

## JOB DESCRIPTION

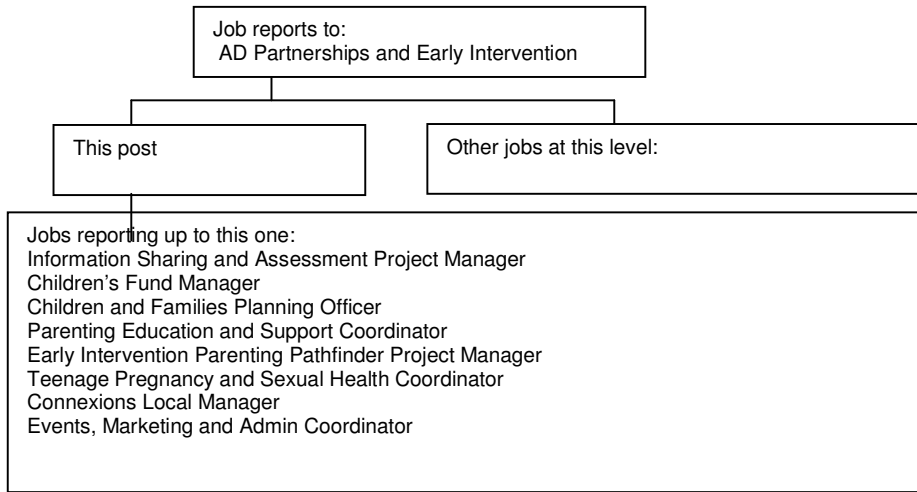
DRAFT

<b>DIRECTORATE:</b> Learning Culture and Children's Services		<b>DEPARTMENT:</b> Early Intervention and Partnerships	
<b>JOB TITLE:</b> Head of Children's Trust Unit and Locality Planning		<b>POST NUMBER:</b>	
<b>REPORTS TO (Job Title):</b> <b>AD Early Intervention and Partnerships</b>		<b>Current Grade</b> (for ref): PO 14-16	
1.	<b>MAIN PURPOSE OF JOB</b> To manage the Children and Young People's Planning Unit (known locally as the Children's Trust Unit) and to support the local implementation of the Change for Children agenda across a wide range of stakeholders and partnerships.		
2.	<b>KEY TASKS:</b>		
i.	To take a lead role in delivering the objectives of the Children and Young People's Plan, and report on progress to the YorOK Board ensuring that decision making is informed by a sound research and evidence		
ii.	Support key partnerships to improve outcomes for children and young people, meeting the priorities established in the Children and Young People's Plan 2007/10. This will include developing a research and evidence base of best practice in early intervention, parenting support and involving children, young people and their parents in the design, development and delivery of services.		
iii.	In partnership with others including parents, contribute to the identification of vulnerable children, young people and their families and ensure that appropriate support and intervention systems are in place, including easily accessible information about the wide range of services available in the city.		
iv.	Continue the development of more integrated work across a range of services and settings, including the development of working practices and tools such as the child index, common assessment framework and lead practitioner. Ensure that appropriate links are made between the children and young people's agenda and wider strategic partnerships and services.		
v.	Develop and commission new models of service delivery in		

		response to identified need, including exploring the potential for implementing enhanced localised planning arrangements.
	vi.	Operational management of the Children's Trust Unit including line management, supervision and performance development reviews of relevant staff.
	vii.	Ensure that work plans are developed, delivered and monitored for the strategies directly supported by staff in the unit. These currently include Information Sharing and Assessment, Children's Fund, Teenage Pregnancy and Sexual Health, Communication and Parenting Education and Support.
	viii.	Ensure that specific projects are developed and delivered to support the Change for Children agenda
	ix.	Budget management and applications for funding to support the work of the Yor OK Board
	x.	To work as part of the management team of a broader service arm enhancing the development of partnerships and early intervention strategies
<b>3.</b>	<b>SUPERVISION / MANAGEMENT OF PEOPLE</b> No. reporting - Direct: 8 Indirect: 2 The majority of the members of the team are managers with responsibilities to specific partnership boards. The number of people in the team will change in line with the requirements of the work.	
<b>4.</b>	<b>CREATIVITY &amp; INNOVATION</b> This post requires the ability to identify and create opportunities for services to be developed and delivered in different ways – it requires a clear vision and focus on improving outcomes for children and young people along with enthusiasm and build capacity,	
<b>5.</b>	<b>CONTACTS &amp; RELATIONSHIPS</b> The post holder will be required to work with a very wide range of stakeholders and in a range of multi-agency partnerships. Good communication, networking and charing skills are essential to the role. The post involves problem solving, some conflict resolution and a clear understanding of the way that people operate in partnerships. A key requirement of the team is to enable the participation of children, young people, parents and communities in the decision making process and the development of Yor OK.	
<b>6.</b>	<b>DECISIONS – discretion &amp; consequences</b> The role involves the development and implementation of a wide range of strategies in multi-agency partnerships along with work plans, specific project plans and budget plans; it has a direct and measurable outcome in enabling access to a wider range of services.	

7.	<p><b>RESOURCES – financial &amp; equipment</b>  <i>(Not budget, and not including desktop equipment.)</i></p> <p><u>Description</u> <span style="float: right;"><u>Value</u></span></p> <p>The post holder is accountable for office furniture and equipment.</p>
8.	<p><b>WORK ENVIRONMENT – work demands, physical demands, working conditions &amp; work context</b></p> <p><b>Work demands</b></p> <ul style="list-style-type: none"> <li>▪ Can be pressure caused by competing deadlines and unplanned demands – this is the nature of a post which is about supporting change</li> </ul> <p><b>Physical demands</b></p> <ul style="list-style-type: none"> <li>▪ No specific physical demands</li> </ul> <p><b>Work conditions</b></p> <ul style="list-style-type: none"> <li>▪ City centre office location with the planning team</li> </ul> <p><b>Work context</b></p> <ul style="list-style-type: none"> <li>▪ The post holder operates within a wide ranging partnership context encompassing integrated service provision of differing forms – collocation/integrated teams/partnership forums</li> </ul>
9.	<p><b>KNOWLEDGE &amp; SKILLS</b></p> <p>The post holder is required to have a good understanding of the 0-19+ agenda, key stakeholders and planning partnerships, and relevant legislation and policy.</p> <p>Accredited learning in an aspect of children and young people’s work to at least degree level.</p> <p>Proven ability to work in complex multi-agency partnerships</p> <p>Excellent communication skills at an individual and group level and the ability to produce written documents of a very high quality</p> <p>Knowledge of the opportunities for and barriers to integrated practice and experience of overcoming those barriers</p> <p>Experience or knowledge in developing effective commissioning strategies</p> <p>Demonstrable knowledge/skills in project planning and performance reporting against plans</p> <p>Experience of effective management of staff</p>

**10. Position of Job in Organisation Structure**



<b>Job Description agreed by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
Job Holder			
Manager			
Job Analyst			