

## JOB DESCRIPTION

<b>POSITION TITLE</b>	Assistant Director Children's Social Care Commissioning		
<b>LOCATION</b>	County Hall, Exeter		
<b>REPORTING TO</b>	Deputy Director and Head of Children Social Care		
<b>DIRECTORATE/SECTION/SCHOOL</b>	Childrens Services		
<b>DATE OF EVALUATION</b>	18 February 2025	<b>EVALUATED GRADE</b>	L4
<b>EFFECTIVE DATE OF JD</b>	18 February 2025	<b>JOB NUMBER</b>	H.0502

### JOB PURPOSE:

This post is responsible for high level outcomes for children and will ensure . The post will co-ordinate the work and focus of the quality assurance framework to support and evidence improvements in directorate wide performance, accountability and inspection readiness. services delivered by Devon are good and improve outcomes for children.

The post is responsible for the following services/functions:

- Home finding
  - Home finding team
  - Commissioning Team
- DCC Provision
  - Fostering and Kinship Care
  - Atkinson Secure Children's Home
  - Children's Homes
- Partnerships
  - Adopt South West (Regional Adoption Service)
  - Safeguarding Partnership.
- Corporate Parenting Arrangements
- Responsible for all aspects of practice and management (workforce/HR, performance, budget etc) in the service area.
- Provides strategic system leadership, developing and delivering the ambitions of the partnership's Children's Services Delivery Plan and the Council's strategic plans for children.
- Supports political leaders to deliver their agenda for the community in Devon
- Within each specialist area ensure all relevant statutory duties and legislative obligations are met.
- Works closely with partners across police, health and schools
- Accountable decision holder in relation to children's needs

This post incorporates all the Council responsibilities relating to quality and commissioning of social care services for children, and young people, and their families and carers. It is responsible for commissioning effective, efficient and safe social care services that represent best value and will focus on sufficiency and line of sites for placements.

The scope includes:

Leading and managing the joint strategic planning and commissioning for Children's Services, working collaboratively with partners including public health and adult services.  
 Leading the development of service specifications informed by joint strategic needs

assessment to ensure high quality service delivery. The role is responsible for the operational delivery of internal and external placement commissioning for vulnerable children and associated budget.

The role is also responsible for both the strategic commissioning within children's services, and the associated budget and for being the leading partner and influencer of commissioned services, the wider health economy and other partners as appropriate.

The post holder is responsible for the work and co-ordination of Responsible Individuals and Registered Managers for Children's Homes & Day Services with teams of professional staff ensuring standards and performance targets are understood and met or exceeded.

Ensuring that the Adoption Service provided for 5 Local Authorities meets its statutory obligations to children, birth families and adopters, including any commissioned services. Delivering required National reporting. Supporting Members, communities and localities.

Key Purposes include:

- Delivery of high quality outcomes through commissioning services
- Management and leadership of all the staff functions in the above service areas
- Placement provision for children in care both fostering in house and external, and commissioned placements
- Development and support of Devon's internal service provision for Children's Services
- Placement provision for young people leaving care, including semi-independent accommodation and staying put arrangements
- Commissioning responsibility for external placement / supported accommodation options for young people aged 16 to 25 receiving leaving care services
- Planning and service commissioning of a range of social care services
- Quality and compliance of regulated services
- Market Development in partnership with providers
- Engagement of children, young people, individuals, carers
- Engagement of service providers including third sector
- Leadership and management of the fostering service and Adopt South West
- Oversight and governance of changes to the commissioning and delivery of services in response to changing legislation, guidance, specification, budget, quality of performance requirements.
- To work with the senior leadership team on the preparation for Ofsted and HMIP inspections, including providing and supporting the preparation of all relevant documentation.
- As a member of the senior leadership team, lead the service in achieving the highest standards of practice in the work with vulnerable children, young people and their families, ensuring that at all times children are at the heart of the service provision and developments.

Within each specialist area the role will ensure all relevant statutory duties and legislative obligations are met.

## **CONTEXT:**

Devon must provide good or better services for children. This will require a focus and drive on improvement in key areas in response to identified weaknesses as well as system leadership of the statutory and third sector to continue to promote early help and a culture shift across the partnership so that children's issues are seen as everyone's issues.

The post-holder will model the Council's leadership expectations and deliver, in partnership with others, the Council's ambitions.

The post holder will work alongside the Head of Children's Social Care and Children's Services Leadership Team in the development and delivery of the council's ambitions for children in Devon.

The Children's Services Leadership Team works together as one entity, valuing and demonstrating strong leadership and developing a collaborative approach towards continuous improvement. Each Service Lead will hold individual accountability for the results and performance improvement of their own area, alongside joint ownership of all service areas in order to meet the needs of the children and families of Devon.

There will be a shared understanding of the single council approach ensuring that public money is used in the most business-like way. The role will provide strategic direction, clear evidence for decision making, robust performance management and enhanced relationships with elected Members.

The post holder will work in partnership across the local authority at all levels but also externally to the NHS, other statutory bodies, independent sector care providers, and service users and carers. A principle of co-production should be adopted wherever feasible.

Providing leadership for developing, improving, and modernising the services, to support the council vision and key priorities and address changes in legislation and ensure best practice, making best use of financial and human resources.

## RESOURCES

Finance	Fostering and Kinship Care Budget	24.9m
	Commissioning and Resources Budget	72.86m
	Internal Provisions Budget	£9.054m
	Atkinson's Secure Children's Home Budget	£4.8m
	Adopt South West Budget	£2.27m
	= Total value of budget responsibility	<b>£113.87m</b>
Staff	Fostering and Kinship Care	105
	Commissioning and Resources	44
	Internal Provisions	142
	Atkinson Secure Children's Home	70
	Adopt South West	80
	= Total number of staff responsibility	<b>441</b>
Direct management responsibility for the above members of staff		

## KEY ACCOUNTABILITIES

		%
1	Lead and implement the provision of high quality placements for children in care in accordance with the national and local direction aligned with local priorities and needs for the relevant user group.	35%
2	Analyse current positions, future need and local / national best practice in order to inform Joint Strategic Planning and Commissioning.	15%
3	Strategic leadership of the Children's Homes providing permanent placements, providing short breaks, with the need to develop an emergency placement home and supported living options, Family Time,	15%

	Multi-Sensory Impairment Service, Enabling Service and building oversight of other properties providing care. This includes working with strategic partners to secure good outcomes for all children and families.	
4	Manage the service within stipulated budgets.	10%
5	Develop Service delivery options for the delivery of social care and advise members based on evidence and rationale.	10%
6	To be responsible for monitoring service quality within assigned portfolio via a systematic process of review and assurance across all areas.	5%
7		
8	To oversee the strategic development of the workforce to ensure recruitment meets standards and that the workforce are trained and developed to ensure the highest standard of service delivery.	10%

It should be noted that the duties or tasks associated with of the post may change from time to time without altering their general character or the level of responsibility entailed and without affecting the grading of the post.

**For all roles the job holder must:**

- Understand and lead to achieve the Council’s vision, direction and priorities,
- Lead by example in line with the organisation’s core principles and behaviours,
- Embrace the positive benefits of a diverse workforce and be committed to creating and maintaining an environment that is inclusive and safe,
- Promote a positive culture of personal responsibility and accountability to meet the legal expectations, policies and frameworks for example Employment Law, Health and Safety, GDPR and Data Protection.

The above duties and activities associated with this job are neither exclusive nor exhaustive and the job holder may be called upon to carry out such other appropriate duties as may be required within the grading level of the job and the competence of the job holder.

<b>KNOWLEDGE AND EXPERIENCE:</b>
<ul style="list-style-type: none"> <li>• Higher degree or equivalent.</li> <li>• Evidence of CPD.</li> <li>• Proven leadership experience providing direction and purpose, ability to work at a strategic level providing clarity; committed to expertise in frontline practice.</li> <li>• Knowledge and experience of managing and inspiring in large and complex organisations.</li> <li>• Experience and expertise in delivering safeguarding social work practice across the child’s journey.</li> <li>• Knowledge and capability to deliver the requirements of Working Together 2024 and all relevant statutory requirements and guidance.</li> <li>• Awareness of, and sensitivity to, the political implications of professional and managerial decisions.</li> <li>• Understanding of context of Devon Children and Families Partnership role and responsibilities.</li> <li>• Excellent communication, advocacy, presentation, influencing and negotiating skills.</li> <li>• Experience of working with a range of partners, creating honest and productive conversations, embracing challenge and opportunities for collective learning.</li> <li>• Senior management experience and a proven track record of success at a senior level.</li> <li>• Experience working with a range of partners.</li> </ul>

- Understanding of key policy areas in childrens services
- Evidence of delivery of major change programmes within a complex matrix reporting setting.

### **CORE PRINCIPLES AND BEHAVIOURS**

Devon County Council's Core Principles and Behaviours Framework can be found here:  
[Core Behaviours Framework \(Core Principles and Behaviours Overview\) - tasks and guides \(devon.gov.uk\)](#)

APPROVAL: I confirm this Job Description conveys a full and accurate description of the job and has been agreed with the post holder (where applicable).

SIGNED:

Line Manager (Julian Wooster, Director of Children & Young People Futures)

DATE November 2024