



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

JOB DESCRIPTION

POST TITLE:	Service Manager - Placements Service
GRADE:	SM2
RESPONSIBLE TO:	Head of Children and Families Social Care
RESPONSIBLE FOR:	Fostering, Residential Provision, Families First

Overall Objectives of the Post:

To be responsible for and manage the day to day operation of the service according to national standards and guidance and departmental policies and procedures.

Key Tasks of the Post:

1. As a key member of the Council's Management Team you will make a significant contribution towards delivering our vision of giving all our children and young people the best start in life. You will:

- Embody the Council's core values of giving all children and young people the best start in life.
- Work collaboratively within Children and Families Social Care and across the council to ensure corporate parenting priorities and principles are understood, articulated and delivered.
- Model behaviour that demonstrates commitment to whole service approach to achieving the best outcomes for children and young people.
- Lead from the front through personal example, open commitment and clear action, valuing diversity celebrating equality, involving and empowering people, encouraging innovation and promoting a clear focus on outcomes for children and young people.

2. You will make the greatest impact towards delivering our vision of developing an integrated looked after service. You will:

- Make sure appropriate protocols, management arrangements and quality assurance are in place for children placed in out of area residential placements, Independent Fostering Agency placements and in house provision.
- Manage an effective recruitment and retention fostering campaign based upon local need.
- Be responsible for the inspection, monitoring and evaluation of services and ensure adherence to statutory requirements.
- Ensure that the service works in an inclusive manner which promotes and develops our corporate parenting principles.
- Be responsible for the management, compliance and quality assurance of regulation 33 arrangements in accordance with national care standards.

- Work with colleagues and providers to develop new residential accommodation.
- Provide consultation and advice to childcare professionals and co-ordinate cross boundary Fostering & Residential issues.
- Be a member of the senior management team and work collaboratively to develop and deliver outstanding services to all children and young people.
- Actively involve user and carers in planning and evaluating the service and in service developments through existing mechanisms and processes and the development of new ones.
- Contribute to the information, publicity and marketing strategy of the service.
- Consolidate and develop relationship within and across the partnership.

3. To be the lead manager within the Fostering & Residential Service. You will:

- Be responsible for change management within the Service in accordance with local and national priorities.
- Prepare and present reports to Cabinet and Scrutiny Committee as deemed appropriate.
- Ensure that services are commissioned according to identified need.
- Develop the Fostering Service to enable high quality placements to be available for a range of children.
- Develop and embed a performance management framework that focussing on outcomes for children.
- Manage budgets for the service which manage and predict need working across the service to manage and predict demand.
- Be responsible for all aspects of workforce management including supervision, workload management, attendance, personal development and performance of staff within your teams.
- Encourage and contribute to developing a culture of continuous learning and improvement.

4. Strengthen and develop residential services to ensure they continue to deliver outstanding services to children and young people. You will:

- Ensure Children's homes meet all regulatory requirements to a high standard.
- Promote staying close.
- Continue to ensure and develop Families First (edge of care) provision to ensure it meets need.
- Continue to develop short break service for children with disabilities to enable it to deliver outstanding services for all children.
- Develop and deliver an outreach offer to children with disabilities.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: SG/CL

Date: 11.07.19