

The Royal Borough of Kensington and Chelsea
Executive Director for Families and Children's Services

Job Description

Key Accountabilities

- Directs the work of the Family and Children's Services Business Group, ensuring that the group meets the strategic, financial and policy objectives set by the Cabinet and Council.
- Supports the Cabinet Member for Families and Children and ensures is provided with information and briefings, options, appraisals and professional advice.
- Ensures the Council's component services which are used by parents and children are supported or directly managed to achieve very high standards
- Ensures the Council discharges its duties under the Children's Act 2004 to the best of its abilities and within the limits agreed by local policy and financial parameters
- Ensures relevant Councillors are supported and advised so they can play full roles in local leadership, policy making, decision making and scrutiny
- Ensures the Council's investments in adult education and library services are well managed and services delivered to high standards
- Takes a share of the general management work of the Council, as part of the senior officer leadership team, leading and directing programme and project management as agreed
- Provides leadership to the business group so as to motivate, develop and empower staff and maintain effective employee relations and ensures a clear vision for the future development is well communicated to staff and other stakeholders
- Ensures high standards of management are developed and sustained and that services are well planned and performance managed. Ensures good work force discipline is maintained and staff development is supported and encouraged.
- Ensures the Council's commitments to fair, non-discriminatory and progressive personnel priorities are implemented.

- Ensures assets and budgets are fully utilised and that budget control is maintained
- Ensures the Council and other senior staff are kept apprised of policy developments and changes in the local context and environment which requires a Council response. Ensures opportunities for progress are identified and assessed.
- Ensures healthy and productive partnerships are sustained and that proper and prudent governance arrangements are maintained
- Ensures a programme of continuous improvement in service quality and efficiency.
- Ensures the Council's services are compliant with all expectations of law and good practice for public services
- Ensures the Council's responsibility to report and account to Government and/or regulators is fully discharged in a positive fashion
- Plays a part in the Council's ambitions to promote its role and contribution to local life and supports the civic life of the Council
- Represents the Council in national fora and in national discussions about the professional development of the service.
- All staff are expected to carry out their job in compliance with the Council's Constitution. This means being familiar with the policies and procedures relevant to the job and asking for information and advice if you are unsure of the correct course of action. The Council's Constitution is published on the Internet.

- **Staff directly and indirectly managed**
Full time equivalent staff in post at 30 September 2010

753.42 excluding Schools

1879.50 including Schools

- **Budget responsibility**
Gross expenditure budget 2010/11
£157,504,000

Executive Director for Families and Children's Services

PERSON SPECIFICATION

Experience

1. Direct experience or in-depth knowledge of school improvement work, management of services to children at risk or policy development and implementation in the field of public services.
2. Experience as a senior manager, with substantial staff, performance and budget management responsibilities.

Knowledge

3. Knowledge of the Children Act 2004 and its implications for Councils and their partners.
4. Knowledge of local authority work, though past working experience within a local authority is not a prerequisite.
5. Confident in developing partnership working; clear how to motivate and lead outside of formal channels of authority and accountability.

Skills and Abilities

6. Articulate and persuasive with clear ideas about professional requirements in this field. Good level of spoken and written English, which is the business language of the Council.
7. Able to give advice to local lay politicians with both scrutiny and executive roles and to work in a political environment.
8. Good at people management; respectful yet able to insist on high standards.
9. Committed to ideas and practices which promote an effective and harmonious diverse workforce and relevant, responsible and fair services to the public.
10. Numerate to a level consistent with responsibility for large budget management; capable with performance and budget management data
11. Levels of verbal and numerical reasoning consistent with a senior manager cohort.

Personal Qualities

12. Passionate about the value of well managed public services as one of the cornerstones of a complex urban area.
13. Articulate and persuasive about the needs and aspirations of families and children and measured about the contribution of public services to these needs and aspirations.
14. Convincing and warm and likely to win the confidence of all those who need to be engaged in moving these services forward.