

## Job Description

<b>Job Title</b>	Head of MASH, Out of Hours, Assessment and Safeguarding (South Locality)
<b>Directorate</b>	Children and Young People's Services
<b>Service Area</b>	Children's Social Care
<b>Grade</b>	14
<b>Competency Level</b>	3
<b>Salary</b>	£80,712 – £84,842
<b>Job Type</b>	Hybrid
<b>Location</b>	Cunard Building
<b>Disclosure and barring service (DBS)</b>	Enhanced DBS
<b>Job Evaluation Ref No</b>	A9103

## Job Purpose

- To provide strategic leadership for a range of statutory children's social care services, ensuring that safeguarding and promoting the welfare of children is paramount
- To be responsible for the development, implementation and monitoring of an annual business plan by ensuring effective performance management, including identification of risk and capacity issues across the held portfolio of services

- Take lead responsibility for the development and implementation of specific projects within Children's Social Care in accordance with the Directorate's and Council's strategic priorities and manage all communication and risk issues

### **Directly Responsible For:**

Service Manager: MASH and Out of hours, Service Manager: Assessment Service  
Service Manager: Safeguarding Service and Case Progression Officer

### **Directly Responsible To:**

Assistant Director, Children's Social Care

### **Main Areas of Responsibility:**

- To provide clear strategic direction through effective and visible leadership in a culture of continuous improvement
- To ensure that high quality services are delivered through driving up performance and standards
- To lead the delivery of services, in line with local and national priorities and ensuring statutory functions are fulfilled and undertaken in accordance with current legislation and guidance
- To ensure the development, implementation and monitoring of service plans, policies, and frameworks, including the interpretation of national policy guidance and application
- To ensure that Liverpool's child protection procedures and standards are implemented, and that consistent compliance is maintained and that any barriers to compliance or improvement are reported to Liverpool's Safeguarding Children's Partnership

- To be actively involved in the work of Liverpool's Safeguarding Children's Partnership, acting as representative on various groups/panels both locally and regionally
- Act as Strategic Practice Lead for CASS, MASH and Out of hours services city wide and for Assessment and Safeguarding delivery in the south of the city
- Chair the Legal Gatekeeping Panel making decisions as to whether a child should enter pre-proceedings or whether care proceedings should be initiated and hold regular reviews of cases within pre-proceedings ensuring that set timescales are adhered to
- Promote strong partnership working to ensure effective information sharing and joint working and provide robust challenge and support internally and externally to ensure compliance with procedures, policy, and good practice
- Deliver all portfolio performance targets, including both national and local performance indicators
- To drive a culture of continuous improvement and undertake a programme of quality assurance and audit activity in line with the quality assurance framework
- To take a key role in preparing for external inspections and manage the service response to inspection findings within the required timescales, providing evidence and assurance that the work has been completed
- To lead on and implement change to better meet the needs of children and young people and improve their outcomes
- To fulfil the role of complaints adjudicator within the Children's Services statutory complaints procedure
- To act as Agency Decision Maker making and recording decisions in accordance with relevant legislation, policies, procedures, and national standards as to whether an applicant/s presented to the Fostering/Adoption Panel should be approved as a foster carer/adopter; as to whether a child should be placed for adoption and/or be matched with prospective adopter/s

considering relevant legislation, case law, the welfare checklist, policies, procedures, and best practice

- To approve Placement with Parent arrangements of children placed with their respective parent/s under either an Interim or Full Care Order
- To chair the Legal Gatekeeping Panel, when required, making decisions as to whether a child should enter pre-proceedings or whether care proceedings should be initiated
- Deputise for the Director of Children's Social Care as and when necessary
- To represent the Council on external bodies at a local, regional, or national level
- To advise elected members and Council Committees on policy development, strategies and budget spend
- To lead on or participate in department/ directorate wide projects as required by the Director
- Participate in on-call arrangements as determined by the Director of Children's Social Care
- To produce regular reports for the portfolio services as required for the Directorate Management Team, the Local Safeguarding Partnership, Lead Member for Children and Young People's Services, Corporate Parenting Board, and external bodies such as DfE, Ofsted

## **Supervision and Management Responsibility:**

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development
- Manages performance and behavioural issues 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
- Budgetary responsibility will include the associated budgets for the services that you are directly responsible 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:

- This post is a combination of office work and field work. It will involve sitting for long periods of time and a requirement to travel to meet service needs

## 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 3**.

[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

- Educated to degree level or equivalent (A)
- Social Work degree or equivalent social work professional qualification (A)
- Registered with Social Work England (A)
- Evidence of continuous professional development (A/I)

## Experience

### Essential

- Significant senior management experience in a large agency/organisation relevant to the provision of services for children and young people (A/I)
- A proven track record of improving services within children's social care (A/I)
- Successful experience of working within multi-disciplinary partnerships (A/I)
- Evidence of managing budgets, ensuring that best value principles are met (A/I)
- Effective project and programme management including positive change management (A/I)
- Operational and strategic management experience of leading services through Ofsted inspections and external scrutiny (A/I)
- Delivery of service excellence and quality outcomes (A/I)

## Desirable

- Experience of policy development and implementation in line with current government legislation, local priorities, and national best practice

## Skills/Abilities

### Essential

- Thorough understanding of the legislative and policy framework within which children's social care operates and knowledge of the associated current and emerging issues facing the sector (A)
- Ability to influence, persuade and negotiate at all levels within the organisation and with external agencies / partners (A/I)
- Strong analytical skills (A/E)
- Good organisational skills and the ability to work in a demanding environment (A)
- Demonstrable creative/innovative skills and ability to develop solutions to problems within the service and department (I)
- Ability to form good judgements and make informed decisions (A)
- Good interpersonal skills enabling productive working relationships with staff, colleagues, and partners (I)
- Ability to manage and transform performance to achieve outcomes and objectives within the performance management framework (A/I)



## Desirable

- Excellent communication skills, including the ability to articulate a vision and present clear and concise reports to a wide range of audiences
- Ability to use IT effectively to support communication, workload, and a flexible working approach
- Project management skills

## Commitment

### Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

## Other

### Essential

- This post is subject to a Disclosure and Barring Service (DBS) at the appropriate level