

## JOB DESCRIPTION & PERSON SPECIFICATION

**Role Description:** Assistant Director Children's Health and Commissioning

<b>Role Profile:</b> SLA	<b>A member of DLT</b>
<b>Post Number:</b> 04011	
<b>Accountable to:</b> Executive Director – Children's Services	
<b>Accountable for:</b>	

The strategic management and development of the operational delivery of Children's Services in line with national and local guidance, legislation and political and policy requirements.

- To contribute as part of the Children's Directorate Leadership Team and on occasions to the Corporate Leadership Team to the creation of one organisation, giving leadership to the communities Lincolnshire County Council serves, working effectively in partnership with others to develop effective corporate solutions to the challenges the Council faces, promoting integration as the mechanism for strengthening service provision.
- To act as a role model providing effective leadership and inspiration for all areas of responsibility.
- To develop immediate staff and relevant partners and ensure effective development, leadership and management of staff ensuring high levels of motivation and empowerment.
- Ensure consistency of practice across the County providing assurance that quality standards are consistently maintained.
- Planning, co-ordination and management of groups across a wide range of differing functions across Children's Services, a significant number of whom are out-posted teams and officers who work predominantly in the field and across the county and in other counties.
- Deputise as required for Executive Director of Children Services and other Directors as required.

The strategic management and development of all commissioned services to ensure that these services are planned and delivered in a cost effective, integrated way that meets Children's Service's needs, policy and quality requirements.

- Strategic and contractual management including development of all Children's Services commissioned services in line with national and local guidance, legislation political and policy requirements ensuring that those services are planned, tendered, procured and contract managed in a cost effective, integrated way that meets need, policy, quality and inspection requirements

- Manage, prioritise and allocate resources to ensure commissioned services are delivered to meet the required specification, national performance and value for money expectations and national inspection standards building in flexibility to enable the Council to respond to changing environment of requirements and expectations
- Lead on areas of integrated commissioning with health partners, including the management of an integrated commissioning team working on behalf of children's services, public health and the CCG.
- Develop and maintain strategic partnership relationships with commissioners and providers to support relevant partners to deliver safeguarding responsibilities and to effectively operate as a relevant partner to support co-operation in line with Children Act 2004

The strategic leadership of the Children's Public Health Nursing Service ensuring that it meets statutory requirements is clinically safe and effective and meets the registration requirements of the CQC.

- Lead the development of service delivery to ensure integrated working with children's services to meet the needs of children and young people through the delivery of the national child health programme
- Work with other partners, specifically in the NHS, to ensure all health needs are met
- Provide line management support to the lead nurse who has overall responsibility for clinical standards
- Be responsible for delivering the service within the LCC clinical governance framework

To work in partnership with schools and other partners in children's services to develop an appropriate learning infrastructure, maximising opportunities for all children in the Early Years. To lead on the Early Childhood Strategy

- Lead the development of Early Years service delivery to ensure integrated working with children's services to meet the needs of children and young people
- Work with other partners, specifically in the school and childcare providers, to ensure all needs are met
- Provide line management support to the Head of Service for Early Years who has overall responsibility for outcomes and standards in the Early Years
- Be responsible for delivering the service within the LCC governance framework
- Responsible for the delivery of Early Years Improvement Services to ensure rapid and decisive action in relation to poorly performing settings developing and implementing robust setting improvement strategies.
- Responsible for the delivery of 47 Children's Centres across Lincolnshire
- Budget responsibility of approximately £168 million.

#### **Job Purpose:**

Manage and allocate resources to ensure the services we deliver meet the standard and quality specified.

Develop outcome-based commissioning arrangements; influencing and engaging stakeholders through the development of effective collaborative relationships.

To undertake the strategic review of all commissioned services to ensure outcomes are being achieved, taking action as appropriate.

Deliver consistency of strategic commissioning approach across the Council providing assurance that quality standards are maintained and best practice is adopted.

Contribute to the Council's and partner's change agendas by enabling and promoting a culture of best practice in strategic commissioning.

Develop and manage a sustainable market of good quality providers.

Continuously look for synergies and efficiency savings across the strategic commissioning areas of responsibility.

Develop and maintain strategic partnerships to maximise the Council's influence and investment into the Council's priorities.

Lead and develop the children's public health nursing service, children's early years service and children's commissioning service to ensure they are safe, effective and meets all statutory requirements.

Work with public health colleagues to ensure a robust approach to health promotion, early intervention and reduction of inequalities for children and families.

To contribute as part of the Directorate Leadership Team and on occasions to the Corporate Leadership Team to the creation of one Council, giving leadership to the communities Lincolnshire County Council serves, working effectively in partnership with others to develop effective corporate solutions to the challenges the Council faces promoting integration as the mechanism for strengthening service provision.

To act as a role model providing effective leadership and inspiration for all areas of responsibility.

To develop immediate staff and relevant partners and ensure effective development, leadership and management of staff ensuring high levels of motivation and empowerment.

To ensure service delivery enhances quality of provision through effective performance management, risk management and quality assurance systems.

Ensure all services are delivered within allocated budgets and identify and evaluate new and existing funding streams, transforming the service to meet new budget requirements in line with Council priorities.

Develop and manage a sustainable market of good provision promoting personalised budgets where available.

### **Key Accountabilities**

The specific accountabilities of this role will be flexible and will change to meet the needs of the organisation as required but will include (or be equivalent in nature to) those listed below:

- The management and development of all commissioned services for children and families
- The delivery of all Early Years services for children and families
- The delivery of an effective public health nursing service
- A personal portfolio of corporate programmes or projects
- Demonstration of the Council's Core Abilities at Senior Management level
  - Personal Leadership
  - Being Future Focused
  - Political and Commercial Astuteness
  - Supporting a High Performing and Flexible Workforce
  - Drive for Results

Contribute and/ or lead in the development and implementation of policies, strategies and plans that deliver the shared vision, strategic objectives and service goals.

Work with other stakeholders to develop and maintain an integrated approach to commissioning, performance management, quality standards and service delivery.

Promote inter-service working throughout all organisations (commissioners and providers) and contribute and/ or lead on strategic, corporate, and partnership programmes as required.

Ensure continuous improvement through effective commissioning strategies.

Develop frameworks for Quality Assurance and clinical governance, agreeing appropriate performance standards and review processes with providers, and monitor delivery against targets.

Be responsible for the strategic commissioning cycle and lead the strategic commissioning process; the shaping, planning, designing and delivering of new commissioned services and redesigning existing services, performance review frameworks and joint review processes that provide excellent and continued value for money and best meet the diverse and highest priority needs of the Lincolnshire Community.

Act as the lead for strategic commissioned services working closely with Members, Chief Officers, internal colleagues and external stakeholders, regionally and nationally; ensure effective services are in place and influence agendas and increase inward investment.

Ensure effective community and user engagement in the commissioning of services, including monitoring and evaluation of existing services.

Ensure that commissioning staff understand and apply sound commercial and financial principles to the commissioning process, and demonstrate an excellent working knowledge of issues arising in the commissioning context.

To be accountable for the assessment of risk and the development of appropriate responses to individual situations and overall business effectiveness and continuity.

To develop and promote a strong organisational ethos in support of the Council's vision and purpose and based on the Council's values.

To act as a role model to other managers and staff helping them to manage uncertainty and to respond positively and creatively to changing expectations.

To optimise the resources and infrastructure available to the Council, and ensure they are utilised effectively and efficiently.

To develop leadership potential and talent across the Council coaching and motivating staff to achieve performance excellence.

To create a positive image of the County Council as an Executive representative  
To take ownership of the aim to deliver excellent customer service, incorporating the Council's equality and diversity objectives and help the council to achieve best practice in all it delivers.

To remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice.

To ensure that the Service is appropriately, resourced, organised and structured to meet the Council's statutory obligations and where appropriate any national and local performance indicators ensuring the quality assurance framework effectively monitors performance.

To work with the Executive, the relevant portfolio holder and elected members to assist in the realization of the Council's vision, aims and objectives and to support the democratic processes of the Council.

To establish and develop effective partnerships to enable delivery of the Service's objectives, with other statutory agencies and with the private and voluntary sectors encouraging commercial relationships and exploiting all opportunities for integrated delivery and integrated procurement.

To ensure the way in which resources in the Service are managed reflects the agreed culture and style of the County Council. Optimize the resources and infrastructure available to ensure effective use of all resources and develop leadership talent, coaching and motivating staff to achieve performance excellence.

To support the development of Service Plans, Development Plans, SEFs and monitoring the delivery of agreed outcomes whilst assessing and effectively managing risk assisting in the delivery of a customer focused approach.

To support the overview and scrutiny function of the council as required by the relevant Overview and Scrutiny committees.

Review and evaluate performance developing effective supplier/ market management strategies to meet customer expectations and to maximise the contribution of the supply chain.

This post requires you to participate in an on call rota to provide cover to deal with occasional emergencies as required.

This post is also 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.

### **MANAGEMENT OF PEOPLE**

Full managerial responsibility for an integrated multi-professional staff of over 150 individuals dispersed across a variety of locations, functioning as effective role model, taking ownership to delivery outstanding customer services, remaining up to date with policies, procedures and to uphold best practice.

### **SUPERVISION OF PEOPLE**

Planning, co-ordination and management of groups across a wide range of differing functions across Children's Services, a significant number of whom are out-posted teams and officers who work predominantly in the field and across the county and in other counties.

Deputise as required for the Executive Director of Children's Services and other Directors as required.

### **Knowledge, Skills and Abilities**

The postholder is required to apply fresh and innovative thinking to all areas of delivery. This carries significant policy and legal implications. Experience of a personal portfolio of corporate programmes and demonstration of the Council's core abilities at senior management level is essential:

- Personal Leadership with ability to demonstrate effective motivational and adaptive leadership in order to adapt in a changing environment
- Future focused
- Political and Commercial astuteness with high levels of interpersonal and communication skills
- Sustained leadership of a high performing team and flexible workforce
- Drive for results with strong influencing and negotiating skills with the ability to establish credible relationships that command professional confidence
- Ability to think conceptually and analyse complex data critically

Ability to lead, develop and implement policies, strategies and plans that deliver a shared vision, strategic objectives, service goals and quality standards. Work with other stakeholders and support the implementation of a customer focused vision - Promote inter-service working and encourage and act as role model to facilitate partnership working.

Able to act as the Lead service contact with professional and technical expertise for the delivery of co-ordinated commissioning strategies working closely with Members, Chief Officers, internal and external colleagues to maximise the Council's influence and promote a philosophy of collaborative and integrated working.

Able to create a positive culture and to take ownership of delivering an excellent customer service incorporating the Council's equality and diversity objectives and helping the Council to achieve best practice in all it delivers.

Able to develop and promote a strong organisational ethos in support of the Council's values and vision.

The post requires the ability to undertake work of a complex and diverse nature which necessitates knowledge and skills at an advanced level in a number of specialist disciplines, including education, law, finance, management and procedural matters. The postholder will be an experienced manager and administrator who must demonstrate through qualifications and experience that they can effectively carry out the duties of the post. The post requires a degree or equivalent professional qualification in a relevant subject.

The postholder will also be expected to be educated to degree level and have knowledge of health, the NHS and Clinical Governance.

- Excellent presentation, written and verbal communication skills
- Knowledge of complex statutory duties and code of practice
- Effective management of budgets to the value of £80m plus per annum and ability to demonstrate value for money for customers with a strong focus on maximizing a return on investment
- Skills to lead and manage a diverse range of services and their managers
- IT skills to ensure an integrated network of information
- Ability to plan, monitor and review all areas in the discipline
- Experience of developing and implementing planning and performance frameworks in a multi-disciplinary environment
- Highly pragmatic with a proven track record of managing and implementing change
- Able to act quickly establishing a positive relationship across the organization at all levels and across partner agencies
- Highly developed influencing and negotiating skills so can establish and maintain positive relationships with members and other Chief Officers
- Ability to think conceptually and can demonstrate motivational leadership
- Able to analyse complex data and problem solve

### **Safeguarding**

All employees working with children and vulnerable adults have a responsibility to promote the welfare of children and vulnerable adults during the course of their work.