

Assistant Director (Partnerships and Early Intervention)

1. Purpose of the job

- 1.1. To be responsible for the operational and strategic management of the services located within 'Partnerships and Early Intervention'. These include the Children's Trust Planning and Commissioning Unit, Early Years and Extended Schools, the Integrated Youth Service (including the Youth Service, Connexions and Careers Guidance), and Children's Centres;
- 1.2. To ensure that all partners in the city work well together to improve outcomes for children and young people;
- 1.3. To co-ordinate voluntary and out of school provision for children and young people from the ages of 0 – 19;
- 1.4. To target children and young people most at risk of social exclusion and make available opportunities for success.

2. Main responsibilities

- 2.1. To support the Children's Trust (YorOk) Board and other arrangements for partnership working on behalf of children and young people including the Children's Fund;
- 2.2. To maintain the Children and Young People's Plan and to make arrangements for monitoring and reporting progress in improving outcomes for children and young people;
- 2.3. To lead the Preventative Strategy including developments around the Child index (ISA) and the common assessment framework (CAF);
- 2.4. To maintain and develop expertise and experience in commissioning services advising the YorOK board and the local authority of gaps in provision for children and young people at Tier 2;
- 2.5. To provide professional and technical advice on aspects of childcare, early years and extended schools legislation and to support the Early Years and Extended Schools Partnership;
- 2.6. To provide professional and technical advice on the statutory requirements of the Connexions contract for the city and to support the Connexions Local Management Board and its successor body;
- 2.7. To provide support for the Young People's Working Group, liaising with Democracy Services to manage the business;
- 2.8. To secure external grant funding, including lottery funding, to support activity within the service arm;
- 2.9. To be the first point of contact for work with the health service;
- 2.10. To represent the directorate on the Safer York Partnership;
- 2.11. To be responsible for establishing and maintaining the strategy for Children's Centres;
- 2.12. To ensure publication of the Youth Offer;
- 2.13. To develop policy and practice on locality working;
- 2.14. To be responsible for the performance management of the services specified in Section 4 (Organisation);
- 2.15. To fulfil Chief Officers' responsibilities under HR procedures including decision making regarding the employment of staff in Partnerships and Early Intervention;
- 2.16. To set management objectives and targets within Partnerships and Early Intervention and to allocate, manage and monitor resources to deliver agreed policies on time and to budget;
- 2.17. To be a member of the Departmental Management Team for *Learning, Culture and Children's Services*.

3. Knowledge, Skills and Experience

Essential Knowledge and Experience

- A successful track record of achievement at a senior level in Children's Services;
- Knowledge and understanding of the requirements of the Children Act 2004 and the responsibilities of children's services departments for partnership working to secure improved outcomes for children and young people;
- A degree level qualification and/or professional managerial qualification;
- Experience of managing change and large scale complex multi disciplinary projects;
- Significant experience of successfully motivating, managing, persuading and leading staff;
- Demonstrable success in developing effective collaborative working with a range of stakeholders (including schools and government agencies) to achieve objectives;
- Evidence of successfully developing and delivering strategy to meet business objectives and achieve planned results;
- Evidence of significantly improving service delivery;
- Evidence of successfully managing large, technically complex budgets;
- Experience of negotiating significant contracts, commissioning services and monitoring provision.

Skills

- Highly effective leadership and motivational skills that develop and inspire others, promote high standards and collaborative working amongst internal and external stakeholders;
- Outstanding interpersonal, negotiating and commissioning skills;
- Excellent verbal and written communication skills that are persuasive, informative and effectively engage the interests of a wide range of audiences;
- IT skills and the ability to fully exploit access to modern computer technology;
- Highly developed skills in numeracy and budget management;
- Well developed strategic and operational management skills;
- Corporate and service planning skills that ensure effective resource management, service delivery, best value and continuous improvement;
- Analytical skills that contribute effectively to the identification of development and trends, prioritisation and problem solving.

Competences

- The ability to think and act strategically at corporate and service levels, be creative and seek innovative solutions to problems;
- The ability to contribute directly and effectively to the successful management of change;
- The ability to analyse complex issues and rapidly present imaginative and practical solutions;
- The ability to recognise and respond to the needs of pupils, parents, customers and citizens, anticipate developments, plan ahead and exploit changes;
- The ability to establish and maintain purposeful commissioning, monitoring, review and evaluation processes;
- The ability to manage own time effectively, working under pressure to tight deadlines and taking responsibility for own professional judgement;

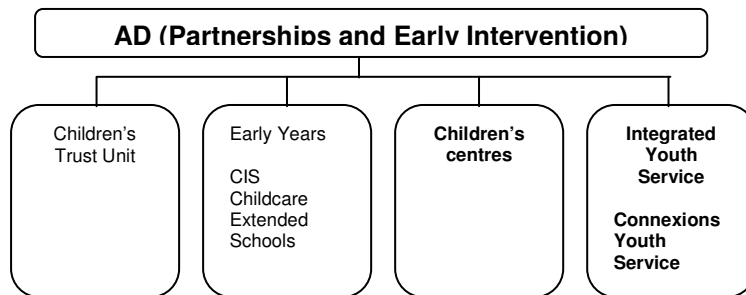
- The ability to chair high level meetings of senior staff on topics of a complex multi-agency nature;
- The ability to contribute effectively to the corporate development of the council, working collaboratively and across departmental boundaries;
- The ability to develop and maintain positive relationships with a diverse range of partners, including the CVS, the PCT, the Acute Hospital Trust, the LSC, the Police, HE, FE, and schools;
- The ability to secure productive working relationships with elected Members.

Attitude and Behaviour

- Excellent inter-personal skills;
- A customer focused approach to service delivery;
- An open-minded approach to new opportunities and challenges;
- Commitment to seeking ways to continually improve service delivery and standards;
- Commitment to openness with stakeholders, securing equality of opportunity, tackling institutional and personal prejudices and promoting a positive and unprejudiced attitude towards all sections of the community;
- Awareness of how to achieve good industrial relations and evidence of experience in effective negotiations with staff and their representatives;
- Political awareness and sensitivity to the needs of elected Members and the local democratic process.

4. Organisation

The Assistant Director (Partnerships and Early Intervention) will be responsible for managing all of the services identified in the organisation chart below:



The proposed structure sees the following changes:

- Early Years and Extended Schools to move *from Lifelong Learning and Culture*,
- The Youth Service to move from *Access and Inclusion*,
- Responsibility for the Children's Trust and Children's Centres to move from *Children and Families*,
- Connexions to be commissioned through the Children's Trust (YorOK) with the funding being channelled through the local authority.

5. Dimensions

5.1. Annual Budgets.

The figures below are for the financial year 2007 – 08

Partnerships and Early Intervention - Budget	£000's Expenditure	£000's Income	£000's Total
Children's Trust Unit	427	427	854
Children's Fund	372	372	744
Early Years and Extended Schools	5,277	2,532	7,809
Children's Centres	881	881	1,762
The Youth Service	2,311	508	2,819
Connexions (Estimated)	1,500	1,500	3,000
Total	10,768	6,220	16,988

5.2. Staffing.

Service	FTE
Children's Trust Unit	4.85
Early Years and Extended Schools Service	32.72
Sure Start	14.3
The Youth Service	48.85
Connexions (estimated)	15
Total	119.72

6. Contacts

- 6.1. The post holder meets with the Director every week for a 1:1, and with other members of the DMT at a regular, scheduled meeting to agree the strategic direction of the Directorate and to make key decisions as agreed within the constitution and the scheme of delegation.
- 6.2. The nature of the post requires close liaison with key partners at a senior level including the Director of Children's Services within the PCT for York and North Yorkshire, the Senior Police officer with responsibility for youth provision, the Chair and the Manager of the Lifelong Learning Partnership, senior staff within the Acute Hospital Trust, Headteacher representatives, the Chief Executive of the CVS and the directorate of National Voluntary Sector organisations;
- 6.3. Internally, there are established mechanisms and expectations in place for contacts with all levels of staff within the organisation in structured and non structured settings.
- 6.4. The post holder is required to make a major contribution to key corporate groups.

- 6.5. There is also regular and close contact with the Chief Executive of the local authority, the Executive Members for Children's Services and for Youth and Social Inclusion, Inspectors from CSCI/Ofsted, senior staff within the GO:Y&H, and senior staff including directors from other departments within the City Council;

7. Decisions

- 7.1. The post holder is required to take key decisions and act with minimal supervision. The post holder has extensive freedom to think, to work through diverse and complex issues and then to take appropriate action.

7.2. Strategic

The post carries lead responsibilities for:

- Maintaining and developing Children's Trust arrangements for working in partnership on behalf of children and young people in the city,
- Commissioning the provision of youth support services as recommended in Every Child Matters and Youth Matters and provided for by the DfES,
- Meeting the requirements of the Childcare Act (2006) which gives LAs a new duty of securing, so far as is reasonably practicable, sufficient childcare to meet the needs of working parents and parents making the transition to work.

7.3 Operational

The post carries overarching responsibility for high level decisions within the portfolio of services that are included within the Service Arm. This is specifically demonstrated through named decision-making responsibilities for:

- Decisions about commissioned services for childcare, play, and integrated youth support,
- Joint commissioning by the Children's Trust of services provided by other partners such as the PCT,
- Use of the Youth Opportunities Fund,
- The development and use of the Index for Children and Young People (ISA) and the CAF,
- Pooled and aligned budgets such as the Children's Fund.

7.4 Financial

The post carries responsibility for the management of the budget for Partnerships and Early Intervention described at Section 5 of this report. Specifically the postholder has delegated authority as provided in the scheme of delegation.

7.5 Human Resources

The postholder carries responsibility for the workforce within Partnerships and Early Intervention to:

- implement personnel policies for recruitment, disciplinary and training,
- alter the establishment of the service as provided in the scheme of delegation and subject to the approval of DMT,
- approve additional leave entitlement,
- approve relocation and car user payments within council policy.

- 7.6 The consequences of ineffective working of the postholder would be to place the authority at risk of failing to fulfil the statutory duty based on the DCS to maintain Children's Trust arrangements, secure sufficient childcare and commission services for young people. This would place the authority at the risk of intervention by the GO:Y&H, the DfES, and Ofsted.