and management

- iii. Delivering a statutory Educational Psychology Service to City of York to provide:
 - school consultations
 - statutory assessments
 - observations of children and young people at school or at play
 - advice on strategies
 - individual or group therapeutic work
 - training
 - supervision and evaluation of key school and setting programmes

- iv. Designing and delivering a Youth Offending service to City of York to provide:
 - local crime prevention programmes
 - help for young people at the police station if they're arrested
 - help for young people and their families at court
 - supervise young people serving a community sentence
 - stay in touch with a young person if they're sentenced to custody



- v. Leading the Locals Authority's response for meeting the emotional and mental health needs of children and young people in City of York
- Designing, developing and leading a multi agency strategic partnership
 - Leading the development of a local emotional and mental health strategy for children and young people in York
 - Representing the City of York at regional and national fora associated with the improvement of children and young people's emotional and mental health
- vi. Representing the City of York on key regional and some nations strategic and consultative groups, including;
- Regionalisation of Adoption – including the arrangements for City of York to develop and host the North and Humber RAA
 - Regional Response to National Transfer Scheme for UASC – including the leadership of an action plan commissioned by the ADCS for a Yorkshire and Humber response
 - Delivering Peer Challenge
 - Participation in regional sector led improvement activity.

4 Knowledge and experience:

Professional Social Work Qualification

Extensive knowledge of:

- local government
- safeguarding legislation, policy guidance and regulation



- SEND legislation, policy guidance and regulation
- health economy and governance
- Police service – governance, strategies and practices
- third sector
- media management
- budget management
- technical case management systems – procurement,

Experience including:

- a successful track record of achievement in a senior management role
- substantial record of achievement in successfully managing change and large-scale projects;
- significant experience of successfully motivating, managing, persuading and leading staff;
- wide experience of successful inter-agency working and demonstrable success in developing effective collaborative working with a range of stakeholders to achieve objectives;
- experience of significantly improving service delivery;
- evidence of decision making based on sound risk management principles and contingency planning, which comply with the Council Procedures and processes
- experience of managing performance within a complex environment where there is constant challenge and change
- experience of negotiating significant contracts, commissioning services and monitoring provision

7 Key contacts and job context:

1. Reports to Corporate Director
2. Key relationship with other members of the Corporate Leadership Group
3. Leads and Manages the service areas specified above



4. Advises Members, Directors and managers on those service areas the postholder is responsible for
5. Key relationships with external advisers, and partnership working with other service providers and agencies including:
 - trade unions
 - relevant professional bodies and networks
 - regional and national local government bodies
 - regional and national agencies and departments of central government
 - public, private, voluntary and community sector partners
 - North Yorkshire Police
 - Children's Safeguarding Board
 - YorOK Board
 - Learning & Culture Overview & Scrutiny Committee
 - Integrated Commissioning Group Meeting
 - Ward committees

8: Your managerial responsibilities:

a) **Staff**
Approx 200

b) **Budgets**

Gross Revenue Budgets:

Children's Social Care	£16.4m
SEND	£4.5m
Educational Psychology	£0.9m
Youth Offending Team	£0.7m
Total	£22.5m

Capital Budget **£1.2m**



c) **Assets**

Responsibility for the management of buildings associated with teams working within Children's Specialist services