**JOB DESCRIPTION**

**CHILDRENS AND JOINT COMMISSIONING DEPARTMENT**

**JOB TITLE:** Head of Service – Children’s and Contextual Safeguarding Hub

**DIVISION:** CHILDREN AND FAMILIES

**GRADE:** Band 15

**RESPONSIBLE TO:** ASSISTANT DIRECTOR (CHILDREN AND FAMILIES)

**POST REFERENCE:**  TBC

**Purpose of Post**

As an active member of the senior officer team, support theDirector in implementing the vision, strategic and core values of the Division and provide a clear sense of direction, optimism and purpose across the service.

**Key Relationships**

* Statutory partners including Cleveland Police, the CCG, NHS Trusts and TEWV
* Early Years Providers and Schools
* Colleagues from across the regional LAs – Assistant Directors, Service Managers
* Colleagues from partner organisations including those in the statutory, voluntary, independent and faith sectors
* Colleagues in other divisions of the department and across the Council.

**Key Responsibilities**

Strategic lead for the following service areas:

* The Children’s Hub - the delivery and ongoing development of a safe and effective ‘front door’ for children’s social care on behalf of Hartlepool and Stockton on Tees councils
* Contextual Safeguarding Hub – the implementation, delivery and ongoing development of a safe and effective contextual safeguarding Hub on behalf of Hartlepool and Stockton-on-Tees councils
* Partnerships – developing and maintaining sustained partnerships which contribute to the delivery of excellent services for the Division and for the council as a whole.

**MAIN DUTIES**

1. Responsible for the strategic oversight and provision of all service areas as outlined in Key Responsibilities above.
2. Oversight and leadership of a valued, confident, developed, empowered and innovative workforce.
3. Seek out innovative ways of integrating services within the division to achieve efficiencies and improve quality of service delivery.
4. Developing, securing and maintaining effective partnerships that support both the Division and the wider council’s work.
5. Ensure the provision of and commissioning of safe, effective and high quality services that are responsive to local need and are provided within a clear quality framework compliant with statutory duties.
6. Ensure employees feel valued and understand their role in achieving the Council’s vision and objectives in a supportive and learning environment which protects and enhances their personal well-being.
7. Work with and influence relevant national and regional organisations, partners and stakeholders in a spirit of partnership and collaboration and develop mutually effective working relationships.
8. Promote and undertake cross organisational team working.
9. Develop and articulate the Division’s vision to ensure its delivery to meet statutory obligations, policy objectives and value for money.
10. Responsible for long term strategic service planning and delivery, ensuring efficient and effective use of the available resources (financial, human and physical) and the commitment to improve within a whole systems approach.
11. Responsible for maximising the availability of all funding sources, including gaining external funding to enhance service delivery and continuously striving to reduce service costs.
12. Responsible for the co-ordination of delivery of services, ensuring they are undertaken in a responsive manner.
13. Ensure that synergies are considered across services to ensure maximum effectiveness.
14. Responsible for maximising the extent to which services are delivered directly to the user.
15. Responsible for ensuring the appropriate risk management arrangements for the service are in place.
16. Engage with and develop relationships with elected members, clients and customers.
17. Plan, manage and be accountable for the service business plans and work programmes, ensuring they are effective with specific measurable outcomes.
18. Responsible for maintaining and improving the quality of the service.
19. Lead on initiating and developing policies for the whole service area.
20. Maintain up to date detailed knowledge of legislation and national policy and to ensure both the divisional management team and the service are briefed on changes.
21. Continuously use business process re-engineering to rationalise and reduce bureaucracy and duplication.
22. Ensure equalities and diversity issues are effectively assessed, planned and implemented.
23. Act as a design consultant/change agent working with others to develop innovative solutions to best meet local needs and learning from best practice elsewhere.
24. Provide technical advice and is the principal source of professional advice in relation to the service.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: August 2020

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**