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## JOB DESCRIPTION FORM

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**Job Title:** Executive Director – Children’s Services

**Job Holder:**

**Reports to:** Gillian Beasley

**(Name & Title)** Chief Executive

### Job Purpose:

- To operate as a Corporate Director and the statutory Director of Children’s Services as required by the Children Act 2004, being responsible for:
  - The professional leadership, strategy and effectiveness of local authority children’s services.
  - Securing the provision of services which address the needs of all children and young people, including the most disadvantaged and vulnerable and their families and carers.
  - The performance of local authority functions relating to the education and social care of children and young people, ensuring that effective systems are in place for discharging these functions, including where a local authority has commissioned any services from another provider rather than delivering them itself.

In discharging these responsibilities, the Executive Director will work closely with other local partners to improve the outcomes and well-being of children and young people.

- To be a fully participating member of Peterborough City Council’s (PCC) Corporate Management Team driving strategy and performance and identifying, and championing the delivery of PCC's vision and strategy with lead politicians, partners, community representatives, colleague Directors, Heads of Service and all employees.

### Organisation:

The Executive Director – Children’s Services is:

- Responsible for shaping, driving and delivering efficient and effective Children’s and Young People’s services for the community of Peterborough.
- Provides regular support and guidance to the Chief Executive, senior politicians, partners and reporting Heads of Service.

### Principal Accountabilities/Responsibilities:

- Ensure that the Council’s aims, strategies and achievements are understood by, and engage, the community, local industry and commerce, regional leads, local MPs and

central government to help PCC meet its objectives and to ensure effective reputation and relationship management.

- Lead, direct and deliver PCC services for children including its schools and social care workforce whilst developing and promoting the Council's vision for these services.
- Promote and lead the development of effective multi-agency arrangements for children and young people and their families.
- Ensure that there are clear and effective arrangements to protect children and young people from harm.
- Be a member of the LSCB and account for the effective working of the LSCB.
- Work with partners to promote prevention and early intervention and offer early help so that emerging problems are dealt with before they become more serious.
- Put in place effective corporate parenting arrangements for looked after children.
- Ensure that disabled children and those with special educational needs (SEN) can access high quality provision that meets their needs.
- Be a member of the health and wellbeing board, and drive the development of the local Joint Strategic Needs Assessment (JSNA) and joint health and wellbeing strategy.
- Ensure arrangements are in place for alternative provision for children outside mainstream education or missing education.
- Ensure there is coherent planning between all agencies providing services for children involved in the youth justice system.
- Ensure fair access to all schools for every child in accordance with the statutory School Admissions and School Admissions Appeal Codes and ensure appropriate information is provided to parents.
- Develop a robust school improvement strategy and take rapid and decisive action in relation to poorly performing schools.
- Ensure provision for suitable home to school transport arrangements.
- Promote high quality early years provision, including helping to develop the market, securing free early education for all three and four year olds and for all disadvantaged two year olds, providing information, advice and assistance to parents and prospective parents.
- To promote effective communication, within the Council and externally.
- To play a corporate role in the delivery of the Council's Budget within the resources available and in line with priorities agreed by Members and statutory requirements.
- To comply with Financial Regulations and Standing Orders, maintaining spending within approved levels.
- Develop and foster relationships with government, professional bodies and other organisations. Represent and promote PCC's interests influencing national and international policy.
- Maximise opportunities for income generation to contribute to the sustainability of service delivery across PCC.
- Evaluate, review and report performance to members and auditors (internal and external).
- Lead employee engagement, inspiring and enabling people to work with commitment and competence. Champion PCC Vision, Mission and Values, ensuring the management of people is within PCC policy and delivers significant levels of community employment.
- Comply with PCC's Constitution, Standing Orders, financial regulations, corporate and professional standards and statutory obligations.

## Job Knowledge, Skills & Experience

### Qualification

- A professional qualification at degree level in either social work or education.

### Experience

- Significant and successful senior leadership and operational experience in Children's Services with an organisation of similar complexity.
- An excellent track record of working in a complex political environment.
- A proven track record of the delivery of improvement to service operations in a local authority setting.
- Demonstrable record of formulating, leading and implementing strategies and programmes across a range of groups, organisations and agencies.
- A strong track record of managing, monitoring and reviewing performance standards and meeting targets within children's services.

### Knowledge

- A comprehensive understanding of local government and children's services, the national political context within which it operates and the current challenges and opportunities.
- In depth understanding and commitment to safeguarding.
- In depth understanding of the issues involved in tackling inequalities and disadvantage.

### Skills

- An ability to relate to and win the confidence, trust and respect of Members colleagues, partners and the wider community.
- Excellent leadership skills, which encourage commitment from others and promote a positive, motivated organisational culture.
- Excellent communication and negotiation skills and an ability to influence outcomes through reasoning, persuasion and tact.
- Strong financial and budgetary awareness.
- Strategic and logical thinker and decision-maker able to provide practical and creative solutions to the management of partnership, corporate and directorate issues.
- Demonstrable continuous development and improvement of own leadership and professional practice.

### SIGNATURES:

**JOB HOLDER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**LINE MANAGER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

