

## JOB DESCRIPTION & PERSON SPECIFICATION

**Director Area: Children's Services**

**Job Ref Number: 04459**

**Service Area: Transformation**

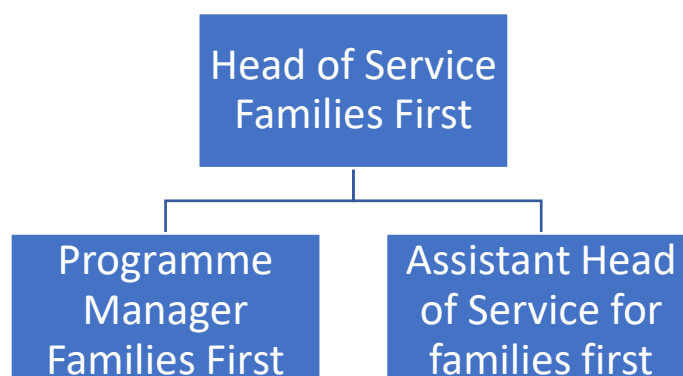
**Grade: G14**

**Job Title: Assistant Head of Service of Families First Transformation**

### PURPOSE OF JOB:

To provide strategic leadership and programme oversight for the implementation of the Families First Partnership Programme and wider childrens services reform agenda across Lincolnshire.

### TEAM STRUCTURE:



### MAIN DUTIES:

|    |                                                                                                                                                                                                                                           |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | To effectively provide senior leadership capacity to the Head of Service for Families First programme and co-ordinate activity across the service                                                                                         |
| 2. | Responsibility for ensuring the provision and delivery of services within identified areas of service, including allocation of appropriate resources, that meet standards of good practice                                                |
| 3. | In accordance with, the Family First programme guides and updates to working together 2026 to drive integrated working across children services, the council & partners                                                                   |
| 4. | To contribute to, and where required lead, the improvement of workstreams as identified within the Family First Reforms including joint working with , Children's Services, Health, Commissioning, Education service and partner agencies |
| 5. | maintain a view of effectiveness, priorities and progress to ensure efficiencies and capacity to deliver future service requirements.                                                                                                     |
| 6. | Lead on the development and co-production of policy and practice in line with education and social care legislative requirements, whilst also contributing to the Corporate Plan.                                                         |
| 7. | To play an influential role in stakeholder and partnership forums                                                                                                                                                                         |
| 8. | To be the lead professional for the implementation and delivery of the Family First Reforms workstreams                                                                                                                                   |

|     |                                                                                                                                                                                                                  |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10. | To ensure that all staff work to safeguard and promote the welfare of children and young people and are aware of and work to Lincolnshire Safeguarding Children Partnership (LSCP) expectations.                 |
| 11. | Lead, manage and negotiate contracts and agreements with, and provide advice and support to, internal and external providers of services.                                                                        |
| 12. | To be an effective budget manager, providing overview and reports to the Head of Service for Families First .                                                                                                    |
| 13. | To deputise for the Head of Service for Families First in relevant forums and meetings and undertake other duties to secure the continuance of service delivery within Lincolnshire County Council, as required. |

#### PERSON SPECIFICATION

| Requirements                                                                                                                                                                 | Where identified* | Essential | Desirable |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------|-----------|
| Educated to degree level relevant to education, health or social care.                                                                                                       | A                 | X         |           |
| Experience of senior leadership for three years or more.                                                                                                                     | A/I               |           | X         |
| Relevant experience and knowledge of social care legislation and decision making                                                                                             | A/I               | X         |           |
| Relevant experience and knowledge of the Families First Reforms and Working together 2026                                                                                    | A/I               | X         |           |
| Ability to successfully lead and implement change at an organisation and/or system level.                                                                                    | I                 | X         |           |
| Excellent interpersonal skills and evidence of effective partnership working and successful co-production.                                                                   | I/P               | X         |           |
| Developed negotiation, persuasion and mediation skills                                                                                                                       | A/I/P             | X         |           |
| Competent financial management and reporting.                                                                                                                                | I                 |           | X         |
| Competent management of people utilising policies and systems.                                                                                                               | I                 |           | X         |
| Excellent written and oral communication skills; with the ability to present written and verbal reports on performance, priorities, and actions to improve service delivery. | A/I/P             | X         |           |
| A clear understanding and application of diversity and equality within the work setting and at the point of service delivery.                                                | I                 | X         |           |

\*A = Application form      T = Test/Assessment      I = Interview      P = Presentation

#### GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Safeguarding** -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.