

**DARLINGTON BOROUGH COUNCIL**  
**CHILDREN AND ADULTS SERVICES**

**JOB DESCRIPTION**

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| <b><u>POST TITLE:</u></b>              | Regulation and Inspection Manager   |
| <b><u>PAY BAND:</u></b>                | Band 11   |
| <b><u>JOB EVALUATION NO.</u></b>       | E3383   |
| <b><u>REPORTING RELATIONSHIP</u></b>   | Head of Performance & Transformation  |
| <b><u>JOB PURPOSE:</u></b>             | To ensure inspection readiness across all areas of Children and Adults Services, leading the production of associated reports, statements, assessments and documentation on behalf of the Director. To provide the key link role with all associated HM Inspectorates/Inspectors, sharing information as required. Preparation planning including distilling learning from other inspections, horizon scanning, dissemination of impending changes in policy, national priorities and the relevant impact on our services and inspection readiness. Provision of approved evidence/documentation to inspectors. |
| <b><u>POST NO.</u></b>                 | POS001038   |
| <b><u>PDR COMPETENCY FRAMEWORK</u></b> | Level 1, Expected Competencies for all employees  |

**MAIN DUTIES/RESPONSIBILITIES**

1. Produce good quality, up to date self-assessments that accurately reflect the specific service. Produce regular position statements that highlight key findings.
2. Work with the Directorate Leadership Team (DLT) and Senior Management Teams (SMTs), to collate information against all Inspection Frameworks and Sector-Led Improvement Frameworks.
3. Identify associated risks and support Senior Officers in management and mitigation of these.
4. Proactively monitor proposed and actual changes to all Inspection Frameworks across Children's, Adults, Education and Youth Offending Services and raise awareness. Coordinate responses to consultations on changes. Lead on communicating changes, identifying improvements and potential solutions for the Council and Partners.
5. Work with appropriate managers to ensure data and intelligence have robust use to underpin service assessments and position statements.
6. Undertake strategic reviews to identify trends and key issues. Carry out research to support such analysis, providing reports on key issues as appropriate and drawing in further resource as required to meet the prioritised needs and demands on the team.

7. Research and understand the requirements of national government in relation to policy changes and consultation exercises for relevant Children and Adults Services being responsible for completion. Advise on implications and draw in support from service experts as required.
8. Ensure all information is timely and available for all inspections and inspection-related activity, advising the Director of any areas of concern, non-compliance or non-engagement.
9. Undertake the lead role in liaising with inspectors, organise programmes, logistics and other requirements, ensuring smooth preparation and operation of all inspections, peer reviews and other visits as required.
10. Support DLT / SMTs to ensure effective engagement and pace in preparation activity, identifying risk areas where lack of delivery is impacting on progress and preparation.
11. Prepare briefings, presentations and other associated materials in advance of an inspection, and any associated briefings.
12. Ensure strong links with the Quality Assurance lead, Principal Social Worker and other key internal / external roles.
13. Facilitate briefings / debriefings for staff, partners and other attendees involved in the inspection or review processes, ensuring that messages are clearly communicated, understood and acted upon at the earliest opportunity.
14. Undertake policy work, horizon scanning and analysis on behalf of the department to ensure that emerging changes in priorities, opportunities and learning (at a national, regional or local level) is distilled into clear messages, disseminated and understood in order to inform review of strategies and planning of services.
15. Provide high quality analysis of policy based on a sound understanding and clear evidence to assist in strategic planning and preparation for external inspections: developing, monitoring and keeping under review resultant action plans.
16. Present analysis in an accessible way to relevant Senior Management Teams as appropriate and on internal and external forums and events as necessary.
17. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
18. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
19. Carry out your role in line with the Council's Equality agenda.
20. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
21. Any other duties of a similar nature related to this post that may be required from time-to-time.
22. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

**Date: April 2019**

**DARLINGTON BOROUGH COUNCIL**  
**PERSON SPECIFICATION**  
**REGULATION AND INSPECTION MANAGER**  
**CHILDREN AND ADULTS SERVICES**  
**POST NO. POS001038**

All appointments are subject to satisfactory references.

| <b>Criteria No.</b> | <b>Attribute</b>  | <b>Essential (E)</b> | <b>Desirable (D)</b> |
|---------------------|---|----------------------|----------------------|
|                     | <b>Qualifications &amp; Education</b>   |                      |                      |
| <b>1</b>            | Degree or equivalent qualification in a relevant field to the post  |                      | <b>D</b>             |
|                     | <b>Experience &amp; Knowledge</b>   |                      |                      |
| <b>2</b>            | Demonstrable understanding of the local government policy context   | <b>E</b>             |                      |
| <b>3</b>            | Approx. 5 years' experience of <ul style="list-style-type: none"> <li>providing advice and guidance in local government or other public agency</li> <li>collating evidence / data, and ensuring consistency of the quality of that data</li> <li>producing assessments of service performance and associated improvement plans</li> <li>providing comprehensive and concise written reports, including performance reports</li> <li>working with or supporting inspection frameworks</li> </ul> | <b>E</b>             |                      |
| <b>4</b>            | Experience of ensuring inspection preparation and responses are robust, including self-assessment, understanding and management of risks and challenging senior officer where appropriate   | <b>E</b>             |                      |
| <b>5</b>            | Experience of developing, implementing, monitoring and reviewing strategies and policies  | <b>E</b>             |                      |
| <b>6</b>            | Experience of working within public service partnership arrangements  |                      | <b>D</b>             |
| <b>7</b>            | Experience or understanding of commissioning processes and the role of intelligence within them   |                      | <b>D</b>             |
| <b>8</b>            | Experience of providing intelligence to and liaison with schools, health or other partners  |                      | <b>D</b>             |
|                     | <b>Skills</b>   |                      |                      |
| <b>10</b>           | Ability to communicate both orally and in writing to a wide range of audiences (including ability to write clear and concise reports & presentations)   | <b>E</b>             |                      |
| <b>11</b>           | Ability to undertake effective research and report on its findings  | <b>E</b>             |                      |

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|----------------------------|--|----------|--|
| <b>12</b>                  | Ability to give attention to detail and have confidence in dealing with numbers, drawing trends and presenting accurate information      | <b>E</b> |  |
| <b>13</b>                  | Proven administrative skills to ensure consistency and quality   | <b>E</b> |  |
| <b>14</b>                  | Ability to present complex information in formats appropriate to non-specialists without compromising meaning                            | <b>E</b> |  |
| <b>15</b>                  | Analytical and interpretational skills using a range of information sources and research methodologies                                   | <b>E</b> |  |
| <b>16</b>                  | Ability to work to broad policy guidelines and to use discretion and act on own initiative as required.                                  | <b>E</b> |  |
| <b>17</b>                  | Ability to demonstrate sound organisational skills, work under pressure and determine priorities to meet strict deadlines                | <b>E</b> |  |
| <b>18</b>                  | Ability to balance a range of conflicting demands, meeting deadlines   | <b>E</b> |  |
| <b>19</b>                  | IT Literate, capable of using MS Word / Excel and office packages and the ability to see the potential to maximise the use of technology | <b>E</b> |  |
| <b>20</b>                  | Ability to develop and sustain relationships with a range of parties and with individuals at all levels.                                 | <b>E</b> |  |
| <b>Personal Attributes</b> |  |          |  |
| <b>21</b>                  | Ability to work successfully as part of a team   | <b>E</b> |  |
| <b>22</b>                  | Ability to provide critical challenge to senior management in an effective way   | <b>E</b> |  |
| <b>23</b>                  | Analytical and strategic thinker with an eye for detail  | <b>E</b> |  |
| <b>24</b>                  | Creative and innovative approach to overcoming obstacles   | <b>E</b> |  |
| <b>25</b>                  | Takes the initiative to solve difficult issues   | <b>E</b> |  |