



# Job Description

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St. Helens Council

**Post:** Assistant Director – Disabilities, Fostering, Adoption, Looked after Children’s Teams and Safeguarding Unit

**Post Number:** ESD2

**Department:** Children and Young People’s Service

**Grade:** SO6 - 10

**Responsible to:** Director of Children and Young People’s Service

## **Purpose of the Post:**

To contribute to the leadership of St Helens Children and Young People’s Service Department in accordance with the Council’s strategic vision for children and young people, with a particular focus on ensuring that

- Placement and permanency capacity is of the highest quality and in line with projected demand.
- Ensure that the Council’s Children with Disabilities Service is of the highest quality and delivering good outcomes for children and young people.

## **Duties and Responsibilities:**

- To play a key role in the strategic leadership of the Children and Young People’s Services Department and to deputise for the Director of Children and Young People’s Services as necessary.
- To contribute to the regular review and development of strategies for achieving improved outcomes for children, young people and families.
- To ensure services deliver value for money, meet the highest possible quality standards and comply with all statutory requirements.
- To lead and co-ordinate the work of the Children with Disabilities Team in line with best practice standards and statutory requirements.
- To ensure that there is sufficient high quality local fostering capacity in line with projected demand.
- To ensure that the joint adoption service (WWISH) is effective and that there is sufficient high quality adoption capacity in line with projected demand.
- To lead and co-ordinate work of the Young People’s Team in line with both practice standards and statutory requirements.

- To assist in the development and maintenance of arrangements for co-operation between the Local Authority and its partner organisations, including Joint Needs Assessment and information sharing, in order to improve outcomes for the children and young people in the borough.
- To contribute to wider corporate strategies and activities within the Council to represent the Department and the Council as necessary, both within the Council and externally.
- To undertake any such duties commensurate with the post as required.
- To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines. To communicate the policy, procedures and guidelines to all employees under the management/supervision of the postholder and keep appropriate records where required.
- To comply with the Council's Comprehensive Equality Policy and ensure that it is implemented within the service area and amongst employees within the remit of the post.
- To be responsible for the implementation of the Council's Human Resource policy and procedures including Employee Relations, within the remit of the post.
- To comply with the Council's Data Protection Policy and Code of Practice within the service area and amongst employees within the remit of the post.

**This post is subject to Disclosure.**

**This post is Politically Restricted in accordance with the Local Government and Housing Act 1989.**

**The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.**

Date Prepared: June 2013