

Job Description

Head of Service and Responsible Individual, Children's Residential Service

Job Details	
Grade	7
Number of Posts	TBC
Department	Children's Residential Service
Reporting to	Assistant Director

Who Are We?
<p>We are Birmingham Children's Trust.</p> <p>'Working Together to make Birmingham the greatest city to grow up in.'</p> <p>The sole purpose of Birmingham Children's Trust is to make a positive difference for children, young people and families in the city, by driving up the quality of practice and partnerships across the city and its services.</p> <p>Every employee from Family Support and Social Workers to Finance and Legal, work together to make a positive difference to children, young people and families. We are one team, and each have an important role to play in achieving the Trusts objectives.</p> <p>Birmingham Children's Trust Leadership team comprises of six Executive Directors who are responsible for leading and managing the Trust to be an autonomous and high performing organisation.</p> <p>Our Vision:</p> <p>Our vision is to build a Trust that provides excellent social work and family support for and with the city's most vulnerable children, young people and families.</p> <p>We will do this:</p> <ul style="list-style-type: none"> • with compassion and with care. • through positive relationships, building on strengths. • in collaboration with children, young people, families and partners. • by listening, involving and including. • in ways that are efficient and deliver value for money. <p>Success will mean significant progress towards these outcomes:</p> <ul style="list-style-type: none"> • healthy, happy, resilient children living in families. • families able to make positive changes.



- children able to attend, learn and achieve at school.
- young people ready for and contributing to adult life.
- children and young people safe from harm.

Our Values:

ONE TEAM

ACCOUNTABILITY AND RESPONSIBILITY

QUALITY AND INNOVATION

RELATIONSHIPS

HIGH SUPPORT HIGH CHALLENGE

Key Responsibilities

- To support Assistant Director in leading and managing the children's residential service area
- To register with Ofsted as the Responsible Individual for the provision of children's residential services and act and operate accordingly within the fit person specification and rules
- To work alongside your Assistant Director, being clear on priorities and managing them collaboratively to ensure high quality services and regulatory compliance
- To contribute to and develop strategic business plans relevant to and required by the residential service area that support BCT priorities
- To build partnerships with and between local agencies including Family Support Services, Early Help, schools, statutory agencies, private, voluntary and community sectors and deliver collaborative partnerships that improve services and outcomes for children
- To influence and support the delivery of excellent practice, demonstrating positive improvements in outcomes for all children in residence and receiving a service
- To demonstrate and model positive leadership that reflects a clear belief, commitment and determination to secure the best outcomes for children and young people
- To contribute to the delivery of performance management to ensure timely, effective and good quality outcomes for children and young people
- To directly manage a group of Registered Managers and, through them, residential care services
- To supervise Registered Managers subject to the Children's Homes Regulations 2015 and BCT's supervision policy
- To build sufficient capacity and manage risk effectively and consistently



<ul style="list-style-type: none"> To ensure compliance with legal, regulatory and ethical requirements
<ul style="list-style-type: none"> To promote equality of opportunity, diversity and inclusion in the service area
<ul style="list-style-type: none"> To build and support a culture of good practice. To implement and model 'Connections Count' at all times and in all processes
<ul style="list-style-type: none"> To build and manage a culture of effective professional challenge
<ul style="list-style-type: none"> To develop processes and practice which ensures consultation and engagement with children, young people and their carers in service planning and delivery
<ul style="list-style-type: none"> To develop and manage business processes and related relationships such as procurement
<ul style="list-style-type: none"> To contribute to and manage HR processes and procedures alongside HR colleagues
<ul style="list-style-type: none"> To effectively manage resources; meeting demand; developing individuals, monitoring and challenging performance as necessary.
<ul style="list-style-type: none"> To use all recording systems as procedures requires
<ul style="list-style-type: none"> To be responsible for leading specific service areas that are changeable depending upon business need
<ul style="list-style-type: none"> To offer coaching and mentoring across the service as required
<ul style="list-style-type: none"> Undertake ongoing supervision and review of direct reports through the annual appraisal and reflective supervision processes and ensure this is embedded across your service
<ul style="list-style-type: none"> Commensurate to the grade of Head of Service to undertake other duties that may arise from time to time as determined by the Assistant Director

Key Information				
Is a Safeguarding Check needed?		Children	Adults	Children and Adults
	Basic			
	Enhanced	x		
Will this position have Line Manager Responsibility?	<input type="text" value="Yes"/>			



Person Specification

Essential Criteria		
Method of Assessment (M.O.A): AF = Application Form; E = Work Based Exercise; I = Interview; P = Presentation; Q = Qualifications		
CRITERIA	Method of Assessment (M.O.A)	ESSENTIAL
Qualifications	AF/Q	Educated to Degree level or equivalent and holds a recognised relevant professional qualification such as Level 5 Leadership Health and Social Care (Residential Childcare)
Qualifications	AF/Q	Direct Social Care Management & Supervision – Holds a Social Work professional qualification or equivalent
Qualifications	AF/Q	Qualification(s) in leadership, HR management, project management desirable
Qualifications	I	Willingness to undergo appropriate training as required (to include QSW apprenticeship if relevant).
Experience	AF/I	Substantial experience of working in a senior leadership role within the care sector including improving service quality
Experience	AF/I	Experience of frontline practice work management
Experience	AF/I/E	Experience of analysing data and forecasting trends
Experience	AF/I	Experience of effective multi-agency working and delivery of services.
Experience	AF/I	Experience of managing and



		promoting change, considering options, assessing risk and taking forward new initiatives
Experience	I	Experience of financial management; understanding of the importance of robust financial management arrangements, financial regulations and compliance, providing reports on budgetary control methods
Experience	I	HR management especially in challenging poor performance and attendance.
Experience	I	Experience of successfully implementing project management and operational activities
Experience	I	Business awareness of National and Local Government context
Communication	I/E	Able to communicate effectively across a range of contexts including the ability to create and deliver concise, engaging and accurate information to a range of audiences, adapting style and content to needs of audience and checking understanding
Communication	AF/I/E	Evidence of persuasion and influencing skills at management level including over a range of contentious issues
Communication	AF/E	Ability to write, understand and interpret complex written reports and policy documents, including the ability to evaluate the arguments.
Teamwork	AF/I/P	Able to build and motivate a team, creating a positive environment which encourages



		open discussion and innovation, supports performance, builds capability and enables professional development.
Teamwork	I	Ability to set clear direction, objectives and responsibilities, assumes accountability and inspires others by acting with integrity – role modelling BEST values
Teamwork	I	Ability to collaborate with and develop staff at all levels of the organisation to achieve a culture of positive challenge and support and enable their professional development
Resilience	I	Able to professionally challenge colleagues and partners across the organisation to secure good outcomes for children and young people
Learning & Development	AF	Willingness to undertake ongoing continuous professional development (CPD) and training, participate in supervision and lead team meetings
Equality & Diversity	AF/I	Must be required to have a clear understanding and commitment to equality, diversity and inclusion matters and to promote anti-discriminatory practices and behaviours

At Birmingham Children's Trust, we are dedicated to safeguarding and promoting the welfare of children and young people. We expect our staff to create an environment and culture that promotes equality, diversity, and inclusion and advocate for anti-discriminatory practices and behaviours.

