

Job Description

Job Title	Short Breaks Manager
Directorate	Children & Young People's Service
Service Area	Family Help/Short Breaks.
Grade	10
Competency Level	2
Salary	£56,673 – £62,580
Job Type	Office Based
Location	Croxteth Children's Centre
Disclosure and barring service (DBS)	Enhanced (Child & Adult Barred and Workforce)
Job Evaluation Ref No	A5418

Job Purpose

To manage the delivery of a high-quality short breaks provision for children and young people with SEN and Disability.

Directly Responsible For:

Social Workers, Family support workers, Short Breaks Co-ordinators, Development Officers, Outreach Worker Admin Officer and Sessional staff.



Please note, the management of different type may change in the event of restructuring.

Directly Responsible To:

Head of Service Early Years / Children's Centre & Family Hubs

Main Areas of Responsibility:

- To lead and manage the short breaks service, including direct payments and any commissioned service if applicable.
- To produce and implement the service's business / improvement plan.
- To promote, adhere and integrate the City Council's Vision and Values, Best Value framework, Social Model of Disability and Team Around the Family approach.
- To lead and manage the staff team through a performance management framework, including recruitment, induction and other HR processes.
- To be the Registered Manager/Person in line with Ofsted registration requirements.
- To be responsible for ensuring the implementation of safeguarding procedures across the service.
- To prioritise and allocate work within the team ensuring that children and families receive a timely and efficient service.
- To ensure that case records are maintained and that plans are formulated, recorded, implemented, regularly reviewed, audited and monitored.
- To build and sustain partnerships with other teams and partner agencies in order to ensure effective service delivery that meets the needs of children and their families.
- To undertake strategic tasks allocated by the Head of Service.
- To manage the health and safety of the delivery of provision and the building, including out of hours arrangements.

- To manage services within statutory guidelines, and City Council procedures, in particular the Children Act 1989, the framework for the Assessment of Children in Need and working together to safeguard children.
- To monitor, evaluate and the analyse of performance data to inform service improvement.
- To promote and enable the active participation and co production of children and young people and families to inform and shape service delivery.
- To effectively manage a budget to provide a high-quality, cost-effective service.
- To develop funding bids to access additional funding streams.
- To develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal sensitive data is managed in accordance with the principles outlined in the corporate Data Protection Policy and procedures.

Performance Management

Managers will be expected to develop and demonstrate skill and competence in accordance with the agreed competence framework. This will include:

- Building and delivering the City Council's Vision.
- Making things happen and seeing them through.
- Leading on performance; promoting a high-performance culture within the team.
- Championing team working, creating high morale and effective collaboration.

- Creating a learning culture.
- Pioneering new approaches.
- Ensuring culture of open communication
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements with Standing Orders and Financial Regulations of the City Council and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility.

Supervision and Management Responsibility:

- Ensuring activities are planned to include meaningful one to one. conversations, quality annual appraisals and regular workforce planning and development.
- Manage performance effectively.

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.
- Monitor financial performance and deliver within budget.
- Monitor financial performance, deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate.

- Set, monitor, and remain within budget whilst challenging the team to deliver increased efficiencies.
- Explores different options for funding and income generation.
- Include details of the value of budget/financial responsibility and what this budget should be use for.

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities.

Physical Demands of the Job:

- The role may involve when appropriate providing direct support for children with complex needs that may require physical intervention.

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **2**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Diploma in Social Work (A)
- Current registration with Social Work England (A)

Desirable

- NVQ Level 4 Management or equivalent
- Evidence of continuing professional/personal development

Experience

Essential

- Significant experience of leading and managing within social care, health, or education (A/I)
- Knowledge of child development, child care legislation, statutory guidance e.g. SEND Code of Practice, the Assessment Framework and other relevant assessment and planning tools (A/I)

- Knowledge of and an understanding of levels of need, child in need, child protection and looked after children processes (A/I)
- Experience of collaborative working across agencies and with professionals (A/I)

Desirable

- Knowledge of the social model of disability and inclusion agenda and how this can be applied in practice
- Experience of managing a budget within local government financial frameworks
- Experience of using information to plan and set targets
- Experience of developing practice standards and protocols

Skills/Abilities

Essential

- Effective communication skills at all levels, both written and verbal (A/I)
- Ability to analyse data and intelligence accurately to inform the effective management of resources (A/I)
- Ability to implement performance and quality assurance processes, achieving targets and delivering high quality practice, including staff supervision, appraisals and managing performance (A/I)

Desirable

- Ability to network across organisational and professional boundaries
 - Ability to manage and resolve conflict
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- Ability to use a range of software including word, excel, outlook *and liquid logic*

Commitment

Essential

- Commitment to promoting equality of opportunity; inclusion and participation (A/I)
- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council (A/I)

Desirable

- Commitment to own professional development

Other

Essential

- Flexibility to work evenings, weekends & school holidays throughout the year as determined by the service demands (A/I)
- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level (A/I)

