

CUMBRIA COUNTY COUNCIL

CHILDREN'S SERVICES DIRECTORATE

POST TITLE:	Local Manager	
RESPONSIBLE TO:	Manager Integrated Services (Area)	
RESPONSIBLE FOR:	Management for Locally Based Service Delivery Team	
GRADE:	PO10-13	POST NO: CH523e
COMMON VALUE:	To ensure that the needs of children are central to decision making and that the best for every child results from actions taken.	

1. PURPOSE OF JOB

- 1.1 To manage a team within a locality, ensuring best practice is adopted in meeting the needs of vulnerable children.

2. PRINCIPAL ACCOUNTABILITIES

- 2.1 Contribute creative and professional leadership to support the development of culture of integrated service delivery within the locality.
- 2.2 Ensure that services provided meet the diverse needs of children and young people in the locality.
- 2.3 To ensure that children are safeguarded at all times and their welfare promoted.
- 2.4 To ensure that all staff within the team receive regular supervision in line with their professional and developmental needs
- 2.5 Engaging with partners and stakeholders in developing partnership working.
- 2.6 To manage performance and to ensure that all staff understand their responsibilities in embedding a "performance culture" within the teams and localities.
- 2.7 Establish and maintain management information in relation to the work of the local team.
- 2.8 Ensure effective deployment of the team within the locality.
- 2.9 Ensure that there is effective coordinated working with other local teams in the area.
- 2.10 Engage service users in the development of services and ensure participation in reviewing services provided.

- 2.11 Ensure that the professional expertise of the team is sustained, developed and appropriately deployed.
- 2.12 Responsible for improving performance and quality assurance in relation to identified priorities within the locality.
- 2.13 Deputise for the Manager of Integrated Services as appropriate.
- 2.14 Manage the senior practitioner within the appropriate discipline.
- 2.15 Undertake such other duties commensurate with the grading of the post that may be required from time to time.

3. KEY TASKS

3.1 General

Requirement for all Managers within Cumbria County Council's Children's Services (see attached).

3.2 Specific

- 3.2.1 In each area there will be a number of practitioner/fieldwork teams such as -

Locality support teams, managing referrals, assessments and integrated front line working, which will include educational welfare officers, social workers, family workers and parent support advisors.

Children Looked After team

Learning Difficulties and Disabilities team

There will also be Provider Teams such as -

Specialist Advisory Teaching Service

Emotional and Behaviour Difficulties Support team.

The Local Manager will be given specific responsibility for one team.

4. MAGNITUDE OF JOB

- 4.1 To manage a local team likely to be between 8-12 fieldwork/practitioner staff.

5. ORGANISATION

- 5.1 See attached chart.

6. QUALIFICATIONS/TRAINING/COMPETENCIES

- 6.1 See person specification.

7. SPECIAL CIRCUMSTANCES

PERSON SPECIFICATION

DEPARTMENT: Children's Services Directorate

POST: Local Manager

		ESSENTIAL	DESIRABLE
1.	Qualifications/ Training/ Competencies	<ul style="list-style-type: none"> • Relevant professional qualification in education or social care or related area. • Evidence of ongoing professional development. • Ability to use IT appropriately to support management function 	<ul style="list-style-type: none"> • Management qualification. • Appropriate professional qualification at Degree level.
2.	Relevant experience	<ul style="list-style-type: none"> • Significant successful post qualification with children • Successful management experience. • Successful experience of monitoring performance and addressing shortfalls. • Experience of working in diverse communities. • Developing services with the involvement of children, young people and their families. • Experience of leadership (such as senior practitioner, projects) 	<ul style="list-style-type: none"> • Experience in working in a local or national government accountability framework • Experience of working in a matrix management setting • Experience of interagency working
3.	Knowledge	<ul style="list-style-type: none"> • Understanding of the importance of managing budgets and resources • Understanding of policies, statutory guidance and legislation in respect of Every Child Matters and the wider children's agenda and services • Of the role and responsibilities of leadership 	<ul style="list-style-type: none"> • Knowledge of commissioning process. • The application of equality impact assessment.
4.	Skills/Ability	<ul style="list-style-type: none"> • Excellent ability to communicate both orally and in writing. • Ability in managing and motivating staff. • Ability to understand the needs of children and young people from diverse backgrounds. • Problem solving and 	<ul style="list-style-type: none"> • Proven leadership skills • Ability to chair and lead meetings

		<p>negotiating skills.</p> <ul style="list-style-type: none"> • Ability to think and plan strategically. • Ability to work as part of a team. • Ability to prioritise and meet deadlines. 	
5.	Personal Skills	<ul style="list-style-type: none"> • Ability to motivate others. • Professional integrity, reliability and consistency. • Adaptability and resilience. • Outcome focussed • Self motivated. 	<ul style="list-style-type: none"> • Creative thinker able to offer original solutions outside of traditional expectations.
6.	Special Circumstances	<ul style="list-style-type: none"> • A commitment to children and the need to ensure their life chances and opportunities are improved. • Ability and willingness to travel within and out of the County as necessary to attend regional and national events. • Willingness to work flexibly, including occasional evening meetings. • This post is subject to a Disclosure check through the Criminal Records Bureau. 	

Requirement for all managers within Cumbria County Council's Children's Service

- a. Cumbria County Council's Constitution sets out, in part 5 B, an 'Officers Code of Conduct', which includes the seven Nolan Committee principles, which apply to all aspects of public life.

Selflessness
Integrity
Objectivity
Accountability
Openness
Honesty
Leadership

All managers are expected to adhere to the constitutional requirements including these principles.

- b. Cumbria County Council is also committed to providing responsible leadership in promoting the values of anti-racism, tolerance and equality. All managers are therefore expected to demonstrate leadership and commitment to promote equality and in valuing diversity.
- c. Cumbria County Council is committed to eliminating bullying in the workplace. The County Council's Dignity and Respect initiative is expected to shape the behaviour of all staff and strong leadership in this area is expected from all managers.
- d. Cumbria County is developing a 'Leadership/Management Behaviour Framework', which sets out the behaviours and level of development required at each level of management. All managers will be required to work to this framework.
- e. Attention is drawn to these specific managerial responsibilities.
- 1 To ensure that Health and Safety responsibilities are properly exercised.
 - 2 To ensure the service is delivered within the delegated budget
 - 3 To develop and maintain an effective Business/Service Plan.
 - 4 To ensure that performance on the key indicators achieve the agreed targets.
 - 5 To ensure that a service users group including young people informs and enriches delivery through a service participation strategy.
 - 6 To engage with and contribute to partnership development.
 - 7 To ensure that a needs assessment informs the commissioning strategy.
 - 8 To ensure that all staff appraisals are completed and entered on PWA by 1 June each year.
 - 9 To ensure representation as required on representative or project group.
 - 10 To ensure that complaints are addressed in a timely way according to agreed protocols.
 - 11 To represent the Directorate at local, regional and national events.

Cumbria Children's Services: Locality Management Structure

