DEPARTMENT: Children's Services	**SERVICE GROUP: Children's Social Care**
POST TITLE: Practice Lead – Family Hubs	**REPORTS TO: Service Manager (Prevention & Early Help)**
GRADE: PO5	**SAP POSITION NUMBER :**

Key Purpose of Post: Max 3

1. To identify and initiate service improvement and targeted practice activities in the following practice area:
    - Family Hubs

2. To support senior leadership, work through relevant working groups and teams, commissioned and programme resources to implement agreed projects, policies and procedures.

3. To work in partnership with other teams and professionals involved with children and families to ensure provision reaches those most in need of support and shows impact in the practice lead area.

Main Responsibilities of Post: Max 15

1. Contribute to district-wide planning and initiation of targeted activities/project in a designated practice area.

2. Ensuring that relevant statutory and government requirements are met, that Department policies and guidelines are adhered to and delivered in accordance with these.

3. Ensure that the needs of targeted groups, ethnic minorities and other disadvantaged groups are identified and met.

4. Participating in any forums/groups which foster co-delivery and community engagement in the targeted activities/projects.

5. To take a pro-active role in programme goverance, communication, policy development, dissemination, reviews and evaluations.

6. Support and challenge team performance using performance management information and tools to ensure that performance against local and national targets is achieved and maintained.

7. Use evidence and theory and assist in quality assurance/monitoring to ensure that practice standards and targets are being met and to support staff development and continuous service improvement.

8. To assess and lead in responding to workforce development needs and sharing learning from the programme activities.

9. Support the Head of Service and Service Managers in ensuring that decisions on expenditure are made within Departmental guidelines, finance and audit requirements and maintain effective monitoring systems to ensure compliance, including assisting with income generation, funding bids and trading when required.

10. Provide critical reflection, challenge and evidence-informed decision-making in complex situations for children on behalf of the Department, in line with delegated decision making authority. Support others in developing these capabilities and finding their own solutions.

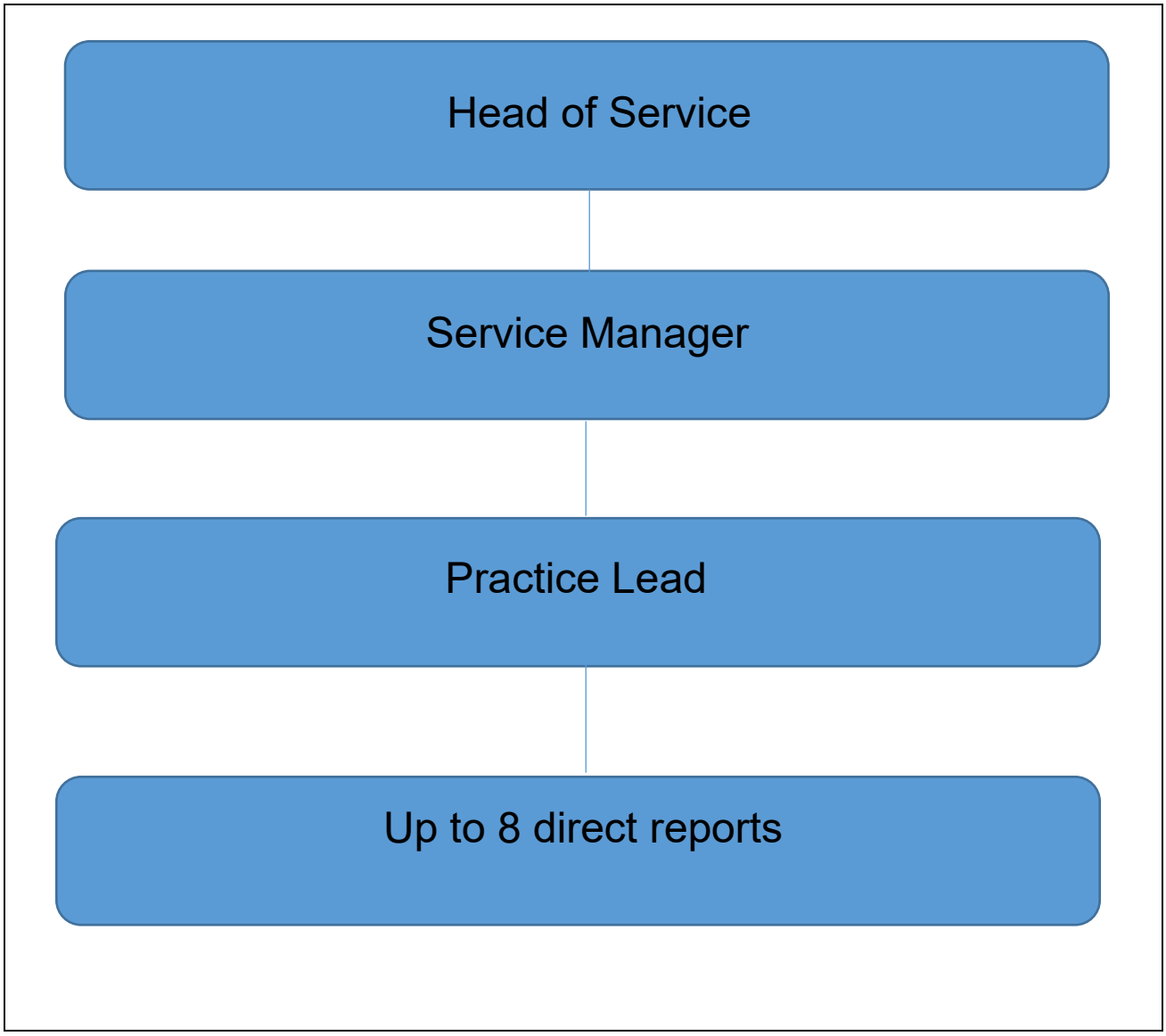
11. Promote positive approaches to diversity and identity within the team and across the department, providing guidance and challenge as required.

12. To develop an approach to commissioning and oversee commissioned services and requirements.

13. To provide updates and reports in response to requests often within demanding timescales.

14. To undertake all duties commensurate to the nature and level of the post at initial place of work or at any other venue.

Structure



Relevant knowledge requirement: Will be used for shortlisting	
Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.	
	Essential
Due to the Governments fluency in English Duty for posts where employees speak directly to members of the public the post holder is required to meet the Advanced threshold level which will be implemented where the post requires a greater level of sensitive interaction with the public, (e.g. in children's centres) – where the person is able to demonstrate that they can during the interview: a) Can express themselves fluently and spontaneously, almost effortlessly b) Only the requirement the explain difficult concepts simply hinders a natural smooth flow of language. **If this applies to the post that you are recruiting to do not remove it.**	**X**

Carries out the working practices, procedures and basic operations across prevention and family support	**X**
Understands and applies Health and Safety working practices , including risk in own area of work and or across other areas of work.	**X**
Uses a wide range of basic computer applications	**X**
Knows the cost for products and services within own area of responsibility	**X**
Knows and understands how to analyse, interpret and present complex information from a variety of sources.	**X**
Able to analyse a problem and generate a number of potential solutions	**X**
Safeguarding and promoting the welfare of the child and young person. This requires understanding what harm or abuse is, recognising it and responding to it proportionately • assessing risks and emotional resilience • synthesising and analysing information • reflecting and making informed judgements • acting within local procedures, arrangements and resources • aware of own limits and boundaries and others roles	**X**
Carries out supervision and appraisal to support staff, maintain standards and convey priorities.	**X**
Promotes an ethos of continuous improvement offering support and challenge to facilitate delivery of high quality services.	**X**
Able to engage children, young people / adults, developing with them programmes of activity for their participation individually and within groups that will increase their achievement of positive outcomes.	**X**

Relevant experience requirement: Will be used for shortlisting
The applicant is required to provide evidence of having previously spoken fluently to members of the public in order to meet the advanced threshold level outlined under Special Knowledge above.
At least 3 years recent paid experience working with communities, babies, children, young people and/or families.
At least 3 years experience in introducing and maintaining workforce development programme/project and/or performance management systems.
Relevant professional qualifications requirement: Will be used for shortlisting
A NVQ 4 (prior to 2011) or Diploma 5 in Health & Social Care or Children & Young People or equivalent (e.g. relevant degree, Dip SW, RGN, Teaching, Youth and Community etc) as specified by the service. Equivalent must include work based assessed competencies working with children and families.
Core Employee competencies at manager level to be used at the interview stage.
Carries Out Performance Management – covers the employees capacity to manage their workload and carry out a number of specific tasks accurately and at a high standard
Communicates Effectively - covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information.
Carries Out Effective Decision Making - covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work.
Undertakes Structured Problem Solving Activity - covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It

includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships.
Operates with Dignity and Respect - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.
Management Competencies: to be used at the interview stage.
Operates with Strategic Awareness Our managers work with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably.
Practices Appropriate Leadership Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self interest for the sake of the team or service. They consider serving the District in all that they do.
Delivering Successful Performance Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District's vision & work to achieve agreed outcomes.
Applying Project and Programme Management Our manager's work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning.
Developing High Performing People and Teams Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement.
Working Conditions:
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.
Special Conditions:
No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance Enhanced DBS check required. The post holder is required to have a useable car available at all times or as advised by the line manager. The post is designated Casual Class 1 Car User status for the better performance of the duties for which the HMRC rate is payable.

Compiled by: MA Date: MAY 2018	**Grade Assessment Date:**	**Post Grade:**