

JOB DESCRIPTION	
Surname and Initials Of Job Holder	Post No: Job Title: Regeneration Manager
Job Title & Post No. of Person to whom Job Holder normally reports: Executive Head of Community Living	Grade: Group: Adult Social Services & Housing Division: Community Living
DIMENSIONS Staff responsible for: Regeneration Project Officer Administrative Officer Budget: Direct revenue/office budget of £25,000 Plus capital /development budget of £1.2 million Scope of Project: Regeneration and redevelopment of the Durand Close estate and 8 to 10 other smaller sites in the Borough to produce over 850 units of private for sale and rented housing over a 5/6 year period, at a total cost of over £120 million. Role: Act as Council's representative as part of the Lavender Housing Partnership established to implement the Project Contacts: Councillors, Local communities/residents, The Lavender Housing Partnership including Housing Association, Architects, Residents' Associations, Contractors. Other Council Senior Officers (Legal, Planning, Valuers, Social Services, Youth Service).	
GENERAL PURPOSE OF THE JOB To lead and achieve the successful development, implementation and management of the high profile and complex Durand Close and related sites project, together with input into the wider Hackbridge eco-suburb project. To achieve this by working closely with our selected Housing Association partner and key Council and other stakeholders, and by actively seeking out and responding to the needs and views of local residents, and ensuring that they are kept fully informed and involved throughout the life of the project.	
SPECIFIC DUTIES	

1. Lead and manage the implementation and delivery of the regeneration project and be the Council's main point of contact for the Project, acting as the Council's lead officer for the Durand Project Steering Group. Facilitate, chair and participate in internal and external meetings, project groups, networks, and communications mechanisms that maximise understanding of the regeneration project priorities.
2. Develop and maintain the project plan and timetable, and ensure it is adhered to and that all necessary Council committee and other approvals are obtained in a timely manner to prevent any delay to the project. Respond to any variances and develop any strategies for solution of any problems as they develop. Lead on production of Committee reports and briefings for Councillors and senior managers on all matters relevant to the delivery of the project.
3. Work with the Project Partners to agree and implement the Master Plan for Durand Close, and regularly monitor and review the Business Plan and Financial Model for the Project, making changes as necessary to ensure the Project's aims are achieved.
4. Lead the project through work with the partner Housing Association, the Council's solicitors and the project steering group to ensure that the necessary legal arrangements are agreed and approved in accordance with the project timetable, including Partnering and Development Agreements. Ensure compliance with the agreements once in place.
5. Lead on work with the Council's solicitors to ensure that the procedures for Compulsory Purchase Orders are put in place so that vacant possession of sites can be obtained when necessary.
6. Maintain an expert working knowledge of emerging policy and models of funding and investment applicable to housing regeneration and related activities.
7. Coordinate corporate work (involving Planning, Legal, Valuers and, where relevant, Adult Social Services and Children Young People and Learning Services) to ascertain suitability of any related sites which may be included as part of the Project. Maximise development opportunities for affordable housing and ensure appropriate liaison and consultation with community representatives takes place. Actively support other groups to identify issues relating to inclusion of sites and assist in finding solutions to enable sites to be fully considered. Work with any consultants employed to consider financial and other implications for the services involved.
7. Ensure that progress and other key information is communicated to residents and other stakeholders in a timely fashion and in the most appropriate manner i.e. newsletters, tenants magazine, letters and public meetings.
8. Respond appropriately to enquiries from councillors and ensure that they are briefed on any significant matters related to the Project.
9. Establish and implement a decant programme, both on Durand Close and other related sites, in order to achieve the Project's timetable.

10. Negotiate and facilitate the repurchase of leasehold and freehold properties, working with the Council's Valuers, and ensuring that the options available offer as many rehousing opportunities as possible.

11. Ensure effective risk management arrangements are in place. Create and maintain a Risk Register for the Project, setting out the assessed risks to the Council and identifying and, where appropriate implementing, the necessary controls and responsibilities.

12. Assess the feasibility and desirability of the partner Housing Association entering into a comprehensive housing management contract with the Council for Durand Close and other related sites once the Development Agreement has been entered into. Work closely with Sutton Housing Partnership and lead on the introduction of such a contract if agreed, ensuring adequate monitoring and reporting mechanisms are in place.

13. Contribute to any steering group that is set up to progress the Hackbridge eco-suburb programme, ensure delivery of identified aspects of the programme and ensure any regeneration sites in the area take account of the requirements of this Council initiative.

14. Ensure that all sources of funding (capital and revenue) are explored both by the Council and its regeneration partners to help achieve the aims of the project.

OTHER MANAGEMENT DUTIES AND RESPONSIBILITIES

15. Contribute, as a member of the service unit Management Team, to the strategic development and operational management of Community Living.

16. Ensure that strategic, corporate and service group initiatives such as liP and EMAS, and legislative requirements are implemented within the Regeneration Project by further developing and implementing policies and procedures to support them.

17. Develop service plans, promote quality and contribute to the development of effective strategic plans, in partnership with other agencies, which aim to meet the needs of the Regeneration Project.

18. Monitor complaints about the service and ensure that they are dealt with effectively. Where a shortfall in service delivery is identified, ensure corrective action is taken to maintain and improve service delivery in the future.

19. Contribute to the production of the HRA Business Plan and Housing Strategy, performance reviews and implementation of action plans.

20. Contribute to the preparation of budgets by ensuring that service requirements are identified, and by recommending ways of reducing expenditure/increasing income.

21. Negotiate and manage service budgets, both capital and revenue, by controlling and monitoring expenditure and generating income in accordance with the Council's standing orders and financial regulations, obtaining value for money and the maximisation of income where applicable so that money

is spent in line with the budget. Advise Executive Head of Service of any significant potential variances.

22. Ensure that the Executive Head of Service, Strategic Director, relevant ward councillors and the Executive Member are kept informed of all significant issues likely to become controversial or contentious or to lead in either negative or positive publicity for the Council.

STAFF MANAGEMENT

23. Manage project staff in accordance with the Council's personnel policy and procedures so that they can carry out their duties and provide optimum service. Ensure that staff are properly supervised and formally appraised on a regular basis.

24. Ensure that staff work collaboratively and in partnership with other agencies as well as within the Council, in the planning and delivery of the Project.

GENERAL

25. Produce and present regular reports on service and general Project issues to Committees, the Durand Steering Group, Management and Partnership meetings and to other agencies as required.

26. Prepare and issue drafts for press releases and responses to press enquiries. Brief line manager on all matters, which are likely to be subject to publicity.

26. Attend Committee, public and other similar meetings as necessary as a representative of the Service Unit, (many of the meetings will take place in the evening and time off in lieu is given for this). Represent the council within and outside Sutton on project matters, creating opportunities to enhance the organisation's image, partnerships and services, as required.

27. Contribute to corporate and strategic issues in relation to services in this area as required.

28. Carry out these duties and responsibilities in accordance with the Council's Core Values, Diversity, Equality and Inclusion Policy, Health and Safety Policy and all other Borough and Group policies and procedures.

29. Undertake duties consistent with the responsibilities of the post as directed by the Executive Head of Service

EDUCATIONAL PSYCHOLOGIST – Senior Practitioner Early Years

Main Duties and Responsibilities

1. To take the lead, under the supervision of the EPS management, for the development of the Service in the area of assessment and early intervention in the Early Years. This could involve some or all of the following:
 - (a) Working with early years providers and other relevant professionals, parents and carers, to identify and meet the educational needs of pre-school children with SEN and/or complex difficulties.
 - (b) Provide training for staff across arrange of provisions.
 - (c) Maintain and extend links with other professionals across education, health and social care services.
2. To take part in all duties undertaken by members of the Sutton Educational Psychology Service.
3. To be responsible for the delivery of psychological services to groups of mainstream primary (including nursery) and secondary schools and to special schools and units.
4. These professional services can be considered under four main headings:-
 - (a) Work based on regular consultation visits to schools
 - (b) Assessment of the psychological needs of prioritised children and young people and their families. To offer psychological intervention to children, young people and their families where appropriate.
 - (c) To contribute to statutory work relating to individual pupils including the preparation of psychological advice, attendance at annual reviews and transitional reviews where appropriate and in accordance with existing legislation.
 - (d) To contribute to work in schools, developed through consultation, involving work with the school as a system,

involvement in school generated projects, in-service training and contact with groups of parents and school governors.

- (e) To contribute advice and information to assist in the development and implementation of the Local authority's policies on meeting the needs of schools, children and their parents.
- 5. To be responsible for delivery of psychological services to a number of preschool children, their settings and parents
- 6. To undertake continuing professional development and receive regular supervision and engage in peer supervision as appropriate.
- 7. To work in collaboration with other agencies within the Local Authority's Children's Services, the Health Service including CAMHS, Social Services, and the Private and Voluntary Sector.
- 8. To undertake other such duties of a similar nature as may be required by the Principal Educational Psychologist and the responsible Executive Head.

General Duties

- 1. To be fully aware of the duties and responsibilities arising from relevant legislation and the local Safeguarding Procedures in relation to child protection and safeguarding of children and young people as this applies to Educational Psychologist's role within the Local Authority.
- 2. To be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the work.
- 3. To ensure your line manager/supervisor is made aware and kept fully informed of any concerns a psychologist may have with regard to safeguarding and child protection.

4. To comply with Health and Safety legislation to ensure a safe working practices of all staff, public and contractors in the working environment in accordance with Local authority and departmental policies.
5. Promote the services of the department by assisting the public in person or other means of communication in a helpful and courteous manner.
6. Carry out all duties in accordance with Sutton's Equal opportunities Policy with respect to staff and public.

JOB DESCRIPTION

Post: Early Years Lead Inspector
Grade: Soulbury 26 to 29 (plus 3 possible SPA points)
Hours: Full Time
Directorate: CYPLD
Division: Education, Learning and Intervention
Service Group: Improvement and Support
Service: Early Years Advisory Team
Responsible to: Head of Improvement and Support
Location: Chaucer Centre

General Purposes of the Job

1. To lead the Early Years Advisory team, managing the development, appraisal and deployment of staff in that team
2. To promote the development and maintenance of high quality care and education for children aged 0 - 5 in schools, children's centres and other recognised early years settings in Sutton
3. To ensure that all early years education and childcare providers are judged to be at least satisfactory when inspected by Ofsted and that the proportion of "good" or better providers increases
4. To ensure that learning outcomes at the end of the Foundation Stage continue to improve in Sutton and the gap between the average scores of all children and the average scores of the lowest 20% continues to close.
5. To lead and provide the authority, its officers and settings (maintained, private, voluntary or independent) with professional educational advice relevant to the discharge of their functions and with particular reference to early years' education and childcare
6. To lead and implement strategies to intervene in schools and settings that are underachieving or causing concern
7. To liaise closely with staff in the Integrated Services for Young Children and Commissioning for Social Care, Training and Development sections of CYPLD on matters relating to the early years agenda.

Specific Duties

1. To provide the Strategic Director of Children, Young People and Learning Services with analysis and advice to inform the Council's decisions on the exercise of its direct responsibilities with regards to early learning and childcare

2. To quality assure educational provision and childcare for children aged 0 – 5 in settings in Sutton
3. To organise support and where necessary (and legally allowed) intervention in order to ensure high quality provision for early learning and childcare in Sutton
4. To develop and maintain effective lines of communication with early learning and childcare providers in Sutton
5. To advise OFSTED, in accordance with local and national arrangements, where serious concerns are raised or have been identified relating to particular settings
6. To challenge Children's Centres as part of their Annual Conversations in relation to their performance and targets
7. To advise those responsible for early years and childcare sufficiency within Sutton on the appropriateness of specific settings taking on additional capacity
8. To liaise with staff in the Children's Professional Development team in planning and evaluating a high quality training programme for staff working in early learning and childcare
9. To support and work in conjunction with other members of CYPLS to deliver the multi-agency Early Years Implementation Plan and other multi agency initiatives
10. To contribute to the strategic planning of the Council with regard to the provision for early learning and childcare.
11. To make best use of funds dedicated to improving early learning and childcare.
12. To manage the support for childminders in Sutton.
13. To manage and lead the 2 year old entitlement project in Sutton.

14. To lead on updating all early years and childcare professionals in Sutton and senior officers of the Council on issues relating to early learning and childcare

Duties in relation to Link Inspector role

1. The Link Inspector will be the first point of professional contact between the school and the LA and will maintain a general awareness of the range and quality of work within those institutions.
2. As a Link Inspector, challenge, support and validate each school's self-evaluation and offer advice and support consistent with the authority's policies
3. Assist link schools at the time of Ofsted inspection and attend the Ofsted feedback to the school at the end of the inspection
4. Attend Additional Support and Intervention Programme (ASIP) meetings if required and provide additional support deemed necessary by the ASIP meeting
5. Assist with additional time and advice any link school that enters an Ofsted category
6. Participate in the appointment of new Headteachers in link schools by offering advice to Governing Bodies on their decision
7. Be prepared to undertake work in link schools beyond the core LA programme if schools wish to purchase additional time

Other Duties

1. Attend the Improvement and Support Unit Management Team (UMT) meetings
2. Attend the Sutton School Improvement Network Group (SING)
3. Participate fully in the Sutton appraisal system meeting Head of Improvement and Support for an annual appraisal and mid-year review meeting
4. Undertake continuing professional development in order to develop skills and knowledge necessary for the discharge of the role
5. Undertake other duties as deemed reasonable and appropriate by the Head of Improvement and Support Services (CYPLS) including any arising from changes in Government legislation
6. To promote the Council core values and to comply with Council policies and procedures



JOB DESCRIPTION

Post: Early Years SEN Lead Adviser

Grade: Soulbury 12 to 15 (plus 2 possible SPA points)

Hours: Full Time

Directorate: CYPLS
Division: Education, Learning and Intervention
Service Group: Improvement and Support
Service: Early Years Advisory team

Responsible to: Early Years Lead Officer

Location: tba

General Purposes of the Job

8. To provide special educational needs (SEN) advice, support and guidance to early learning and childcare providers to ensure continuous development of quality practice and support for children with SEN
9. To lead and support the Early Years SEN Advisers in their work advising settings in relation to children with special educational needs.
10. To ensure that support for children with special educational needs is viewed positively in all Ofsted reports on early years education and childcare providers in Sutton

Specific Duties

1. To support practitioners in understanding and following the SEN Code of Practice procedures in identifying and supporting children with special educational needs
2. To support settings in developing an SEN/Inclusion policy which is reflective of their own practice and best practice in this area

3. To support settings and schools in working effectively with parents/carers of children with special educational needs
4. To support settings and schools in implementing effective transition procedures
5. In liaison with the Children's Professional Development Team, to plan, lead, deliver and evaluate training, including accredited training, in relation to early years and special educational needs
6. To contribute to EIP, SEN and Inclusion and Early Years Plans.
7. To work closely with colleagues in the Early Years Advisory team in order to provide coherent and comprehensive support to settings.
8. To work closely with other members of CYPLS to ensure a joined up approach at both the strategic and the individual child level
9. To work in partnership with local networks and multi-agency groups (voluntary and local authority) and promote their existence to settings
10. To advise those responsible for early years and childcare sufficiency within Sutton on the appropriateness of specific settings taking on additional capacity
11. To ensure that the promotion of equality of opportunity is an integral part of early years' education and childcare in Sutton
12. To signpost providers to local and national networks and participate in local and national networks and groups as agreed with line manager
13. To maintain concise and accurate records of all visits, contacts, advice and on-site training in accordance with local protocol and local agreements
14. To maintain up to date knowledge and attend specialist training as required and keep abreast of legislative and good practice changes affecting early education and childcare
15. To regularly brief the Early Years Lead Officer and all other members of the Early Years Advisory team on new developments at the national level relating to SEN
16. To line manage, appraise and oversee the professional development of the Early Years SEN Advisers in the Early Years Advisory team

17. To promote the Council core values and to comply with Council policies and procedures
18. To take on any duties that from time to time fall within the remit of the post.

EDUCATIONAL PSYCHOLOGIST – Senior Practitioner ASD

Main Duties and Responsibilities

1. To take the lead, under the supervision of the EPS management, for the development of the Service in the area Social communication Difficulties, including autism. This could involve some or all of the following:
 - (a) Working with specialist provisions, other relevant professionals, parents and carers, to meet the educational needs of Children and Young People identified with social communication difficulties and autism.
 - (b) Provide training for teachers and other relevant staff across arrange of provisions.
 - (c) Maintain and extend links with other professionals such as the ASD team, Child and Adolescent Mental Health Services, the Behaviour Support Team and social care.
2. To take part in all duties undertaken by members of the Sutton Educational Psychology Service.
3. To be responsible for the delivery of psychological services to groups of mainstream primary (including nursery) and secondary schools and to special schools and units.
4. These professional services can be considered under four main headings:-
 - (d) Work based on regular consultation visits to schools
 - (e) Assessment of the psychological needs of prioritised children and young people and their families. To offer psychological intervention to children, young people and their families where appropriate.
 - (f) To contribute to statutory work relating to individual pupils including the preparation of psychological advice, attendance at annual reviews and transitional reviews where appropriate and in accordance with existing legislation.
 - (g) To contribute to work in schools, developed through consultation, involving work with the school as a system, involvement in school generated projects, in-service training and contact with groups of parents and school governors.

- (e) To contribute advice and information to assist in the development and implementation of the Local authority's policies on meeting the needs of schools, children and their parents.
- 5. To be responsible for delivery of psychological services to a number of preschool children, their settings and parents
- 6. To undertake continuing professional development and receive regular supervision and engage in peer supervision as appropriate.
- 7. To work in collaboration with other agencies within the Local Authority's Children's Services, the Health Service including CAMHS, Social Services, and the Private and Voluntary Sector.
- 8. To undertake other such duties of a similar nature as may be required by the Principal Educational Psychologist and the responsible Executive Head.

General Duties

- 1. To be fully aware of the duties and responsibilities arising from relevant legislation and the local Safeguarding Procedures in relation to child protection and safeguarding of children and young people as this applies to Educational Psychologist's role within the Local Authority.
- 2. To be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the work.
- 3. To ensure your line manager/supervisor is made aware and kept fully informed of any concerns a psychologist may have with regard to safeguarding and child protection.
- 4. To comply with Health and Safety legislation to ensure a safe working practices of all staff, public and contractors in the working environment in accordance with Local authority and departmental policies.
- 5. Promote the services of the department by assisting the public in person or other means of communication in a helpful and courteous manner.
- 6. Carry out all duties in accordance with Sutton's Equal opportunities Policy with respect to staff and public.

Resources Group

Job Description



BUSINESS ADVICE AND SUPPORT MANAGER

POST NO. S2003183

GRADE SM1

General Purpose of Job

Provide and manage a comprehensive and responsive financial advice and support service for assigned service areas.

Lead, motivate, direct and develop the staff in the Business Advice and Support Team for whom this post has line management responsibility.

Support the Head of Business Advice and Support in leading and managing the Business Advice and Support team.

Represent the Head of Business Advice and Support as required.

Specific Duties:

1. Support the Head of Business Advice and Support to provide, timely, accurate and comprehensive financial advice and support to Strategic Directors and Group Management Teams. Personally act as principal financial advisor to Strategic Directors of [tbc]
2. In conjunction with Executive Heads and other teams within Finance, produce annual revenue and capital budgets for assigned service areas consistent with Corporate requirements and service plans.
3. Facilitate and promote budget monitoring and control by managers in assigned service areas, ensuring that they have any necessary support or training to enable them to interpret standard or ad hoc reports. Support managers in identifying action to address budget overspends. Ensure that performance and budget monitoring reports incorporate clear explanations of any budget management issues, proposed actions to address the issues and an assessment of the impact of actions taken.

4. Work with managers in assigned service areas to assess the capital and revenue effects of proposed service developments or other changes, and ensure compliance with any relevant regulatory regimes.
5. Ensure that clear, succinct and accurate financial information is provided in committee reports relating to assigned service areas so that decisions made by senior managers or members are fully informed.
6. Ensure appropriate accurate financial advice and support is provided to service projects and Smarter Services Sutton reviews liaising with the Head of Financial Strategy and Planning on projects involving capital investment.
7. Build and maintain relationships with key Unit and Team customers including relevant Strategic Directors, Executive Heads, and partner organisations.
8. Lead and line manage the Principal Accountants within the team, ensuring that they are set challenging objectives, that performance is effectively managed and that development needs are identified and addressed.
9. Undertake any other comparable duties as may be required by the Head of Business Advice and Support.
10. Carry out the responsibilities of this post with due regard to the Council's Equality and Diversity Policy, and all other Borough and Group policies and procedures.

Signed Date

LONDON BOROUGH OF SUTTON

PERSON SPECIFICATION

JOB TITLE: BUSINESS ADVICE & SUPPORT MANAGER

KNOWLEDGE AND SKILLS

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| 1. | AAT qualified (or equivalent demonstrable knowledge) and/or CIPFA/CIMA/ACCA part-qualified with clear commitment to gain full qualification | 1 |
| 2. | Sound IT skills including the use of financial systems (GL, Debtors, Payments, Payroll) and MS Office software packages (Word, Excel, Outlook etc) | 1 |
| 3. | Knowledge of financial analysis and modelling techniques at an advanced level | 1 |
| 4. | Knowledge of local government funding and financial framework at an advanced level | 1 |
| 5. | Sound operational knowledge of financial and business requirements of one or more specialist areas of service | 1 |
| 6. | Demonstrable record of effective budget and performance management | 1 |

ABILITY & COMPETENCIES

- | | | |
|-----|--|---|
| 7. | Ability to provide strategic business and financial advice to Strategic Directors and Lead Councillors including consideration of current and anticipated future business needs, evaluation of options and recommending a course of action | 1 |
| 8. | Ability to present complex financial information to customers and stakeholders in a range of appropriate styles, including using written, graphical and face to face presentation | 1 |
| 9. | Ability to understand business priorities and required outcomes and to identify the financial advice and support required so that service managers can deliver those priorities | 1 |
| 10. | Ability to analyse and model financial and business implications of complex projects at an advanced level | 1 |
| 11. | Ability effectively to lead and manage a team of staff to meet unit and team objectives | 1 |
| 12. | Ability to develop creative and innovative solutions to business problems within regulatory, financial and other constraints | 1 |
| 13. | Ability to influence and persuade others towards a course of action | 1 |

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| 14. | Ability to adapt and respond positively to a variety of situations and people in order to meet changing priorities in the role. | 1 |
| 15. | Ability to work cooperatively and supportively with Members, colleagues and partners, developing positive, open working relationships | 1 |
| 16. | Ability to demonstrate open, honest and fair behaviour in all dealings with citizens, service users, colleagues, suppliers and partners | 1 |

Chief Executive

Job Description

Job Purpose: Head of the Council's paid service and the principal Council strategist.

Main Accountabilities:

1. Work collaboratively with Members to implement and realise their aspirations for the community.
2. Engage the community to develop new ideas and solve problems, facilitate effective strategic vision and performance management to do so.
3. Objectively advise the Council, its Members, and committees on all matters of strategy and policy.
4. Lead, inspire, and motivate the corporate management team to set and oversee executive management in accordance with Members' wishes.
5. Demonstrate understanding of political, economic, social, technical, and environmental change and interpret such change through forward thinking to achieve the optimum benefit for Sutton and its residents.
6. Create a culture of openness that encourages and enables all employees to perform their best to achieve Sutton's goals.
7. Ensure the Council listens to the views of the whole community and works together to meet their needs democratically. Work in partnership with the community, including private, public and voluntary organisations to deliver mutual aims. Ensure effective communication and networking channels exist with all stakeholder groups.
8. Ensure change is implemented in an effective, sensitive and inclusive manner.
9. Oversee statutory, legislative, constitutional and regulatory compliance for the Council.
10. Ensure sound financial management of the Council, and seek opportunity to increase funding through lobbying, fundraising and grant bids.
11. Be responsible for the organisation of all local, national and European elections within Sutton's boundaries and remit.
12. Be responsible for planning the response to any major emergency affecting the community.

POLITICAL RESTRICTION

This post is politically restricted by virtue of the Local Democracy, Economic Development and Construction Act 2009.

Person Specification (Experience and Knowledge)

1. Extensive experience of working in a senior corporate management role in a large complex organisation.
2. Demonstrable effective strategic planning expertise to achieve the implementation of policy.
3. Demonstrable objectivity and appreciation of the political nature of local and central government, the democratic process, and its operation.
4. Extensive experience of managing employee, financial and other resources within strong performance management.
5. Evidence of sustained successful relationships with partners to meet diverse needs.
6. Demonstrable experience in effective management of change within an organisation.

London Borough of Sutton

Job Description

Job Title: Commissioning manager for public health	Group: ASSHH
Post Number:	Unit/Section/Place of Work: Public health
Grade: SM3	Responsible to: Director of Public Health
<p><u>Overall Purpose of Job:</u></p> <p>The post holder will be responsible for the procurement of the agreed strategic commissioning plans of public health in Sutton and for managing the public health commissioning unit.</p> <p>Working under the direction of the Director of Public Health, the post holder will lead and manage the planning, strategic commissioning, review, development, performance monitoring and quality assurance processes related to the commissioning of all public health services.</p> <p>A key aspect of the role is to support and develop commissioning staff to ensure that the strategic direction set by the Director of Public Health (DPH), Public Health England and other national policy is delivered.</p> <p>The key service lines are sexual health and family planning, drug and alcohol services, children's public health services, and healthy lifestyles services.</p> <p><u>Main Duties and Responsibilities:</u> To develop and implement strategic commissioning and performance improvement processes for all public health services in Sutton working closely with partner agencies in order to develop and/or provide:</p> <p>An excellent framework for commissioning practice, integrating the strategic planning and day to day process and management of commissioning activity with the work of colleagues in adult and children's social care, housing and, where relevant, the</p>	

Clinical commissioning group (CCG), Public Health England (PHE) and NHS England (NHSE).

Markets for the provision of public health and health and wellbeing services, including provider relationship development, nurturing skills and aspirations in the sector (both private and third sector), business development (including social enterprise), promoting take up of funding opportunities and quality improvement (including quality standards and safeguarding)

Leadership for the planning, commissioning and delivery of high quality services for adults in Sutton, within parameters specified by the service commissioners, with accountability to the DPH

A flexible but robust structure which will deliver high quality planning, commissioning, performance management and improvement processes to drive change, innovation and excellence in public health commissioning in line with national and local priorities, ensuring the delivery of equitable, user-focused and effective services across the borough.

To deliver a comprehensive range of commissioning strategies that have synergy with local and national drivers and are based on the needs and aspirations of the people of Sutton whilst ensuring that clear aims and objectives are linked to performance indicators and targets.

To work with colleagues in Sutton to ensure a strong voice for users and carers in service design and performance management.

Leadership to develop commissioning into the critical engine to support the delivery of the public health agenda.

Leadership to the development of new public health services and innovations, with leadership of all major tenders and procurements

Strategies which support the delivery of high quality services and where appropriate de-commissioning and service re-design for all public health services across the Borough.

Partnership with peer commissioners and managers to secure data, intelligence and evidence to inform commissioning processes.

Joint accountability for effective and efficient integrated commissioning for public health services and other areas on behalf of London Borough of Sutton.

A service and quality assurance and improvement framework for public health to oversee its ongoing development, embedding a performance management culture, promoting continuous service improvement, delivering beneficial outcomes for service users and their carers.

Good performance monitoring and data quality mechanisms and processes, including audit of performance in line with national standards and performance measures.

Secure and manage commissioning budgets and resources where appropriate.

Support to establish and develop key working relationships with stakeholders including effectively consultation and liaison with adult service users, their families and carers.

Job Activities:

The Head of Commissioning (commissioning manager) will be required to:

Develop a sustainable commissioning, quality assurance and performance structure and ensure a robust framework within which services are planned, commissioned, managed and financed.

Manage a diverse staff group.

Oversee the implementation and ongoing development of a service and quality improvement framework for public health services, in a way that is inclusive of all stakeholders, especially service users and carers.

To deliver continued improvements in quality and cost through effective commissioning and quality-based contract monitoring

Influence corporate strategies and champion the public health of all persons in Sutton.

Drive a modernised commissioning agenda. The post holder will be a key driver in moving from the current commissioning model into effective commissioning arrangements.

Demonstrate best value in the commissioning of public health

Further develop and improve partnership arrangements between health, the local authority, the voluntary sector, service users and other relevant active partners.

Communicate and report to a variety of stakeholders including Members, Provider forums, Partnership Boards etc.

General

The post holder may be required to work at any Council site in line with the service needs.

The post holder will carry out their duties in accordance with the borough's Equalities and Diversity policy and all other borough and departmental policies

To undertake such additional duties as are reasonable within the responsibilities of the post and which the line manager may require

This job description describes responsibilities as they are currently required. It is anticipated duties will change over time and the job description may need to be reviewed in the future.

All staff have a responsibility to participate in a Performance Appraisal Scheme and to contribute to their own development and the development of any staff that they are responsible for appraising.

Contacts and Relationships:

The post holder will be managed by the DPH

And with and alongside :

- Commissioners and Managers in Sutton CCG
- St Helier NHS trust
- PHE
- NHSE

- Department of Health
- Commissioners and Managers in Sutton Children's Services
- Sutton Council Departments
- NHS Health Trusts
- Private and Voluntary Sector Providers
- Service Users
- Stakeholders
- Internal Provider Services

Responsibility for supervision/management of people

The postholder will manage the public health commissioning unit

PERSON SPECIFICATION

KNOWLEDGE AND EXPERIENCE

Experience of very senior commissioning of health services in BOTH the NHS and councils, and leadership in complex and challenging environments and the ability to manage a range of projects to meet the requirements of a number of policy drivers and priorities and carry them through to a successful conclusion (1).

Able to present clear and concise written reports for a wide range of audiences (1)

Ability to work in partnership and successfully involve and communicate with users, and a range of stakeholders and senior staff. (1)

Knowledge of health and social care legislative and policy requirements as relevant.(1)

Numerate and able to use relevant databases in support of work including health needs assessments (1)

SKILLS & ABILITIES:

Communication Skills

Must be able to provide and receive highly complex, sensitive or contentious information, negotiate with senior stakeholders on difficult and controversial issues, and present complex and sensitive information to large and influential groups (1)

Ability to negotiate on difficult and controversial issues including performance and change. (1)

Analytical

Ability to analyse complex facts and situations and develop a range of options. (1)

Takes decisions on difficult and contentious issues where there may be a number of courses of action. (1)

Strategic thinking – ability to anticipate and resolve problems before they arise. (1)

Autonomy**Freedom to Act**

Must be able to use initiative to decide relevant actions and make recommendations, with the aim of improving deliverables and compliance to policies. (1)

Ability to make decisions autonomously, on difficult issues whilst working to tight (and often changing) timescales(1)

PERSONAL STYLE AND BEHAVIOURS:

At all times respects confidentiality and the dignity of others(1)

Effective leader, change manager, organiser, influencer and networker, with excellent negotiation and persuasion skills. (1)

Demonstrates a strong desire to improve performance and make a difference by focusing on goals. (1)

ESSENTIAL QUALIFICATIONS:

Hold a university degree or qualification or experience relevant to the role (1)

High level of numeracy and good written work, supported by relevant school certificates or equivalent (1)

Good level of numeracy to create and write reports (1)
Relevant experience at a very senior level in commissioning (1)

Responsibility for Resources:

General office equipment.

Work Environment:

Office Based, senior management.

Work Demands:

Normal responsibilities of a senior management post.

Physical Demands:

None specifically
CONFIDENTIALITY

In the course of your employment you will have access to confidential information relating to the Council business. You will be required to exercise due consideration in the way you use such information and should not act in any way, which might be prejudicial to the Council interests. Information which may be included in the category which requires extra consideration covers both access to the general business of the Council and information regarding individuals. If you are in any doubt regarding the use of information in the pursuit of your duties you should seek advice from your line Manager before communicating such information to any third party.

DATA PROTECTION

The Council and the PCT is registered under the Data Protection Act 1984. You must not at any time use the personal data held by the Council for a purpose not described in the Register entry or disclose such data to a third party. If you are in any doubt regarding what you should or not should do in connection with the Data Protection Act then you must contact your Line Manager.

HEALTH & SAFETY

Employees must be aware of the responsibilities placed on them under the Health & Safety Act (1974) to maintain a healthy and safe working environment for both staff and visitors. Employees also have a duty to observe obligations under Health & Safety policies and to maintain awareness of safe practices and assessment of risk in accordance with the Risk Management Strategy.

FINANCIAL REGULATIONS

All staff are responsible for the security of the property of the Council and the PCT, avoiding loss or damage of property and being economical and efficient in the use of resources. Staff should conform to the requirements of Standing Orders, Standing Financial Regulations, or other financial procedures including the Code of Conduct and Accountability and the Fraud and Corruption Policy.

TO BE COMPLETED BY THE JOB HOLDER (or job holders representative).

I agree the above job description

Signature

Date.....

TO BE COMPLETED BY THE LINE MANAGER TO WHOM THE JOBHOLDER IS RESPONSIBLE TO.

Signature

Date.....

Job Title

Behavioural Profile

1. Inspiration

Able to create resonance and move people with a compelling vision/shared mission

2. Customer Service

Able to foster a climate where employees can deliver the Council's core values through excellent customer service

3. Catalyst for Change

Able to be a catalyst for change by recognition of the need for change and to challenge the status quo

4. Empathy

Able to be candid and authentic, to speak openly about emotive subjects with conviction and sensitivity

5. Openness and Integrity

Able to demonstrate openness to others in terms of work-based feelings, beliefs and actions with honesty and integrity

6. Teamwork and collaboration

Able to generate enthusiastic, active commitment to the collective effort, building team spirit with officers and Members

7. Conflict management

Able to draw out all parties in conflict, understand different perspectives and find a common, endorsed, ideal

8. Organisational Awareness

Able to demonstrate keen social awareness, political astuteness and to detect, build, and maintain crucial networks

LONDON BOROUGH OF SUTTON

JOB DESCRIPTION

Job Title:	Committee and Management Services Support Manager
Post No:	S2004309
Job Grade:	SM2
Responsible to:	Executive Head of Business Services
Directorate:	Resources
Unit/Section:	Business Support Service

Main purpose of the job

To lead a consistently high quality, cost effective and timely business support service for the Committee and Management Services Support, meeting agreed Service Level Agreements (SLAs) and in compliance with statutory requirements on behalf of Sutton Council. To establish and develop effective and inspirational management based on Council values – an enabler of continuous improvement. To deliver accurate and timely management information, staff development and customer service. To plan and communicate delivery priorities accurately and in time to customers and staff, coping effectively with unexpected demands.

Subject Specific Activities

To lead a team of staff to deliver cross-council business support within the Committee and Management Services Support Team consisting of Democratic, Secretariat and School Governor services, in order to deliver exceptional service across all aspects of the Committee and Management Services Support Service Menu:

- Educational Appeals
- Pupil Based Commissioning
- School Governors Support
- Democratic Services
- Mayoral Support
- Chief Executive Support
- Strategic Directors and the Director of Public Health's Support
- Executive Heads of Service' Support

Core Activities

- Work with the Executive Head to ensure an appropriate level of resource and capability exists in order to meet demands;

- Engage with the Commissioning Directorates to regularly review and adjust service standards according to requirements to improve outcomes and efficiency.
- Deliver timely and accurate management information to significantly improve the Council's decision making capabilities around building sustainable business support service provision;
- Work with the other Service Managers to create flexible and adaptable processes, systems, ways of working and skills and knowledge development to enable staff to meet agreed SLAs, and unplanned priorities whilst ensuring compliance with statutory regulations;
- Work with the Executive Head and the other Service Managers to create and implement a continual improvement process for delivery;
- Deliver inspiring and effective line management for 4 Team Leaders to ensure that the Committee and Management Support Service is easily accessible and delivered in line with SLAs, and to provide opportunities for staff to develop their skills and careers;
- Provide the ongoing delivery of future savings and development of the function;
- Be a role-model for Council values and behaviours that underpin the organisational strategy including the Council's Code of Conduct, Equality and Diversity, Environmental Management System (EMAS), Fairness and Dignity, Health and Safety, Value for Money and associated financial accountabilities where joint working is in place;
- Implement, monitor and ensure accurate and timely action and reporting;
- Work with the other Service Managers to foster a teamwork approach to all staff to encourage enhanced performance to engender collaborative team working, promote ownership, responsibility and mutual understanding of the part each plays in the overall provision of the service;
- Lead the development and implementation of practical and auditable delivery plans, resource plans and budgets to meet agreed SLAs;
- Alongside the other Service Managers, establish and sustain effective and consistent methods of communication with customers and staff;
- Exercise due consideration to confidential information relating to the Council's business by ensuring that self and staff do not act in a way which may be prejudicial to the Council's interests. This applies to the general business of the Council and information regarding individuals.

Corporate Responsibilities

To be aware of and perform the duties of the role in accordance with all Council policies and procedures including:

- [Health and Safety](#);
- [Risk Management](#);
- [Finance](#) (including code of conduct, fraud and compliance);
- [Equalities and Diversity](#);
- The Council's [Core Behaviours](#);
- [Information Security](#) and the [Data Protection Act](#);
- The Council's Core Values, [Environmental Management System](#) (EMAS) and other Borough and Group policies and procedures;
- The Council's expectation of a '[Being a Manager in Sutton](#)'
- Undertake duties consistent with responsibilities of the post as required by the designated line manager/supervisor.

This post is politically restricted by virtue of the Local Democracy, Economic Development and Construction Act 2009.

Responsibility for Resources:

(for which the jobholder is personally and identifiably accountable e.g. plant, equipment, vehicles, property, cash)

Hold a Corporate Credit Card and manage six Oyster cards. Have responsibility for five specific budget headings and authorise invoices and payments on the Agresso system. Be one of the signatories to the Mayor's Charity bank account into which all cash and cheques from Mayoral fund raising activities are paid into and cheques written from.

Responsibility for supervision/management of people:

Please give details below:

- *How many employees, voluntary workers or contractors the post has supervisory or management responsibilities for.*
- *If the jobholder supervises/manages posts in more than one location.*
- *If the supervision/management is shared with another post in the structure.*

Please attach (wherever possible and/or outline below the organization structure.

Direct management responsibility of four Team Leaders - 25 staff total in service area

To be completed by the Job Holder (or Job Holders Representative)

I agree the above job description

Signature:

Date:

To be completed by the Line Manager to whom the Job Holder is responsible to

Signature:

Date:

Job Title:

To be completed by the Director/Chief Officer

Signature:

Date:

Job Title:

LONDON BOROUGH OF SUTTON

PERSON SPECIFICATION

JOB TITLE: Committee and Management Services Support Manager

DIRECTORATE: Resources

POST NO: TBC

No.	Education and/or Experience	Priority 1 or 2
1	Substantial experience of committee management and decision making processes at a senior level	1
2	Experience of delivering a high quality customer-focused business support team.	1
3	Demonstrable experience in a management capacity of developing and delivering opportunities for continuous staff development through ongoing learning and training.	1
4	Sound experience of performance management and negotiation of service level agreements in a customer-facing environment.	1
5	Experience of managing change and developing and delivering proposals for the continuous cost-effective improvements to service delivery.	1
6	Experience of developing team working and new ways of working in newly established teams.	2
	Skills and Abilities	
7	Ability to translate vision into actions and provide visible and supportive leadership through empowering, enabling, motivating and developing staff.	1
8	Ability to work in a pressurised political environment and manage competing priorities whilst delivering on a multiplicity of projects and adapting to changing circumstances and priorities.	1
9	Ability to motivate and empower staff to work in continuously flexible, streamlined and efficient ways.	1

10	Financial, commercial and political awareness, with sound current operational knowledge of democratic decision making processes and relevant local government law	1
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Date:

Appointing Manager:

Criteria marked Priority 1 are necessary which applicant **must have** to be appointed. Priority 2 criteria are also essential, but may be learned or developed further after appointment. We normally **shortlist** using Priority 1 criteria.

LONDON BOROUGH OF SUTTON	
JOB DESCRIPTION	
Surname and Initials of Job Holder:	Post No:
Job Title: Executive Head of Safer, Stronger Communities	
Grade: Hay 2	
Job Title & Post No. of person to whom Job Holder normally reports: Chief Executive/Strategic Director of Environment and Neighbourhoods	
Directorate: Chief Executive's/Environment and Neighbourhoods	
Division: Safer, Stronger Communities	
Date JER signed:	
General Purpose of the Job:	
<p>To provide strategic advice to the Council, the Metropolitan Police and community leadership to create safer and stronger communities.</p> <p>This role is responsible for the relationships and commissioning of community safety and Regulatory Services in Sutton.</p> <p>The post holder will be directly accountable jointly to the Council's Chief Executive and the Strategic Director Environment and Neighbourhoods will line manage the Safer Sutton Partnership through the Head of Safer Sutton Partnership, and Regulatory Services.</p>	
Job Function	
<p>To lead the Safer, Stronger Communities service and the Safer Sutton Partnership Board on actions to reduce crime, antisocial behaviour, misuse of drugs and alcohol, and fear of crime in Sutton.</p> <p>To take lead responsibility for the Council and the Police on all matters relating to the Safer Sutton Partnership Board and Regulatory Services.</p> <p>To represent and promote the views of the Safer Sutton Partnership Board with local, regional and national agencies and in relevant local and regional partnerships and networks.</p>	

To manage complex relationships within the Borough interfaced with external partners to the Council and the Police and Regulators (e.g. the Environment Agency, Transport for London and London Councils).

To lead the development and implementation of the Sutton Crime and Disorder and Strategy.

To lead the development and implementation of the Sutton Crime and Disorder Strategy and other regulatory and enforcement policies.

To provide key leadership of the integrated police and council community safety functions in order to achieve improved performance and the council's regulatory functions.

To lead on the implementation of Section 17 of the Crime and Disorder Act, with the Council's Chief Executive, in order to achieve the mainstreaming of crime prevention and crime reduction in council functions.

To lead the Police and Council provision of public reassurance, uniformed patrol services, through e.g. community police officers, police community support officers, parks constabulary, neighbourhood wardens and special constables and integrated regulatory services, including parking.

To ensure effective review and evaluation of incident management within community policing, parks constabulary and neighbourhood wardens. Develop strategies for improvement in line with force and council policy.

To provide strategic management for the Safer Sutton Partnership Service and Regulatory Services with respect to community safety, including: crime prevention, youth and schools liaison, licensing, domestic violence, anti-social behaviour and CCTV.

To lead the provision of an integrated operations room for effective CCTV monitoring.

To lead Police and Council development and provision of police/community consultation arrangements in Sutton, including supporting the Police Community Consultative Group and representing the Safer Sutton Partnership Service on that group.

To lead integrated Police and Council communications with the local community (residents and businesses) with respect to community safety, community policing services, neighbourhood wardens and parks constabulary, Regulatory Services (including parking) and including community consultation and response to specific problems.

To lead integrated Council and Police development and implementation of area-based initiatives designed to combat crime and anti-social behaviour to reduce fear of crime in the community in partnership with the local community and ensure effective civil enforcement responses to these.

To lead, in collaboration with the Council's commissioned communications specialists on media strategies designed to reduce fear of crime and to manage the police public relations function.

To ensure data and intelligence is commissioned in support of statutory functions.

As a member of the Council's Senior Management Team, contribute to the strategic direction and management of the Council, attending and advising the Corporate Management Team as necessary.

Performance Management

To lead and manage the Safer Sutton Partnership Service and the regulatory services of the Council to meet the objectives of the Council, police and other partners.

To prepare and manage budgets held in the service, ensure that external funding meets the requirements of Government funding agencies, that spending is within allocation and best use is made of resources.

To achieve continuous improvement in quality, cost, cost-effectiveness and fair delivery.

To assist in the preparation of commissioning and financial plans for the two Directorates, divisional plans and implement appropriate staff appraisals.

Employee management

To lead, motivate and manage employees to deliver service objectives by generating a shared sense of purpose.

To develop employees to perform to the best of their abilities and manage integrated services effectively.

To appraise and set objectives for employees which meet service objectives and identify and meet related employee development needs.

Personal

To promote equality, diversity and human rights in working practices by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and contributing to developing equality of opportunity in working practices.

To carry out other comparable tasks as may reasonable be required.

Security clearance prior to appointment to be cleared by the Metropolitan Police Service Security Branch.

Leadership Behaviours

Customer and Innovation

Seeing things from the customer's perspective, putting the customer first, being honest with the customer and ensuring the council is easy to do business with.

Specific behaviours include:

- I identify and collaborate with the right partners and organisations that can contribute to what we need to achieve together.
- I generate and recognise imaginative and innovative solutions and encourage partners to do so.
- I constructively challenge the status quo and seek better alternatives, and show courage in saying what people may not want to hear.
- I seek out and act on new opportunities, taking and implementing difficult and/or unpopular decisions, if necessary.
- I ensure that I actively seek out what my customer wants / needs and put them at the heart of what I do.

Services Outcomes

The customer is at the heart of every service delivered. I will make the right decisions to ensure positive outcomes for our stakeholders.

Specific behaviours include:

- I focus personal attention on specific details that are critical to achieving successful results.
- I find practical way to overcome barriers and show tenacity in achieving results.
- I communicate ideas and arguments clearly, concisely and convincingly and ensure that I act on the feedback I receive.
- I understand and observe our statutory responsibilities and our corporate decision making frameworks.
- I understand the political dimension of my work and am sensitive to political agendas and protocols.
- I am open to change and I am flexible so I can adjust to new circumstances speedily.
- I actively assess customer needs and plan and commission the best service possible.

Financial and Managerial

Optimising the use of money, people and resources to deliver cost effective services, that add value to the community in an effective risk managed away.

Specific behaviours include:

- I clearly focus on achieving results with fewer resources so I can deliver even better value for money.
- I recognise my own strength and limitations and I play to my strengths and use alternative strategies to minimise the impact of my limitations.
- I take personal responsibility for making things happen with honesty and integrity.
- I clearly agree what is expected of others and delegate appropriately and confront performance issues and sort them out directly.
- I actively manage risk rather than avoid it, by balancing the benefits that may arise against any negative impact and treat mistakes as learning opportunities.
- I build alliances across teams, departmental and organisational boundaries to achieve win outcomes.

Organisation and Learning

Understanding the skills and talents found within the organisation, recognising individuals whilst capitalising on teamwork to achieve the council's objectives.

Specific behaviours include:

- I take account of wider interest and not just my own when I make decisions.
- I proactively take responsibility for achieving objectives, personal development needs and continuous improvement of myself and others.
- I articulate a vision that generates excitement, enthusiasm and commitment.
- I empower and support others to take decisions and give people opportunities to provide feedback, ensuring I respond appropriately.
- I lead change and manage ambiguity to help others find clarity in complex situations.
- I recognise the skills, achievements, and successes of others and develop future talent.
- I recognise when there are conflicts, acknowledge the feelings and views of all parties, and redirect people's energy to find ways to bring people along towards a common goal.

To be completed by the Job Holder

I agree the above job description

Signature:

Date:

To be completed by person Job Holder normally reports to

I agree the above job description

Signature: _____ Date: _____

Job Title: _____

To be completed by Director/Chief Officer

I agree the above job description

Signature: _____ Date: _____

LONDON BOROUGH OF SUTTON

PERSON SPECIFICATION

JOB TITLE: Executive Head of Safer, Stronger Communities

Directorate: Chief Executive's/Environment and Neighbourhoods

No.	Education and/or Experience	Priority1 or 2
1.	Substantial experience of management in a comparable organisation.	1
2.	Experience of managing significant change.	1
3.	Successful record of achievement in motivating and leading staff.	1
4.	Experience of working across organisational cultures.	1
5.	Experience of working in partnership across sectors (statutory, business, voluntary and community).	1
6.	Experience of consulting with and responding to community concerns.	1
7.	Substantial experience of working in the field of policing and/or community safety.	1
8.	Substantial knowledge of community safety, including an understanding of ways to prevent and reduce crime, anti-social behaviour and fear of crime.	1
	Additional Factors	

Date:

Appointing Manager:

Criteria marked Priority 1 are necessary which applicant **must have** to be appointed. Priority 2 criteria are also essential, but may be learned or developed further after appointment. We normally **shortlist** using Priority 1 criteria.

Job Description and Person Specification

Job Title: Executive Head of Wellbeing and Health Partnerships

Service: People

Responsible to: Strategic Director People

Salary Scale: HAY

Purpose of Job

Service Leadership

1. To be the Lead Officer for the development and implementation of the Prevention Strategy and Early Intervention, across social care services, for all client groups.
2. Lead the strategic commissioning, development and delivery of Prevention and Early Intervention Services across all client groups, developing a local response to new statutory requirements, including Information and Advice Services, within corporate frameworks.
3. Work with Health Partners and deliver joint services through appropriate statutory mechanisms to promote independence and Prevention (to reduce the need for statutory services).
4. Lead on local health partnership work streams and health transformation for the Council to ensure that services respond to local needs and challenges. Support the Health and Well-Being Board, and the One Sutton Commissioning Collaborative to achieve the best outcomes for local residents within available resources.
5. Lead on the development and delivery of Health and Social Care Integration, in keeping with the Joint Health and Well-Being Strategy, working with the Sutton Clinical Commissioning Group.
6. Lead on the development and coordination of Community Well-Being Strategy, to support local and neighbourhood capacity building in communities and networks to vulnerable adults.
7. Ensure that the Council and the Borough meet statutory responsibilities and requirements for vulnerable adults, to achieve key local and national performance targets, ensure value for money and delivery of efficiency targets.
8. Manage a range of provider services including the library service within statutory requirements and ensure effective delivery of community facilities which supports neighbourhood delivery.

9. To lead and manage Heritage and Leisure Services, including all contractual arrangements and commissioning requirements.

Corporate Leadership

10. As a Senior Management Team Member contribute to the strategic direction and management of the Council, including leadership of any nominated cross-cutting corporate initiatives, as required.
11. Influence the way in which services for vulnerable adults and children are delivered across the Council and the Borough to improve access, co-ordination, efficiency and effectiveness, independence, choice and control.
12. Ensure that the Council's statutory duties and responsibilities regarding the Health and Well-Being Board are fulfilled.
13. Provide leadership to wellbeing services corporately, including Leisure, Arts, Libraries and Heritage Services, ensuring they contribute to the quality of life of Sutton's residents.

Partnership

14. Lead on the production and implementation of relevant strategies and strategic plans, in partnership with other agencies, citizens and carers E.g. Sutton Health Prospectus, Community Well-Being Strategy, Libraries Plan, Sports and Leisure Strategy, Arts Development Plan and Heritage Strategies (including economic development).
15. Lead or contribute to the development/implementation of initiatives that support delivery of Health and Well-Being Strategy, in partnership with health professionals, e.g. from Public Health, Sutton Clinical Commissioning Group, Community delivery.
16. Identify areas for collaborative work, with health partners and community organisations, and lead on the development of effective, integrated strategic and operational partnerships that deliver better outcomes for local residents and/or savings.
17. Lead or contribute to the development/implementation of initiatives that support the delivery of maximising community resilience and social capital, including services through the borough's library service, leisure, arts and heritage services.
18. Act as representative for People Services, where appropriate, in relation to Local Committees in order to promote and innovate the delivery of preventative services at a local level, build community capacity, local health partnerships, library services, arts, leisure and heritage services.

Service Specific Responsibilities

Performance Management

19. Lead and manage the service units so that services are delivered and commissioned in accordance with the Council's vision and values, objectives, strategies and policies (including in particular its equal opportunities and environmental sustainability policies), statutory and policy requirements.
20. Prepare and manage revenue and capital budgets held by the service units so that they meet the requirements of the Council's medium term financial strategy and annual commissioning and performance plan, deliver required savings targets, remain within allocation and make the best use of resources.
21. Manage and monitor specific grant allocations and bid for funding to maximise income to the council and borough.
22. Achieve continuous improvement in quality, cost, cost effectiveness and fair delivery as required by the annual performance plans, performance regimes, reviews etc.
23. Ensure performance management of relevant strategies e.g. Community Well Being, Prevention, Joint Health and Well Being, Health Prospectus, libraries plan, and reporting to appropriate committees including the Health and Well-Being Board.
24. Prepare agree and implement with the Strategic Director the service unit's service, annual performance, business plans, and commissioning plans.
25. Ensure that relevant, timely, predictive and accurate management information (financial, performance and human resource) is supplied.
26. Ensure that the Strategic Director is informed about important or sensitive matters affecting the service unit, and consult with and seek advice on such matters.

Employee Management

27. Lead, motivate and manage employees to deliver Council and service objectives in accordance with the Council's HR and other relevant policies, by generating a shared sense of purpose and developing staff to perform to the best of their abilities, even through periods of significant transformational change, in line with the Council's PRIDE values.
28. Appraise, set and monitor the delivery of objectives and targets for service employees, which reflect Council objectives and ensure the delivery of services objectives.
29. Contribute to the development of a cohesive Workforce Strategy that embraces the wider community workforce.

Generic Service Responsibilities

30. Maintain effective relationships with the Corporate Management Team Heads of Services, local Health partners, Contractors and providers, Independent and Voluntary sector partners and providers, Police, Probation and other agencies, service users and carers, in order to develop and implement commissioning strategies and strategic plans, leading and supporting partnership arrangements where required.
31. Respond to media and press enquiries to ensure that complex and sensitive matters are handled accurately, portray the Council in the best possible light, and promote best practice widely to improve the reputation of the Council.
32. Modernise and achieve best value for services in the Division, considering all options for future provision of services and implementing any required changes, in line with the Council's Commissioning Policy.

Member relationships

33. Assist Members to carry out their Ward and representational responsibilities by ensuring timely, appropriate responses and information sharing on service matters.
34. Act as the key point of contact for Members on matters affecting the Division and relevant to their role, in line with the constitution.
35. Advise Members on health related issues relevant to the roles and responsibilities of the post, e.g. Better Services Better Value and Health Trust consultations.
36. Advise Members on developments in the field of leisure, arts, libraries and heritage.

Community Partnership

37. Ensure effective partnership with the community through clarity of purpose, shared responsibilities, appropriate communication and consultation and by developing community capacity.
38. Ensure that service users and their carers are included in, and central to the development, implementation and evaluation of service provision.
39. Ensure processes for stakeholder engagement in the Health and Being Board are effective.
40. Ensure that community partners are involved and engaged in the leisure, arts, libraries and heritage services.

Personal

41. Act in accordance with and promote the Council's Vision and Values.
42. Help the Strategic Director develop and implement corporate strategies and policies and represent and deputise for the Strategic Director as required.
43. Carry out other comparable tasks as may be reasonably required.

Person Specification

1. Educated to degree level with a proven track record of managing diverse services.
2. Demonstrable experience of strategic commissioning of wellbeing services, including at least two of the following: health, social care, preventative services, cultural services.
3. Demonstrate successful experience of managing a range of provider services within statutory requirements and ensure effective delivery of community facilities which supports neighbourhood delivery
4. Demonstrate successful experience of networking with other agencies or organisations, to deliver improved life and health outcomes for customers in particular for vulnerable people.
5. Demonstrates successful experience of financial management of revenue and capital budgets, and delivery of savings targets.
6. Experience of working effectively with elected Members to provide clear advice and service accountability.
7. Knowledge of current legislation and policy issues relevant to this role.
8. Proven experience of working at a senior officer level, providing effective leadership and input and outcomes for cross-cutting projects.
9. Demonstrates experience of working with partners at a strategic level and evidence effective local implementation, including health partners where appropriate.
10. Ability to understand and meet all relevant statutory obligations relating to health and social care integration, prevention and early intervention to

meet national and local targets and performance indicators, and strategic priorities.

11. Experience of working with other partners e.g. CCG (or equivalent) to provide joint and/or integrated services for communities and vulnerable people requiring support and leisure providers etc.

The above points will all be priority 1.

Job Description

Job Title: Head of Waste Management and Fleet Services	Group: Environment & Leisure
Post Number:	Business Unit/Section: Street Scene Services
Grade:	Responsible to: Executive Head of Street Scene Services
<p><u>Overall Purpose of Job:</u></p> <p>To be responsible for policy and strategy development, contract management, research, business planning, performance management, partnership development (with neighbouring boroughs) and the effective and efficient day to day management of all activities provided by the Waste Management and Fleet Services teams undertaking tasks in the following services:</p> <ul style="list-style-type: none"> ○ Domestic waste collection services ○ Commercial waste collection services ○ Recycling services ○ Neighbourhood Recycling Centre collection services ○ Ancillary waste delivery and collection services ○ Operation of the Re-use and Recycling Centre ○ Disposal of Council's waste and processing of recyclable materials ○ Winter maintenance service ○ Leafing service ○ Out of Hours emergency response teams (Waste Management) ○ Fleet Management Service (including holding the Operators Licence for the authority) ○ Vehicle maintenance service 	
<p><u>Main Duties and Responsibilities:</u></p> <ol style="list-style-type: none"> 1. To assist the Executive Head in the overall management of the Unit and to deputise when necessary. To contribute to the corporate management of the Group and the Council. 2. To formulate policy, strategy and procedures and advise the Council's Committees and Executive Head on strategic and operational issues affecting Waste Management and Fleet Services. 	

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| <ul style="list-style-type: none"> 3. To provide strategic and operational direction to these services and ensure the development of services and monitor that they are delivered in an effective and efficient way in accordance with the Council's objectives, core values, Sutton Plan and Community Strategy. 4. To develop, review and forward plan external contracts relating to the services, especially waste disposal contracts and vehicle replacement contracts. 5. To carry out Officer functions of the Executive Head when required for all Waste Management, Fleet Services and general management duties and powers delegated by the Council to the Executive Head. |
| <ul style="list-style-type: none"> 6. To assist the Executive Head in providing leadership to the Unit and to formulate, implement and review operational policies, responding to new work demands as required by the Council. 7. To be a member of and contributor to the work of the Street Scene Services Senior Management Team and contribute to the development and review of the overarching Street Scene Services business plan. 8. To ensure effective monitoring of staff performance, including carrying out appraisals and monitoring sickness levels and taking necessary action with regard to staffing, in line with Group and Corporate procedures. 9. To use feedback from staff and other stakeholders to help improve the way the service is managed and measure its effectiveness. 10. To develop service objectives and to draw up Business Improvement Plans and performance monitoring systems for Waste Management and Fleet Services activities. To ensure these plans and systems incorporate other Service Unit objectives and needs. 11. To manage and organise the work of the Section, specifically with the aim of ensuring top quartile performance against Government Best Value Performance Indicators for Waste Management. 12. To be responsible for researching the latest developments in Waste Management and Fleet Services nationally and to maintain knowledge of existing and planned legislation. 13. To undertake benchmarking exercises with other high performing local authorities. 14. To be responsible for the preparation, tendering, and award of all Waste Management and Fleet Contracts in accordance with the relevant UK and EU legislation and Councils standing orders. 15. To be responsible for the management of Waste Management and Fleet Services contracts to ensure Best Value, compliance with specification, standards and conditions of contract. Observing the Council's Standing Orders and District Audit requirements for financial probity in procurement. 16. To ensure that cost centres under the post holders control are properly managed and kept within budgetary estimates. To devise and implement financial strategies for the service ensuring that budget allocations are not exceeded and that corporate financial management standards are observed. |

- | |
|---|
| <ul style="list-style-type: none">17. To ensure good communication within the service area and to maintain effective relationships with other Groups in the Council, external agencies and the Community.18. To be responsible for holding the CPC qualification to ensure compliance with the Operator Licence requirements, to allow the authority to operate a fleet of HGV vehicles. To include the maintenance of vehicles, keeping of required paperwork and education and training of council staff.19. To ensure the Council's Vehicle Replacement Programme is maintained, ensuring that vehicles are replaced within stated timescales with suitable vehicles.20. To attend Council meetings when required, ad hoc public meetings, Chairs briefing and separate meetings with members, clients and other stakeholders as the representative of Street Scene Services.21. To lead on and represent the Authority in the development of partnership working on Waste Disposal, Waste Collection and Fleet Management with neighbouring Boroughs.22. To provide professional advice and information to senior management and elected members on all matters relating to Waste Management and Fleet Services and to prepare and present reports, briefing notes and recommendations for Council Committees, working parties and other meetings as required. |
| <ul style="list-style-type: none">23. To contribute towards the development of the Council's Emergency Planning Response and its regular review and implementation as required by the Council in accordance with its corporate responsibility.24. To manage the submission of external bids for funding specifically for Waste Management and Fleet Services projects controlled by the Council and work with Strategic partners to develop partnership bids.25. To be responsible for the work of the Waste Management and Fleet Services Staff to ensure that they are properly managed in accordance with corporate requirements and the Investors in People Standard.26. To be responsible for the motivation, training and development of staff within the Section and ensure that all staff are aware of Corporate and Group Health & Safety and EMAS policies, carry out Risk Assessments and make recommendations for changes as required.27. To make a significant contribution to equal opportunities in the management of the workforce and access to Services for the public.28. To undertake any other reasonable duties and responsibilities that may be required from time-to-time, including specific projects that cover all of the Service Unit or Group's work. |

Job Activities:

(Please describe the job activities and how, when and where they are done e.g. types of decision/recommendations; type, content, degree of creativity; range of skills required)

The post holder is required to manage key front line and support services provided as part of the Waste Management and Fleet Service provision. The tasks associated with this post are complex and require a thorough knowledge of European and National legislation (European Landfill Directive, National Waste Strategy, London Plan, OJEU process, Operators Licence and Transport Law,) and managing staff and contacts. The post holder must also possess strong research, negotiation, analytical and partnership development skills and have the ability to work on their own initiative, and have skills to find solutions to both strategic and operational challenges with strong procurement and contract management skills. The post holder must possess the ability to assess national developments and produce effective responses to changes, including new services.

Responsibility for Resources:

(for which the jobholder is personally and identifiably accountable e.g. plant, equipment, vehicles, property, cash)

The post holder will be responsible for the following Council assets:

- 180 Council Fleet Vehicles (Total Value £8m)
- Workshop and Depot Facilities (Therapia Lane and Kimpton Park Way) including the plant and equipment (Total Value (£3.5m)
- Vehicle and Waste Management stock (Total Value £70k)
- Mobile telephone
- PDA device

The post holder will be responsible for managing financial resources provided to the Waste Management and Fleet Services

Expenditure - £13.1m per annum

Income - £ 1.6m per annum

Responsibility for supervision/management of people

Please give details below:

- How many employees, voluntary workers or contractors the post has supervisory or management responsibilities for: **Staff: 17 Officers.
101 Operational Staff**
- If the jobholder supervise/manage posts in more than one location: **Yes**
The posts stated above operate out of Denmark Road, Therapia Lane Depot and Kimpton Park Way.
- If the supervision/management is shared with another post in the structure: **No**

Please attach (wherever possible) and/or outline below the organisational structure:

3	<p>TO BE COMPLETED BY JOB HOLDER:</p> <p>I agree the above job description.</p> <p>Signature Date:</p>
4	<p>TO BE COMPLETED BY PERSON TO WHOM JOB HOLDER NORMALLY REPORTS:</p> <p>I agree the above job description.</p> <p>Signature Job Title:.....</p> <p>Date</p>
5	<p>TO BE COMPLETED BY DIRECTOR/CHIEF OFFICER:</p> <p>I agree the above job description.</p> <p>Signature Date:</p>

JOB DESCRIPTION

Job Title: Executive Head of Safeguarding
Directorate: Children Young People and Learning
Location: Any location required to fulfil the job
Reports to: Strategic Director for Children, Young People and Learning

Job Purpose:

1. To lead the Safeguarding Division within the Directorate.
2. To be accountable for safeguarding children and young people in the borough ensuring that service delivery protects children and young people and keeps them safe.
3. To be accountable for the work of the Protection and Safeguarding service.
4. To be accountable for Referral, Assessment and Care Planning services
5. To be accountable for the Corporate Parenting service.
6. To ensure safeguarding and child protection is a priority in the delivery of all services.
7. To work closely with Members through the Children, Family and Education committee and other bodies as appropriate on strategy, policy and operational issues.
8. To be responsible for the financial resources relevant to the service areas.
9. As a member of the Directorate Management Team to develop and deliver the Strategic priorities set out in Children and Young People's Plan.
10. To be accountable for the strategic development of the Division and its services.
11. To respond to major emergency situations affecting the delivery of services, care settings and communities as required.
12. To champion communication, consultation and engagement with service users, schools and educational settings and their communities.
13. To take the lead on specific projects in relation to national or local policy.
14. To undertake any other reasonable duties and responsibilities that may be required from time to time.

PERSON SPECIFICATION

Please address points 1 – 14 of the Person Specification, giving evidence of your suitability to the role against each point.

1. To be a qualified social worker and to have demonstrable experience of managing children's social worker teams.
2. Extensive experience, knowledge and understanding of Children's Social Care, Safeguarding and Child Protection.
3. Demonstrable experience of senior leadership in a local authority, public sector or third sector organisation and the expertise to drive forward improvements to service delivery.
4. Able to provide direction for staff which is founded on good social work practice. Promotes integrity and competence and the values of the organisation.
5. Able to analyse community needs information; performance information; quality management information and information from diverse sources to inform direction and both monitor and deliver continued improvement to services.
6. Able to demonstrate ambition for vulnerable children and translate this into action which will deliver measurable/tangible results.
7. Demonstrable experience of strategic planning to implement and deliver services leading to improved outcomes for children and young people.
8. Significant experience of systems and interventions to ensure the safety and well being of children and young people in the community, within settings and for Looked After Children, ensuring that good outcomes are achieved for all.
9. Extensive experience of leading and managing staff, financial and other resources within a strong quality assurance and performance management framework.
10. Able to provide direction and management of staff capability to help staff excel and to challenge poor performance.
11. Demonstrable experience of implementing service improvements and driving forward change in order to ensure positive outcomes and effective impact for children, young people and their families.
12. Evidence of sustained successful relationships with stakeholders, including strategic partners, customers, communities and members.
13. A sound knowledge and understanding of sector direction; national policy direction and regulations for Social Care, Safeguarding and Children and Young People and the ability to apply and implement locally. Knowledge and understanding of best practice nationally and internationally.
14. The ability to drive forward visionary strategy and ensure effective implementation with appropriate attention to detail.
15. An understanding of equalities and diversity and the ability to apply this to the delivery of services and the workforce.

Resources Group

Job Description



HEAD OF BUSINESS ADVICE AND SUPPORT

POST NO. 209902

Grade SM2

Postholder: Sue Hogg

General Purpose of Job

Provide and manage a comprehensive and responsive financial advice and support service to service Groups.

Lead, motivate, direct and develop the staff in the Business Advice and Support Team.

Support the Executive Head of Finance in leading and managing the Finance Unit.

Support the Strategic Director – Resources in discharging his s151 responsibilities.

Represent the Executive Head of Finance as required.

Specific Duties:

1. Provide, personally or through the Business Advice and Support Team, timely, accurate and comprehensive financial advice and support to Strategic Directors and Group Management Teams. Personally act as principal financial advisor to Strategic Directors of [tbc]
2. In conjunction with Executive Heads and other teams within Finance, produce annual revenue and capital budgets consistent with Corporate requirements and service plans.
3. Facilitate and promote budget monitoring and control by managers, ensuring that they have any necessary support or training to enable them to interpret standard or ad hoc reports. Support managers in identifying action to address budget overspends. Ensure that performance and budget monitoring reports incorporate clear

explanations of any budget management issues, proposed actions to address the issues and an assessment of the impact of actions taken.

4. Work with managers to assess the capital and revenue effects of proposed service developments or other changes, and ensure compliance with any relevant regulatory regimes.
5. Ensure that clear, succinct and accurate financial information is provided in committee reports so that decisions made by senior managers or members are fully informed.
6. Ensure appropriate financial advice and support is provided to service projects and Smarter Services Sutton reviews liaising with the Head of Financial Strategy and Planning on projects involving capital investment.
7. Develop and maintain a centre of expertise in financial management and governance issues relating to strategic partnerships including the Sutton Partnership, the Safer Sutton Partnership Service, the Sutton Housing Partnership and partnerships with Health bodies and voluntary organisations.
8. Build and maintain relationships with key Unit and Team customers including Strategic Directors, Executive Heads, Sutton Housing Partnership and external partners including relevant NHS bodies.
9. Lead and manage the Business Advice and Support Team ensuring that team members are set challenging objectives, that performance is effectively managed and that development needs are identified and addressed.
10. Undertake any other comparable duties as may be required by the Executive Head of Finance.
11. Ensure that all Health and Safety legislation and regulations are complied with and that risk assessments are carried out as required.
12. Carry out the responsibilities of this post with due regard to the Council's Equality and Diversity Policy, and all other Borough and Group policies and procedures.

Signed Date

JOB DESCRIPTION

JOB TITLE: Head of Asset Management

GROUP: Resources

RESPONSIBLE TO: Executive Head of Property and Procurement

Grade: SM3 **Postholder:** A.
FITZGERALD

Service Responsibilities

This service has corporate responsibility for:

- Corporate asset management strategy
- Documentation, protection, and best use of the council's land and property interests
- Commercial and residential property management
- Development, acquisitions and disposals.

Other responsibilities:

7. Statutory responsibility as Chartered Surveyor to sign-off valuations

Main Purpose of the Job

1. To manage the Asset Management Service area within Resources ensuring effective service delivery, outcomes and high levels of performance which will support the Council's business plan, goals and aims, service action plans and analysing performance information as appropriate and demonstrating commitment to the vision for the group.
2. To provide direction / leadership for specific areas within Resources and contribute to the overall strategy and leadership of the group. To include the implementation and monitoring of policies and procedures and delivering governance of the service, building alliances across services and teams.
3. To be the Council's expert for the specific service area
4. Risk Management; fully consider the policies and procedures relating to the management of risk taking account of political, legal, financial elements.
5. To make appropriate and legal decisions concerning the ownership and protection of the customers of the Council. To ensure the

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councils legal interest is protected regarding and maintaining, buying, selling and leasing of Council properties.

6. To ensure that the Resources group works collaboratively with partner agencies (statutory and independent) to further the aims of the Council and the Resources.
7. To be accountable for the formulation of budgets within appropriate constraints, budget management, with regard to efficiency, cost reduction and value for money in line with Council financial procedures.
8. Lead service with regards to Asset Management, take personal responsibility by embedding into Policies and Procedures, culture and day to day practice.

Specific Duties and Responsibilities

1. To contribute to the strategic leadership on behalf of Resources and partner agencies, articulating vision, enthusiasm, commitment, inspiring motivating and guiding others towards goals.
2. To provide leadership for and manage a specified group of services within the Resources group as a whole, setting standards to achieve improved outcomes working to a common goal and managing risk for the Council.
3. To lead and/ or commission the purchasing of services for the service area ensuring compliance with EU and Council requirements and monitoring contracts to ensure services are effective and value for money.
4. To deputise for the Executive Head of Service across the specified service area as required and to represent the Service, Group and Council as appropriate.
5. To participate in the general management of the service, including initiation, chairing or participation in specific groups. Preparing reports as appropriate for senior managers, members and other stakeholders. Undertaking management investigations as required.
6. To ensure the service area has effective operational and strategic relationships with other Groups within the Council and agencies to ensure effective service delivery and development.
7. To provide expert advice and guidance to Executive Head of Services and Members on the specific service area as required.
8. To ensure service delivery contributes to corporate and other relevant goals and objectives.

9. To ensure services provided are of a high quality through the use of regular audit mechanisms and that relevant performance targets are met.
10. To ensure service quality is promoted and developed through the experience of evidence based practice, value for money and other reviews.
11. To maintain knowledge of all relevant legislation, policy and guidance and ensure compliance in service areas.
12. To carry a diverse range of management responsibilities in relation to the staff of the allocated group of services using Council policies and procedures including:
Performance management, Human Resources, workforce development and communication across the specific service area ensuring that staff are aware of all relevant legislation, policy and guidance.
13. To ensure effective liaison with other services in respect of relevant multi disciplinary staff teams building alliances across teams departmental and organisational boundaries to aid the success of the Council objectives.
14. To delegate appropriately, proactively address performance issues and take relevant action directly.
15. To recruit staff competent staff to enable good service delivery.
16. To ensure systems and arrangements are set up to monitor information and provide accurate management information of services managed. Completing Equality Impact Assessments as necessary.
17. To involve service users and key stakeholders in all aspects of service provision and development ensuring that customer needs and wants are at the heart of the service delivery and design.
18. To respond to complaints, queries and representations in relation to specific service area within timescales. To act as independent manager within the Council's complaints procedures.
19. To ensure that budgets are kept within defined limits, early identification of projected over-and under-spends to the Executive Head of Service, take avoiding action - this entails ensuring effective alignment of resources, controlling specified budgets to ensure value for money and within specified guidelines and constraints. Clearly focusing on achieving results with fewer resources that can deliver better value for money.

20. To undertake the role of Lead Officer for the Service in specific areas of strategic and policy development as directed and agreed with the Executive Head of Service.

21. To ensure that policies and procedures are understood and practice guidelines are followed in relation to the Resources.

22. To ensure the Executive Head of Service is alerted to any risks to the service or the Council (e.g. media attention or civil court action, such as judicial review), together with plans of action to avoid or mitigate.

23. To plan for and respond to internal and external inspection and audit requirements and processes.

24. To operate at all times within a framework of Equality and Diversity, equal access and anti-discriminatory practice, within relevant legislation and corporate and service policies and procedures.

25. To ensure effective management of any buildings within service area and that all health and Safety Procedures and requirements are complied with

26. To undertake any other duties commensurate with the post, as directed by the Executive Head of Service.

POLITICAL RESTRICTION

This post is politically restricted by virtue of the Local Democracy, Economic Development and Construction Act 2009.

Contacts and Relationships:

- voluntary & independent organisations, private sector providers, other local authorities
- maintained schools and Academies
- internal Sutton Council Departments e.g. HR, legal services, corporate procurement
- NHS Health Trusts and PCTs
- Private and Voluntary Sector Providers
- Citizens
- Stakeholders
- Internal Provider Services
- Heads of Property at other London Authorities

Responsibility for supervision/management of people

- No of direct reports (Approx 5 WTE staff plus varying numbers of consultants, temporary assigned staff).
- If the jobholder supervises/manages posts in more than one location: no
- Supervision/management is shared with another post in the structure: no
- Please attach (wherever possible) and/or outline below the organisational structure:

Responsibility for Resources

Work Environment:

- Office based and able to work in the field with stakeholders

Work Demands:

- Normal responsibilities of a Head of Service post
- Prepared to put in relevant hours when required to meet exceptional demands.

Physical Demands:

- None Specifically

Resources Group

Job Description



HEAD OF BUSINESS DATA AND REPORTING

Post Number: 20 1604

Grade SM2

Postholder: Michael Mackie

General Purpose of Job

Meet the Council's changing business financial data needs economically, efficiently and effectively.

Maintain and produce accurate Council accounts in accordance with statutory requirements and professional standards.

Ensure accuracy and control of all data impacting on financial systems and reporting.

Lead, motivate, direct and develop the staff in the Business Data and Reporting Team.

Support the Executive Head of Finance in leading and managing the Finance Unit.

Support the Strategic Director – Resources in discharging his s151 responsibilities.

Represent the Executive Head of Finance as required.

Specific Duties:

1. Ensure accuracy, efficiency and effectiveness of use of Council's financial system applications to meet the Council's changing business needs.
2. Ensure transactional and reconciliation processes are accurately managed and controlled including VAT and Banking services.

3. Manage and close Council accounts to a high standard meeting statutory, professional and auditor's requirements.
4. Control Chart of Accounts and use of codes to ensure efficient and effective use of accounts and system finance applications.
5. Ensure all data inputs affecting financial systems and reporting are managed efficiently and accurately from source including use of interfaces.
6. Produce and maintain standardised reports to meet business and statutory monitoring and reporting needs and one off reports where justified by a business case.
7. Improve financial and accounting processes to improve efficiency and continuity of accounting and estimating processes.
8. Build and maintain relationships with key Unit and Team customers including Strategic Directors, Executive Heads, Sutton Housing Partnership and external partners.
9. Lead and manage the Business Data and Reporting Team ensuring that team members are set challenging objectives, that performance is effectively managed and that development needs are identified and addressed.
10. Undertake any other comparable duties as may be required by the Executive Head of Finance.
11. Ensure that all Health and Safety legislation and regulations are complied with and that risk assessments are carried out as required.
12. Carry out the responsibilities of this post with due regard to the Council's Equality and Diversity Policy, and all other Borough and Group policies and procedures.

Signed Date

Job Description

Job Title: Executive Head Commissioning

Grade:

Directorate: Environment and Neighbourhoods

Service Unit: Commissioning

Responsible to: Strategic Director – Environment and Neighbourhoods

Overall Purpose of job

Lead and advise the Council on Commissioning

To undertake the strategic planning, direction and control of the following services.

- Design and Delivery of the E&N Commissioning Strategy and Policy for the Directorate.
- Recycling, Waste Collection, Waste Disposal, Commercial Waste
- Schools Catering
- Transport
- Highways
- South London Waste Partnership

Lead on policies, priorities and programmes that will achieve the Council's vision for the borough and in doing so create:

- A clean, green and safe Borough
- An Enterprising Borough
- Promotion of Sutton's Green Agenda
- Ensuring policy direction is outward –looking and resident –facing

To lead strategic commissioning of E&N services, reflecting the Council's move from service provider to commissioner.

Main Duties and Responsibilities:

1. Lead on the development of the Directorate approach to commissioning and contract management.
2. Lead and motivate staff to provide continuous improvement in quality and cost effectiveness of street scene, transport and highways services. Ensure the services are delivered in accordance with the Council's published Core Values and Community Strategy and Corporate Plan

3. Lead and develop effective partnership working with appropriate Government bodies, the South London Waste Partnership, neighbouring Boroughs and the Voluntary and Community Sector.
4. Ensure that waste management principles are practically embedded into Council policies, operations and other areas of influence.
5. Lead and develop specific interventions to maximise opportunities for a low carbon economy.
6. Ensure the Council meets its statutory responsibilities in respect of its street scene, transport and highways functions.
7. Develop and maintain effective information systems and performance monitoring procedures. Ensure that performance meets or exceeds the Government Best Value Targets or local set indicators.
8. Monitor financial and service performance against agreed budgets, action plans and performance targets. Take corrective action when these show any adverse trend to the approved plan.
9. Contribute to the Council's actions relating to the Mayor of London's national and Sub-Regional agendas.
10. Provide advice, written reports and briefings to MPs, Committees, Members, programme boards and Corporate Management Team.
11. Ensure the development and effective management of all employees. Ensure all Health and Safety legislation and regulations are complied with and that risk assessments are carried out across all service areas.
12. Participate as necessary in the Council's Emergency Planning arrangements.
13. To deputise for the Director of Environment and Neighbourhoods.

Job Activities:

(Please describe the job activities and how, when and where they are done e.g. types of decision/recommendations; type, content, degree of creativity; range of skills required)

- These are addressed in the body of the Job Description.
-

Responsibility for Resources:

(for which the jobholder is personally and identifiably accountable e.g. plant, equipment, vehicles, property, cash) *Please specify cash £*

- Total Budget of £...million and major programme budgets.

Responsibility for supervision/management of people

- staff with direct staff

TO BE COMPLETED BY JOB HOLDER

I agree the above job description.

Signature.....Date:.....

TO BE COMPLETED BY PERSONS TO WHOM JOB HOLDER NORMALLY REPORTS:

I agree the above job description.

Signature.....Job Title:.....

Date:.....

TO BE COMPLETED BY STRATEGIC DIRECTOR

I agree the above job description.

Signature.....

Date:.....

JOB DESCRIPTION

JOB TITLE: Head of Service – (Corporate Parenting Service)

GROUP: Children, Young People and Learning Services

RESPONSIBLE TO: Chief Officer

Grade: To be confirmed

Service Responsibilities

This service consists of all care services including statutory social work for looked after children and care leavers, adopters, special guardians, adopted people and those subject to special guardianship orders. The service also has responsibility for designated professionals supporting LAC and Care Leavers

Services directly managed:

- Fostering Service
- Adoption and Adoption Support Service
- Placements Service
- LAC Team
- Leaving Care Service
-

Specific additional responsibilities of this post:

- Leading on regional commissioning and planning for looked after children's placements.

Main Purpose of the Job

9. To manage the Corporate Parenting Service area within Children, Young People and Learning Services ensuring effective service delivery, outcomes and high levels of performance which will support the Council's business plan, goals and aims, service action plans and analysing performance information as appropriate and demonstrating commitment to the vision for the group.
10. To provide direction / leadership for specific areas within Children, Young People and Learning Services and contribute to the overall strategy and leadership of the group. To include the implementation

and monitoring of policies and procedures and delivering governance of the service, building alliances across services and teams.

11. To be the Council's expert for the specific service area
12. Risk Management; fully consider the policies and procedures relating to the management of risk taking account of political, legal, financial elements.
13. To make appropriate and legal decisions concerning the rights and liberties of service users of the Children, Young People and Learning Services.
14. To ensure that the Children, Young People and Learning Services works collaboratively with partner agencies (statutory and independent) to further the aims of the Council and the Children, Young People and Learning Services.
15. To be accountable for the formulation of budgets within appropriate constraints, budget management, with regard to efficiency, cost reduction and value for money in line with Council financial procedures.
16. Lead service with regards to Safeguarding, take personal responsibility by embedding into policies and procedures, culture and day to day practice.

Specific Duties and Responsibilities

27. To contribute to the strategic leadership on behalf of Children Young People and Learning Services and partner agencies for children and their families, articulating vision, enthusiasm, commitment, inspiring motivating and guiding others towards goals.
28. To provide leadership for and manage a specified group of services within Children, Young People and Learning Services as a whole, setting standards to achieve improved outcomes for children working to a common goal and managing risk for the Council.
29. To lead and/ or commission the purchasing of services for the service area ensuring compliance with EU and Council requirements and monitoring contracts to ensure services are effective and value for money.
30. To deputise for the Chief Officer across the specified service area as required and to represent the service, group and Council as appropriate.
31. To participate in the general management of the service, including initiation, chairing or participation in specific groups. Preparing

reports as appropriate for senior managers, members and other stakeholders. Undertaking management investigations as required.

32. To ensure the service area has effective operational and strategic relationships with other Groups within the Council and agencies to ensure effective service delivery and development.
33. To provide expert advice and guidance to Chief Officers and Members on the specific service area
34. To ensure service delivery contributes to Corporate and other relevant goals and objectives.
35. To ensure services provided are of a high quality through the use of regular audit mechanisms and that relevant performance targets are met.
36. To ensure service quality is promoted and developed through the experience of evidence based practice, value for money and other reviews.
37. To maintain knowledge of all relevant legislation, policy and guidance and ensure compliance in service areas.
38. To carry a diverse range of management responsibilities in relation to the staff of the allocated group of services using Council policies and procedures including:
Performance management, Human Resources, workforce development and communication across the specific service area ensuring that staff are aware of all relevant legislation, policy and guidance.
39. To ensure effective liaison with other services in respect of relevant multi disciplinary staff teams building alliances across teams departmental and organisational boundaries to win outcomes.
40. To delegate appropriately, proactively address performance issues and take relevant action directly.
41. To recruit staff competent staff to enable good service delivery.
42. To ensure systems and arrangements are set up to monitor information and provide accurate management information of services managed. Completing Equality Impact Assessments as necessary.
43. To involve service users and key stakeholders in all aspects of service provision and development ensuring that customer needs and wants are at the heart of the service delivery and design.

44. To respond to complaints, queries and representations in relation to specific service area within timescales. To act as independent manager within the Council's complaints procedures.
45. To ensure that budgets are kept within defined limits, early identification of projected over-and under-spends to the Chief Officer, take avoiding action - this entails ensuring effective alignment of resources, controlling specified budgets to ensure value for money and within specified guidelines and constraints. Clearly focusing on achieving results with fewer resources that can deliver better value for money.
46. To undertake the role of Lead Officer for the Service in specific areas of strategic and policy development as directed and agreed with the Chief Officer.
47. To ensure that policies and procedures are understood and practice guidelines are followed in relation to the Children, Young People and Learning Services.
48. To ensure the Chief Officer is alerted to any risks to the Service or the Council (e.g. media attention or civil court action, such as judicial review), together with plans of action to avoid or mitigate.

49. To plan for and respond to internal and external inspection and audit requirements and processes.
50. To operate at all times within a framework of Equality and Diversity, equal access and anti-discriminatory practice, within relevant legislation and corporate and service policies and procedures.
51. To ensure effective management of any buildings within service area and that all health and Safety Procedures and requirements are complied with
52. To undertake any other duties commensurate with the post, as directed by the Chief Officer.

Contacts and Relationships:

- commissioners in social care, health and housing
- voluntary & independent organisations, private sector providers, other local authorities
- maintained schools and Academies
- internal Sutton Council Departments e.g. HR, legal services, corporate procurement
- NHS Health Trusts and PCTs
- Private and Voluntary Sector Providers
- Citizens
- Stakeholders
- Internal Provider Services

Responsibility for supervision/management of people

- No of direct reports/teams 7 (approximately 63 WTE staff).
- If the jobholder supervises/manages posts in more than one location: yes
- Supervision/management is shared with another post in the structure: no
- Please attach (wherever possible) and/or outline below the organisational structure:

Responsibility for Resources

-

Work Environment:

- Office based and able to work in the field with stakeholders

Work Demands:

- Normal responsibilities of a Head of Service post
- Prepared to put in relevant hours when required to meet exceptional demands.

Physical Demands:

- None Specifically

Person Specification

Job Title HEAD OF SERVICE – CORPORATE PARENTING

Group CHILDREN, YOUNG PEOPLE AND LEARNING SERVICES.

MINIMUM ESSENTIAL REQUIREMENTS		METHOD OF ASSESSMENT	PRIORITY
Education, and/or Experience, Qualifications and Training			
1.	Educated to degree level or equivalent (a recognised professional qualification in keeping with the specific service area e.g. Social Care, Health, Education) with evidence of Continuous Professional Development.	Application	1
2.	A proven track record of delivering improved outcomes for Children, young people and their families.	Application/ Interview	1
3.	Proven management and leadership experience. A management qualification would be advantageous.	Application/ Interview	1
4.	Ability to work collaboratively with other disciplines, Council groups, external agencies and the community in order to develop and deliver responsive, personalised, quality and co-ordinated service	Application/ Interview	1
5.	Ability to manage and monitor and deliver on budgets and service performance including making efficiency savings.	Application/ Interview	1
Knowledge			
6.	Understanding and knowledge of key legislation and national drivers relating to Social Care/Education/health.	Application/ Interview	1
7.	Good knowledge of and capacity to interpret proposed and actual legislation relevant to CYPLS and able to provide interpretation of legal points and produce relevant supporting documentation.	Application/ Interview	1
8.	Up to date professional and technical expertise in relation to the needs of the service area and competence in providing interpretation, analysis, advice and guidance to less senior staff on complex issues/cases.	Application/ Interview	1
9.	Understanding of the Performance Management Framework applicable to the service area.	Application/ Interview	1

MINIMUM ESSENTIAL REQUIREMENTS		METHOD OF ASSESSMENT	PRIORITY
Skills and Abilities			
10.	Able to develop and maintain a strategic vision and direction for the service, including the development of service plans and work programmes. Ability to share the strategic direction and lead and motivate others to deliver.	Application/ Interview	1
11.	Able to establish systems to monitor, evaluate and manage performance.	Application/ Interview	1
12.	Able to deliver service improvement and to lead staff through significant change.	Application/ Interview	1
13.	Able to work co-operatively and supportively with colleagues. Skilled at working in partnership with other professional disciplines in an open but assertive style and represent the Council in external forums.	Application/ interview	1
14.	Able to demonstrate an awareness and understanding of the council's working environment, including the expectations and policies of Members and activities of other parts of the Council, to determine action.	Application/ interview	1
15.	Able to liaise, influence and negotiate in an appropriate style	Application/ interview	1
16.	Able to use information technology effectively.	Application/ interview	1
17.	Able to budget, manage and interpret financial information to aid decision making.	Application/ interview	1
18.	Able to generate proposals that will keep the impact of budget reductions on front line services to a minimum ensuring that supporting plans are cost effective yet high quality and value for money.	Application/ interview	1
19.	Able to demonstrate high standards in communication using appropriate methods and styles for the situation. h	Application interview	1
20.	Able to maintain high standards under pressure and to organise and prioritise work to meet deadlines.	Application/ interview	1
21.	Able to anticipate, meet and exceed the needs and expectations of service users by involving the community, being accessible and working in partnership to deliver Value for money.	Application/ interview	1
22.	Able to manage high level and complex meetings within the context of Safeguarding and effectively chair strategy and practice meetings	Application/ interview	1

MINIMUM ESSENTIAL REQUIREMENTS		METHOD OF ASSESSMENT	PRIORITY
Other			
23.	Undertake and engage in successful supervision and appraisal	Application/ interview	1
24.	Keep up to date with latest relevant research findings and practice developments, incorporating these findings and developments into the team's objectives.	Application/ Interview	1
25.	Able to take personal responsibility to ongoing training and professional development and encourage this in others.	Application/ interview	1
26.	Willing to adhere to and promote the Council and CYPLS policies and procedures e.g. Core Values, Equality and Diversity, Health and Safety, Environmental policies and all other Borough and Departmental policies and procedures.	Application/ Interview	1
27.	Willing and able to work flexible hours. (Actual hours are those required to carry out the duties of your post. They may involve evening and possibly weekend work)	Application/ Interview	1

LONDON BOROUGH OF SUTTON

JOB DESCRIPTION

Job Title:	Flexible Administration, Business Support and Records Manager
Post No:	TBC
Job Grade:	SM1
Responsible to:	Executive Head of Business Services
Directorate:	Resources
Unit/Section:	Business Support Service

Main purpose of the job

To lead a consistently high quality, cost effective and timely business support service for the Flexible Administration and Business Support Team, meeting agreed Service Level Agreements (SLAs) and in compliance with statutory requirements. To establish and develop effective and inspirational management based on Council values – an enabler of continuous improvement. To deliver accurate and timely management information, staff development and customer service. To plan and communicate delivery priorities accurately and in-time to customers and staff, coping effectively with unexpected demands.

To also be the Council's lead officer for the effective and appropriate management of information produced and received by the Council, irrespective of the medium in which it exists. This is to be achieved by implementing a high quality records management strategy and practice across the council to deliver associated organisational benefits; and implementing systems and practices which enable compliance with the requirements of the Public Records Act, the Freedom of Information Act and the Data Protection Act and other records management codes of practice.

Subject Specific Activities:

To lead a team of staff to deliver cross-council business support within the Flexible Administration and Business Support Team in line with the Flexible Administration and Business Support Service Menu. In particular to provide business support in the areas of:

Flexible Support Tasks

- Customer care
- Meeting support
- Other tasks

Bespoke support for specific services

- Advice and Inspection
- Borough School Attendance
- Childcare
- Family Information Service
- Integrated Services for Young People
- Housing Centre
- Housing Strategy, Enabling and Regeneration
- Libraries and Heritage
- Revenues and Benefits
- Planning, including Strategic Planning
- Building Control
- Highways, Transport and Smarter Travel
- Waste and Fleet

To also be the Council's lead on Document and Records Management, fulfilling all activities set out within the Corporate Document and Records Management services section of the Flexible Administration & Business Support Team Service Menu, and the following responsibilities:

- Having overall responsibility for the Council's Records Registers, filing systems, and retention and disposal schedules, ensuring they adhere to legislation
- Supporting and contributing to the council's information governance initiatives, policies and procedures (e.g. IGSoC, ISGB etc)
- Overseeing the management of both electronic and paper-based information, including historical and research documents
- Overall responsibility for identifying, mitigating and resolving risks associated with paper, electronic and digital records management processes;
- Managing and monitoring the DRM budget
- Being the councils lead on DRM issues with business continuity and emergency planning to ensure that the organisation has the necessary information to continue functioning in the event of a major disaster

Core Activities

- Work with the Executive Head to ensure an appropriate level of resource and capability exists in order to meet demands;
- Engage with the Commissioning Directorates to regularly review and adjust service standards according to requirements to improve outcomes and efficiency.

- Deliver timely and accurate management information to significantly improve the Council's decision-making capabilities around building sustainable business support service provision;
- Work with the other Service Managers to create flexible and adaptable processes, systems, ways of working and skills and knowledge development to enable staff to meet agreed SLAs, and unplanned priorities whilst ensuring compliance with statutory regulations;
- Work with the Executive Head and the other Service Managers to create and implement a continual improvement process for delivery;
- Deliver inspiring and effective line management for 2 Team Leaders to ensure that the Flexible Administration and Business Support Team is easily accessible and delivered in line with SLAs, and to provide opportunities for staff to develop their skills and careers;
- Provide the ongoing delivery of future savings and development of the function;
- Be a role-model for Council values and behaviours that underpin the organisational strategy including the Council's Code of Conduct, Equality and Diversity, Environmental Management System (EMAS), Fairness and Dignity, Health and Safety, Value for Money and associated financial accountabilities where joint working is in place;
- Implement, monitor and ensure accurate and timely action and reporting;
- Work with the other Service Managers to foster a cross-team approach to working amongst all staff to encourage enhanced performance, engender collaborative team working and promote ownership, responsibility and mutual understanding of the part each plays in the overall provision of the service;
- Lead the development and implementation of practical and auditable delivery plans, resource plans and budgets to meet agreed SLAs;
- Alongside the other Service Managers, establish and sustain effective and consistent methods of communication with customers and staff;
- Exercise due consideration to confidential information relating to the Council's business by ensuring that self and staff do not act in a way which may be prejudicial to the Council's interests. This applies to the general business of the Council and information regarding individuals.

Corporate Responsibilities

To be aware of and perform the duties of the role in accordance with all Council policies and procedures including:

- [Health and Safety](#);
- [Risk Management](#);
- [Finance](#) (including code of conduct, fraud and compliance);
- [Equalities and Diversity](#);
- The Council's [Core Behaviours](#);
- [Information Security](#) and the [Data Protection Act](#);
- The Council's Core Values, [Environmental Management System](#) (EMAS) and other Borough and Group policies and procedures;
- The Council's expectation of a '[Being a Manager in Sutton](#)'
- Undertake duties consistent with responsibilities of the post as required by the designated line manager/supervisor.

Responsibility for Resources:

(for which the jobholder is personally and identifiably accountable e.g. plant, equipment, vehicles, property, cash)

None

Responsibility for supervision/management of people:

Please give details below:

- *How many employees, voluntary workers or contractors the post has supervisory or management responsibilities for.*
- *If the jobholder supervises/manages posts in more than one location.*
- *If the supervision/management is shared with another post in the structure.*

Please attach (wherever possible and/or outline below the organization structure.

Management responsibility of two Team Leaders – 22.5FTE staff in total in service area

To be completed by the Job Holder (or Job Holders Representative)

I agree the above job description

Signature:

Date:

To be completed by the Line Manager to whom the Job Holder is responsible to

Signature:

Date:

Job Title:

To be completed by the Director/Chief Officer

Signature:

Date:

Job Title:

LONDON BOROUGH OF SUTTON

PERSON SPECIFICATION

JOB TITLE: Flexible Administration, Business Support and Records Manager

DIRECTORATE: Resources

POST NO: TBC

No.	Education and/or Experience	Priority 1 or 2
1	Experience of delivering a high quality customer-focused business support team, including sound experience of performance management and negotiation of service level agreements in a customer-facing environment.	1
2	Demonstrable experience in a management capacity of developing and delivering opportunities for continuous staff development through ongoing learning and training.	1
3	Experience of managing change and developing and delivering proposals for the continuous cost-effective improvements to service delivery.	1
4	Experience of developing team working and new ways of working in newly established teams.	2
	Skills and Abilities	
5	Ability to translate vision into actions and provide visible and supportive leadership through empowering, enabling, motivating and developing staff.	1
6	Ability to work amongst senior staff in a pressurised environment and manage competing priorities whilst delivering on a multiplicity of projects and adapting to changing circumstances and priorities.	1
7	Ability to motivate and empower staff to work in continuously flexible, streamlined and efficient ways.	1
8	Financial, commercial and political awareness, with strong analytical skills and a creative approach to problem solving in a customer-facing environment.	1

9	Knowledge of the council's information security policies and procedures to ensure that they align with the Documents and Records Management policies and procedures, and knowledge of the legal obligations in relation to Documents and Records management and the impact this has on other services.	2
10	Knowledge of ICT systems in relation to Documents and Records Management.	2

Date:

Appointing Manager:

Criteria marked Priority 1 are necessary which applicant **must have** to be appointed. Priority 2 criteria are also essential, but may be learned or developed further after appointment. We normally **shortlist** using Priority 1 criteria.

LONDON BOROUGH OF SUTTON	
JOB DESCRIPTION	
Surname and Initials of Job Holder: Head of Customer Services PO9 Job Title & Post No. of Person to whom Job Holder normally reports: Customer Services Date JER signed:	Post No: 202251 Job Title: Grade: Group: Resources Division: Section:
General Purpose of the Job <ol style="list-style-type: none"> 1. To be responsible for the provision of first line contact with users of all Council services by leading, managing and implementing the corporate Contact Centres and One-Stop-Shop, Reception, Cashiers function, Corporate Appointeeships and Receiverships and Local Access Points. 2. To develop and monitor performance measures and set targets for continuous improvement for inclusion in the Customer Contact Charter and Customer Services Unit Business Plan in line with the Corporate Planning Strategy. 3. To ensure that the service to customers reflects the needs of those services on who's behalf the front line contact is being managed, especially within the context of improved performance and the provision of better services. 4. To lead on service culture change activities to deliver the Council's aim to be a customer orientated organisation, including diversity and inclusion initiatives. 	
Specific Duties <ol style="list-style-type: none"> 1. To deliver a forward thinking Customer Services Strategy in accordance with the Council's values, goals and objectives. To research, develop and implement responsive strategies in accordance 	

with the needs of customers and the Council's values, goals and objective's.

2. To research and contribute to the overall development of customer services management of the Council.
3. To manage the Council's three corporate contact centres as a single virtual facility to ensure they provide an effective service to internal and external customers. To ensure the services maximise the use of technology and seek continuous improvements in services provided.
4. To be responsible for the control of postal income and ensure all cheques received by Support Services (£24 million) are actioned in accordance with laid down procedures and are processed daily for inputting by the cashiers. To provide an efficient cheque opening service to customers and to send out creditors cheques in accordance with laid down procedures.
5. To be responsible for an efficient and cost effective cashiering service to external and internal customers. All transactions (in excess of 400,000, £130 million) are to be processed each year by the Cashiers and all work must be input on a daily basis in accordance with audit procedures.
6. To manage the Corporate Appointeeships and Receiverships to ensure the protection of over 200 vulnerable clients.
7. To be responsible for the continual review of web content to ensure this meets customers needs and promotes self service.
8. To liaise with Members, senior staff, partner organisations and other outside bodies on a range of complex customer service related matters.
9. To manage and implement the Local Access Points on behalf of the Council.
10. To personally deal with more complex and contentious customer queries, dealing with more difficult and potentially abusive customers on the telephone, in writing and in person.
11. To take a lead on all Equalities matters in relation to customer services delivery liaising with other services as necessary to implement corporate strategies. To be a Council catalyst for culture change and good diversity practice.
12. To set and monitor performance indicators for all services directly managed.

13. To manage all aspects of the Council's CRM system as part of the development plan, developing as needed and ensuring continuous improvement.
14. To actively contribute to the Group and Council's modernisation and change management agenda, preparing and presenting reports to Scrutiny and Executive committees where appropriate.
15. To liaise with external customers, partners and disability groups to ensure continuous service improvements.
16. To client the Cash in Transit contract to ensure contract requirements are monitored and areas of poor performance are addressed.
17. To be the Council's first point of contact on producing literature for visually impaired customers.
18. To produce, evaluate and present timely and robust management information on all aspects of services managed, with linkage to improved service delivery and outcomes.
19. To represent the Council at high profile events involving both public and private sector organisations in relation to Sutton's customer service and equalities initiatives.
20. To manage several groups of staff, across a range of services.
21. To undertake emergency planning duties and be responsible for maintaining the Resources Group's Emergency Plan.
22. To constantly monitor and improve public service areas, taking into account Health and Safety Regulations.
23. To ensure compliance with and actively promote the Council's Equal Opportunities Policy – Core Values and other relevant policies.
24. To carry out any other comparable duties as required by the Strategic Director – Resources, or his/her delegate.

POLITICAL RESTRICTION

This post is politically restricted by virtue of the Local Democracy, Economic Development and Construction Act 2009

To be completed by the Job Holder

I agree the above job description

Signature:	Date:
To be completed by person Job Holder normally reports to	
I agree the above job description	
Signature:	Date:
Job Title:	
To be completed by Director/Chief Officer	
I agree the above job description	
Signature:	Date:

JOB DESCRIPTION

Job Title: Executive Head of Education Learning and Intervention
Directorate: Children Young People and Learning
Location: Any location required to fulfil the job
Reports to: Strategic Director for Children, Young People and Learning

Job Purpose:

1. To lead the Education and Early Intervention Division within the Directorate.
 2. To be accountable for the work of the Improvement and Support Services ensuring that Education and Learning is delivered effectively to Children and Young People in all phases and settings including responsibility for Academies
 3. To be accountable for Education and Learning across the whole age range; acting as adviser to the Adult Learning College and the Specialist College in the borough
 4. To be accountable for the educational standards achieved by children and young people.
 5. To fulfil the lead role for statutory intervention and challenge in schools and settings giving cause for concern.
 6. To be accountable for the work of Integrated Services for Young Children ensuring that services are effectively delivered and impact on improved life chances for young children. (providing a range of services within a wider scope than education
 7. To be accountable for the work of Integrated Services for Young Children ensuring that services are effectively delivered and lead to improved outcomes for young people. (providing a range of services within a wider scope than education
 8. To ensure safeguarding and child protection is a priority in the delivery of all services.
 9. To work closely with Elected Members through the Children, Family and Education committee and other bodies as appropriate on strategy, policy and operational issues.
 10. To be responsible for the financial resources relevant to the service areas.
 11. As a member of the Directorate Management Team to develop and deliver the strategic priorities set out in Children and Young People's Plan.
 12. To be accountable for the strategic development of the Division and its services.
 13. To respond to major emergency situations affecting the schools, settings and communities as required.
 14. To champion communication, consultation and engagement with service users, schools and educational settings and their communities.
 15. To take the lead on specific projects in relation to national or local policy.
 16. To be the lead educationalist in Sutton, providing advice, guidance and challenge to a range of stakeholders.
- To undertake any other reasonable duties and responsibilities that may be required from time to time.

PERSON SPECIFICATION

Please address points 1 – 8 of the Person Specification, giving evidence of your suitability to the role against each point.

16. Extensive education services experience, knowledge and understanding of the delivery of high quality including school improvement and integrated services for children and young people.
17. Demonstrable experience of senior leadership in a school or other education setting and the expertise to drive forward the school standards agenda.
18. Demonstrable experience of strategic planning to implement and deliver services leading to improved outcomes for children and young people.
19. Practical experience of systems and interventions to ensure the safety and well being of children and young people in the community.
20. Extensive experience of leading and managing staff, financial and other resources within a strong performance management framework.
21. Evidence of sustained successful relationships with stakeholders examples include, include strategic partners, customers, communities, members, head teachers and school governors.
22. A deep knowledge and understanding of national policy and regulations for education, children and young people and the ability to apply and implement locally.
23. An understanding of equalities and diversity and the ability to apply this to the delivery of services and the workforce.

LONDON BOROUGH OF SUTTON

JOB DESCRIPTION

Job Title: Head of Electoral Services	Directorate: Resources
Post Number:	Unit/Section: Electoral Services
Grade:	Responsible to: Strategic Director - Resources And For Elections: Chief Executive

General Purpose of Job

To lead and be responsible for the Council's work on all matters pertaining to Electoral Services.

To be the lead officer for the Council in advising Members on all matters related to the planning and management of elections. To take responsibility for strategic planning for the Council in these areas including all national and local processes and ensuring sufficient plans and resources are in place for the Council to meet its statutory duties.

To provide overall strategic direction and development to the Electoral Services Team and take a lead role, by performing the duties of the Deputy Returning Officer, in the conduct of all elections and referendums and ensuring that the relevant statutory provisions are met and that the Returning Officer (Chief Executive) has the whole range of logistical support.

To ensure at all times Elections are conducted wholly within the Law & Regulation, as the repercussions and implication of any Election not conducted wholly within Law & Regulation could impact in an extremely damaging way for the Council.

To develop and lead on strategies and initiatives to maximise democracy engagement and voter participation levels in Sutton, in accordance with legislative and local requirements.

Specific Duties

1. To lead and manage all elections and referenda as Deputy Returning Officer,
with full powers to act, and have overall responsibility for all duties connected
with the organisation and preparations for the conduct of elections and

referenda, reporting directly to the Returning Officer (Chief Executive) as appropriate, and ensuring that the services are provided in an efficient and cost effective manner.

2. To be responsible for the strategic oversight of policy, planning, organisation, staffing, equipment and stationery, IT systems and statutory requirements in electoral services matters.
3. To provide leadership and expertise, and be the Council's principal advisor on all electoral matters, to respond to enquiries from Council Members, the Chief Executive, Strategic Director of Resources, Service Heads, political parties and from members of the public .
4. To take full responsibility to lead the Council's Work on policy and partnerships development and to manage corporate performance.
5. To lead and direct the management of the compilation and maintenance of registers of electors, performing and exercising the duties and powers of a deputy electoral registration officer when necessary, ensuring that statutory requirements are met and that the strategy to make the register as accurate and representative as possible is kept under review.
6. To lead and direct the review of polling places and polling districts, having regard to all statutory requirements, including optimum accessibility, to report to Council and to implement any changes.
7. To lead and manage reviews, carry out research and make recommendations in relation to periodic electoral and structural reviews involving European, Parliamentary and Borough elections and constituency and ward boundaries; and consulting as necessary with officers, political parties and other organisations, and managing the implementation of any changes.
8. To have overall responsibility for the maintenance and development of the electoral services software and IT Systems in order to deliver improved services.

9. Responsibility for keeping up-to-date with developments concerning electoral reform and the modernising of electoral processes, evaluating and making representations on possible enhancements, managing projects, formulating policy, and managing the implementation of change.
10. To ensure that staff are recruited, managed, appraised and developed and effective arrangements are made for the training and development of all staff within the section so as to meet service needs and to provide equal opportunities for all employees.
11. To keep under review and develop the structures and working methods to ensure an integrated, effective and efficient approach to the delivery of services.
12. To maintain contact with external organisations such as the Ministry of Justice, Electoral Commission, Department for communities and Local Government, Greater London Authority, Office for National Statistics, London councils, Association of electoral Administrators, other local Authorities, IT user groups and suppliers, and to represent the Electoral Registration Officer and Returning Officer or the Council as appropriate, on matters relating to electoral administration.
13. To be responsible for effective written, electronic and oral communications, advertising publicity and presentation, statistics, and liaison in relation to electoral services matters with the public, Members of Parliament, Members of the Council, other elected representatives, political parties, other external public and private bodies, and Council departments.
14. To work closely with other Senior Managers to ensure integrated provision of services where appropriate, sharing best practice within and between service areas and other Councils.
15. To ensure that working practises and processes are developed that maximise the use of new technology to ensure efficient delivery of services to residents.
16. To ensure that all official returns and statistics are provided on time to government departments, the Electoral Commission, other organisations and internal and external auditors, as required.

17. To be responsible for the effective control and monitoring of the electoral services and election budgets, in accordance with national requirements, council policy and office procedures, including the completion and submission of election accounts to central government and other relevant bodies.
18. To be responsible for overall data quality on electoral software, particularly that the system remains fit for purpose and that users have the right training and advice to record accurate and timely data.
19. To ensure that Electoral Services staff are aware of corporate and departmental health and safety policies and procedures and are trained in their implementation where necessary; and monitor the implementation of health and safety procedures and to raise any concerns or suggestions for revision with senior management.
20. To be responsible for ensuring the Council's Equal Opportunities Policy is adhered to in relation to staff and the general public. Ensure that staff are fully aware of the policy and put it into practice.
21. Any other duties as required by senior management.
22. To carry out all work within the Council's core values, management competencies, Equal Opportunities policy and other relevant policies and procedures.
23. To carry out any comparable duties as may be required by the Strategic Head of Legal and Committee Services and/or the Returning Officer.

POLITICAL RESTRICTION

This post is politically restricted by virtue of the Local Democracy, Economic Development and Construction Act 2009.

Responsibility for Resources:

(for which the jobholder is personally and identifiably accountable e.g. plant, equipment, vehicles, property, cash)

Secure Ballot boxes

Budget of £0.5m

Responsibility for supervision/management of people

Please give details below:

- How many employees, voluntary workers or contractors the post has supervisory or management responsibilities for:
- If the jobholder supervise/manage posts in more than one location:
- If the supervision/management is shared with another post in the structure:

Please attach (wherever possible) and/or outline below the organisational structure:

**Sole management responsibility for Deputy Electoral Services Manager.
Management responsibility of 3 other staff and in times of elections responsible for temporary canvassers, Count officers, etc, which are in various locations throughout the borough.**

TO BE COMPLETED BY THE JOB HOLDER (or job holders representative).

I agree the above job description

Signature

Date.....

TO BE COMPLETED BY THE LINE MANAGER TO WHOM THE JOBHOLDER IS RESPONSIBLE TO.

Signature

Date.....

Job Title

TO BE COMPLETED BY THE DIRECTOR/CHIEF OFFICER

Signature

Date.....

Job Title

JOB DESCRIPTION

JOB TITLE: Head of Facilities Management

GROUP: Resources

RESPONSIBLE TO: Executive Head of Property and Procurement

Grade: SM3

Postholder: A. Edmonds

Service Responsibilities

This service has corporate responsibility for :

- Coordination and planning of maintenance and facilities strategy across all corporate buildings
- Repairs and maintenance of all corporate buildings
- Procurement and contract management of corporate facilities contracts – security, cleaning, office supplies, etc.
- Delivery of operational facilities management – Civic offices/Carshalton Offices, and a coordination of delivery across all corporate buildings
- Procurement and management of maintenance contracts

Other responsibilities:

- Provide support for corporate emergency planning arrangements and lead in addressing issues relating to corporate buildings.

Main Purpose of the Job

17. To manage the Facilities Management Service area within Resources ensuring effective service delivery, outcomes and high levels of performance which will support the Council's business plan, goals and aims, service action plans and analysing performance information as appropriate and demonstrating commitment to the vision for the group.
18. To provide direction / leadership for specific areas within Resources and contribute to the overall strategy and leadership of the group. To include the implementation and monitoring of policies and procedures and delivering governance of the service, building alliances across services and teams.
19. To be the Council's expert for the specific service area

20. Risk Management; fully consider the policies and procedures relating to the management of risk taking account of political, legal, financial elements.
21. To make appropriate and legal decisions concerning the Health and Safety of the occupants and users of the capital buildings across the council.
22. To ensure that the Resources group works collaboratively with partner agencies (statutory and independent) to further the aims of the Council and the Resources.
23. To be accountable for the formulation of budgets within appropriate constraints, budget management, with regard to efficiency, cost reduction and value for money in line with Council financial procedures.
24. Lead service with regards to Facilities Management, take personal responsibility by embedding into Policies and Procedures, culture and day to day practice.

Specific Duties and Responsibilities

53. To contribute to the strategic leadership on behalf of Resources and partner agencies, articulating vision, enthusiasm, commitment, inspiring motivating and guiding others towards goals.
54. To provide leadership for and manage a specified group of services within the Resources group as a whole, setting standards to achieve improved outcomes working to a common goal and managing risk for the Council.
55. To lead and/ or commission the purchasing of services for the service area ensuring compliance with EU and Council requirements and monitoring contracts to ensure services are effective and value for money.
56. To deputise for the Executive Head of Service across the specified service area as required and to represent the Service, Group and Council as appropriate.
57. To participate in the general management of the service, including initiation, chairing or participation in specific groups. Preparing reports as appropriate for senior managers, members and other stakeholders. Undertaking management investigations as required.
58. To ensure the service area has effective operational and strategic relationships with other Groups within the Council and agencies to ensure effective service delivery and development.

59. To provide expert advice and guidance to Executive Head of Services and Members on the specific service area as required.
60. To ensure service delivery contributes to corporate and other relevant goals and objectives.
61. To ensure services provided are of a high quality through the use of regular audit mechanisms and that relevant performance targets are met.
62. To ensure service quality is promoted and developed through the experience of evidence based practice, value for money and other reviews.
63. To maintain knowledge of all relevant legislation, policy and guidance and ensure compliance in service areas.
64. To carry a diverse range of management responsibilities in relation to the staff of the allocated group of services using Council policies and procedures including:
Performance management, Human Resources, workforce development and communication across the specific service area ensuring that staff are aware of all relevant legislation, policy and guidance.
65. To ensure effective liaison with other services in respect of relevant multi disciplinary staff teams building alliances across teams departmental and organisational boundaries to aid the success of the Council objectives.
66. To delegate appropriately, proactively address performance issues and take relevant action directly.
67. To recruit staff competent staff to enable good service delivery.
68. To ensure systems and arrangements are set up to monitor information and provide accurate management information of services managed. Completing Equality Impact Assessments as necessary.
69. To involve service users and key stakeholders in all aspects of service provision and development ensuring that customer needs and wants are at the heart of the service delivery and design.
70. To respond to complaints, queries and representations in relation to specific service area within timescales. To act as independent manager within the Council's complaints procedures.

71. To ensure that budgets are kept within defined limits, early identification of projected over-and under-spends to the Executive Head of Service, take avoiding action - this entails ensuring effective alignment of resources, controlling specified budgets to ensure value for money and within specified guidelines and constraints. Clearly focusing on achieving results with fewer resources that can deliver better value for money.
72. To undertake the role of Lead Officer for the Service in specific areas of strategic and policy development as directed and agreed with the Executive Head of Service.
73. To ensure that policies and procedures are understood and practice guidelines are followed in relation to the Resources.
74. To ensure the Executive Head of Service is alerted to any risks to the service or the Council (e.g. media attention or civil court action, such as judicial review), together with plans of action to avoid or mitigate.
75. To plan for and respond to internal and external inspection and audit requirements and processes.
76. To operate at all times within a framework of Equality and Diversity, equal access and anti-discriminatory practice, within relevant legislation and corporate and service policies and procedures.
77. To ensure effective management of any buildings within service area and that all health and Safety Procedures and requirements are complied with
78. To undertake any other duties commensurate with the post, as directed by the Executive Head of Service.

POLITICAL RESTRICTION

This post is politically restricted by virtue of the Local Democracy, Economic Development and Construction Act 2009.

Contacts and Relationships:

- Centres of excellence and other public sector organisations managing procurement consortia.
- voluntary & independent organisations, private sector providers, other local authorities
- maintained schools and Academies
- internal Sutton Council Departments e.g. HR, legal services, corporate procurement
- South West London local Authorities
- Private and Voluntary Sector Providers
- Citizens
- Stakeholders
- Internal Provider Services

Responsibility for supervision/management of people

- No of direct reports/teams Managers (Approx 40 WTE staff.
- If the jobholder supervises/manages posts in more than one location: Yes
- Supervision/management is shared with another post in the structure: no
- Please attach (wherever possible) and/or outline below the organisational structure:

Responsibility for Resources

Work Environment:

- Office based and able to work in the field with stakeholders

Work Demands:

- Normal responsibilities of a Head of Service post
- Prepared to put in relevant hours when required to meet exceptional demands.

Physical Demands:

- None Specifically

Resources Group

Job Description



HEAD OF FINANCIAL STRATEGY AND PLANNING

Post No. 202104

Grade SM2

Postholder: Lyndsey Gamble

General Purpose of Job

Provide annual and medium-term financial planning and overall budget management, treasury management, pension fund investment and accounting, and advice on resourcing including grant funding and asset disposals.

Lead, motivate, direct and develop the staff in the Financial Strategy and Planning Team.

Support the Executive Head of Finance in leading and managing the Finance Unit.

Support the Strategic Director – Resources in discharging his s151 responsibilities.

Represent the Executive Head of Finance as required.

Specific Duties:

1. Provide and manage annual and medium term financial planning for revenue and capital, and overall budget monitoring and management.
2. Provide an efficient and effective treasury management service including cash flow management, temporary investments and long- and short-term borrowing as required. This should take account of both General Fund and HRA requirements.
3. Oversee pension fund investment management working with external advisers as required. Produce pension fund final accounts and other reports.

4. Advise on the Council's overall resourcing including government grant funding, council tax, disposal of surplus assets etc.
5. Take the lead responsibility for learning and development within the finance unit including managing the accountancy training scheme.
6. Build and maintain relationships with key Unit and Team customers including Strategic Directors, Executive Heads, Sutton Housing Partnership and external partners including relevant NHS bodies.
7. Lead and manage the Financial Strategy and Planning Team ensuring that team members are set challenging objectives, that performance is effectively managed and that development needs are identified and addressed.
8. Undertake any other comparable duties as may be required by the Executive Head of Finance.
9. Ensure that all Health and Safety legislation and regulations are complied with and that risk assessments are carried out as required.
10. Carry out the responsibilities of this post with due regard to the Council's Equality and Diversity Policy, and all other Borough and Group policies and procedures.

Signed Date

LONDON BOROUGH OF SUTTON	
JOB DESCRIPTION	
Job Title:	Executive Head of Business Services
Post No:	S2000285
Grade:	HAY 2
Responsible to:	Strategic Director of Resources
Directorate:	Resources
Unit/Section:	Business Services
<p>General Purpose of the Job:</p> <p>To lead and manage the Council's work on any services that are defined as falling within the Business Services Unit.</p> <ul style="list-style-type: none"> • Council Tax and NNDR administration and collection • Housing Benefit and Council Tax Reduction scheme administration, Crisis Loans and Grants • Housing Benefit and Council Tax Reduction scheme fraud investigation and prevention • Insurance • Pensions administration • Documents and Records Management • The Business Support Service including: • The Flexible Administration & Business Support Team • Environment & Neighbourhoods Support Team – Administration and Business Support for Planning, Building Control, Highways, Traffic & Transport & Smarter Travel, Street Scene & Fleet, Streetworks, and Waste. • Committee and Management Support Team – Administration and Business Support for Electoral Services, Democratic Services, including School Governor Support and Education Appeals and Secretariat Administration. <p>Specific Duties:</p> <p>Corporate Management, Directorate and Unit Leadership</p>	

1. Actively participate in the development of corporate strategies and policies through the Senior Management and Directorate Management Teams, and specifically lead on the Council's approach to Business Services.
2. Lead and manage the Business Services Unit to achieve business plan targets, corporate action plan objectives, performance and budgetary goals.
3. Establish effective working relationships with Members and provide briefing to the leader of relevant strategy, policy and operational issues.
4. Act in accordance with and promote the Council Core Values.

Group Management

1. Provide Leadership, direction and support to the staff in the Business Services Unit.
2. Monitor the financial performance of the Business Services Unit against agreed budgets, action plans and performance targets. Take corrective action when these show any adverse trend to the approved plan.
3. Develop and maintain effective quality, information systems and performance monitoring processes and procedures. Ensure that performance meets or exceeds the Government Best Value Targets or local set indicators.
4. Support the Council's S151 officer (Strategic Director of Resources) to meet his/her statutory responsibilities particularly in respect of financial systems and administration.
5. Lead and motivate staff to provide continuous improvement in quality and cost effectiveness of the services. Ensure the services are delivered in accordance with the Council's published Core values and Key Priorities.
6. Develop individual members of the Business Services Unit through a combination of appraisals, staff briefings, training, focus groups, inter-group working parties and workshops, having particular regard for the Council's Diversity and Equality Policy.
7. Actively support and participate in the Council-wide initiative to achieve and maintain , Excellence in Customer Service and other appropriate awards and accreditation across the business unit.
8. Ensure that all Health and Safety legislation are complied with, staff and service providers appropriately trained and that risk assessments are carried out across all service areas.

9. Participate as necessary in the Councils Emergency Planning arrangements and respond to all major emergencies affecting the community.

POLITICAL RESTRICTION

This post is politically restricted by virtue of the Local Democracy, Economic Development and Construction Act 2009.

Responsibility for Resources

(for which the jobholder is personally and identifiably accountable e.g. plant, equipment, vehicles, property, cash)

Total Budget of £ million

Responsibility for supervision/management of people

All staff within the Business Support Services (approximately 150+) with 5 direct reports

To be completed by Job Holder

I agree the above job description

Signature:

Date:

To be completed by person to whom job holder normally reports:

Signature:

Date:

Job Title:

JOB DESCRIPTION

JOB TITLE: Head of Service – (Integrated Service for Young Children)

GROUP: Children, Young People and Learning Services

RESPONSIBLE TO: Chief Officer

Grade: To be confirmed

Service Responsibilities

This Service provides direct multi-agency and integrated services for children in need and their families. It is also a key point of connection between the CYPLS and a wide range of support services provided by statutory and voluntary organisations within the Borough, and will have lead responsibility for the development of joint services with those agencies, particularly extended schools and children's centres. Responsible also for some initial and core assessments and the delivery of statutory social work services to children in need and those with a child protection plan. Services directly managed:

- Sutton Family Centre and related services
- Community Family Support Team
- Children's Day Care
- Umbrella Service
- Early Years

Specific additional responsibilities of this post:

- Key role in ensuring that Children's Centres deliver family support services, and increased management of part of those services
- Shared responsibility on the development of an integrated early years service in partnership with the Head of Service (Integrated Service for Support Services)

Main Purpose of the Job

25. To manage the Integrated Service for young Children Service area within Children, Young People and Learning Services ensuring effective service delivery, outcomes and high levels of performance which will support the Council's business plan, goals and aims, service action plans and analysing performance information as

appropriate and demonstrating commitment to the vision for the group.

26. To provide direction / leadership for specific areas within Children, Young People and Learning Services and contribute to the overall strategy and leadership of the group. To include the implementation and monitoring of policies and procedures and delivering governance of the service, building alliances across services and teams.

27. To be the Council's expert for the specific service area

28. Risk Management; fully consider the policies and procedures relating to the management of risk taking account of political, legal, financial elements.

29. To make appropriate and legal decisions concerning the rights and liberties of service users of the Children, Young People and Learning Services.

30. To ensure that the Children, Young People and Learning Services works collaboratively with partner agencies (statutory and independent) to further the aims of the Council and the Children, Young People and Learning Services.

31. To be accountable for the formulation of budgets within appropriate constraints, budget management, with regard to efficiency, cost reduction and value for money in line with Council financial procedures.

32. Lead service with regards to safeguarding, take personal responsibility by embedding into policies and procedures, culture and day to day practice.

Specific Duties and Responsibilities

79. To contribute to the strategic leadership on behalf of Children Young People and Learning Services and partner agencies for children and their families, articulating vision, enthusiasm, commitment, inspiring motivating and guiding others towards goals.

80. To provide leadership for and manage a specified group of services within Children, Young People and Learning Services as a whole, setting standards to achieve improved outcomes for children working to a common goal and managing risk for the Council.

81. To lead and/ or commission the purchasing of services for the service area ensuring compliance with EU and Council requirements and monitoring contracts to ensure services are effective and value for money.

82. To deputise for the Chief Officer across the specified service area as required and to represent the service, group and council as appropriate.
83. To participate in the general management of the service, including initiation, chairing or participation in specific groups. Preparing reports as appropriate for senior managers, members and other stakeholders. Undertaking management investigations as required.
84. To ensure the service area has effective operational and strategic relationships with other Groups within the Council and agencies to ensure effective service delivery and development.
85. To provide expert advice and guidance to Chief Officers and Members on the specific service area
86. To ensure service delivery contributes to Corporate and other relevant goals and objectives.
87. To ensure services provided are of a high quality through the use of regular audit mechanisms and that relevant performance targets are met.
88. To ensure service quality is promoted and developed through the experience of evidence based practice, value for money and other reviews.
89. To maintain knowledge of all relevant legislation, policy and guidance and ensure compliance in service areas.
90. To carry a diverse range of management responsibilities in relation to the staff of the allocated group of services using Council policies and procedures including:
Performance management, Human Resources, workforce development and communication across the specific service area ensuring that staff are aware of all relevant legislation, policy and guidance.
91. To ensure effective liaison with other services in respect of relevant multi disciplinary staff teams building alliances across teams departmental and organisational boundaries to win outcomes.
92. To delegate appropriately, proactively address performance issues and take relevant action directly.
93. To recruit staff competent staff to enable good service delivery.
94. To ensure systems and arrangements are set up to monitor information and provide accurate management information of services managed. Completing Equality Impact Assessments as necessary.

95. To involve service users and key stakeholders in all aspects of service provision and development ensuring that customer needs and wants are at the heart of the service delivery and design.
96. To respond to complaints, queries and representations in relation to specific service area within timescales. To act as independent manager within the Council's complaints procedures.
97. To ensure that budgets are kept within defined limits, early identification of projected over-and under-spends to the Chief Officer, take avoiding action - this entails ensuring effective alignment of resources, controlling specified budgets to ensure value for money and within specified guidelines and constraints. Clearly focusing on achieving results with fewer resources that can deliver better value for money.
98. To undertake the role of Lead Officer for the Service in specific areas of strategic and policy development as directed and agreed with the Chief Officer.
99. To ensure that policies and procedures are understood and practice guidelines are followed in relation to the Children, Young People and Learning Services.
100. To ensure the Chief Officer is alerted to any risks to the Service or the Council (e.g. media attention or civil court action, such as judicial review), together with plans of action to avoid or mitigate.
101. To plan for and respond to internal and external inspection and audit requirements and processes.
102. To operate at all times within a framework of Equality and Diversity, equal access and anti-discriminatory practice, within relevant legislation and corporate and service policies and procedures.
103. To ensure effective management of any buildings within service area and that all health and Safety Procedures and requirements are complied with
104. To undertake any other duties commensurate with the post, as directed by the Chief Officer.

Contacts and Relationships:

- commissioners in social care, health and housing
- voluntary & independent organisations, private sector providers, other local authorities
- maintained schools and Academies
- internal Sutton Council Departments e.g. HR, legal services, corporate procurement
- NHS Health Trusts and PCTs
- Private and Voluntary Sector Providers
- Citizens
- Stakeholders
- Internal Provider Services

Responsibility for supervision/management of people

- No of direct reports/teams 5 Managers (Approx 54.5 WTE staff and 50 Sessional staff).
- If the jobholder supervises/manages posts in more than one location: yes
- Supervision/management is shared with another post in the structure: no
- Please attach (wherever possible) and/or outline below the organisational structure:

Responsibility for Resources

Work Environment:

- Office based and able to work in the field with stakeholders

Work Demands:

- Normal responsibilities of a Head of Service post
- Prepared to put in relevant hours when required to meet exceptional demands.

Physical Demands:

- None Specifically

Person Specification

Job Title HEAD OF SERVICE – Integrated Service for young Children

Group CHILDREN, YOUNG PEOPLE AND LEARNING SERVICES.

MINIMUM ESSENTIAL REQUIREMENTS		METHOD OF ASSESSMENT	PRIORITY
Education, and/or Experience, Qualifications and Training			
1.	Educated to degree level or equivalent (a recognised professional qualification in keeping with the specific service area e.g. Social Care, Health, Education) with evidence of Continuous Professional Development.	Application	1
2.	A proven track record of delivering improved outcomes for Children, young people and their families.	Application/ Interview	1
3.	Proven management and leadership experience. A management qualification would be advantageous.	Application/ Interview	1
4.	Ability to work collaboratively with other disciplines, Council groups, external agencies and the community in order to develop and deliver responsive, personalised, quality and co-ordinated service	Application/ Interview	1
5.	Ability to manage and monitor and deliver on budgets and service performance including making efficiency savings.	Application/ Interview	1
Knowledge			
6.	Understanding and knowledge of key legislation and national drivers relating to Social Care/Education/health.	Application/ Interview	1
7.	Good knowledge of and capacity to interpret proposed and actual legislation relevant to CYPLS and able to provide interpretation of legal points and produce relevant supporting documentation.	Application/ Interview	1
8.	Up to date professional and technical expertise in relation to the needs of the service area and competence in providing interpretation, analysis, advice and guidance to less senior staff on complex issues/cases.	Application/ Interview	1
9.	Understanding of the Performance Management Framework applicable to the service area.	Application/ Interview	1
Skills and Abilities			
10.	Able to develop and maintain a strategic vision and direction for the service, including the development of service plans and work programmes. Ability to share the strategic direction and lead and motivate others to deliver.	Application/ Interview	1

MINIMUM ESSENTIAL REQUIREMENTS		METHOD OF ASSESSMENT	PRIORITY
11.	Able to establish systems to monitor, evaluate and manage performance.	Application/ Interview	1
12.	Able to deliver service improvement and to lead staff through significant change.	Application/ Interview	1
13.	Able to work co-operatively and supportively with colleagues. Skilled at working in partnership with other professional disciplines in an open but assertive style and represent the Council in external forums.	Application/ interview	1
14.	Able to demonstrate an awareness and understanding of the council's working environment, including the expectations and policies of Members and activities of other parts of the Council, to determine action.	Application/ interview	1
15.	Able to liaise, influence and negotiate in an appropriate style	Application/ interview	1
16.	Able to use information technology effectively.	Application/ interview	1
17.	Able to budget, manage and interpret financial information to aid decision making.	Application/ interview	1
18.	Able to generate proposals that will keep the impact of budget reductions on front line services to a minimum ensuring that supporting plans are cost effective yet high quality and value for money.	Application/ interview	1
19.	Able to demonstrate high standards in communication using appropriate methods and styles for the situation. h	Application interview	1
20.	Able to maintain high standards under pressure and to organise and prioritise work to meet deadlines.	Application/ interview	1
21.	Able to anticipate, meet and exceed the needs and expectations of service users by involving the community, being accessible and working in partnership to deliver Value for money.	Application/ interview	1
22.	Able to manage high level and complex meetings within the context of Safeguarding and effectively chair strategy and practice meetings	Application/ interview	1
Other			
23.	Undertake and engage in successful supervision and appraisal	Application/ interview	1
24.	Keep up to date with latest relevant research findings and practice developments, incorporating	Application/ Interview	1

MINIMUM ESSENTIAL REQUIREMENTS		METHOD OF ASSESSMENT	PRIORITY
	these findings and developments into the team's objectives.		
25.	Able to take personal responsibility to ongoing training and professional development and encourage this in others.	Application/ interview	1
26.	Willing to adhere to and promote the Council and CYPLS policies and procedures e.g. Core Values, Equality and Diversity, Health and Safety, Environmental policies and all other Borough and Departmental policies and procedures.	Application/ Interview	1
27.	Willing and able to work flexible hours. (Actual hours are those required to carry out the duties of your post. They may involve evening and possibly weekend work)	Application/ Interview	1

LONDON BOROUGH OF SUTTON	
JOB DESCRIPTION	
Surname and Initials of Job Holder: Benefits Job Title & Post No. of Person to whom Job Holder normally reports: Date JER signed:	Post No: 202301 Job Title: Head of Revenues and Grade: Group: Resources Division: Section:
General Purpose of the Job To manage the following functions. <ul style="list-style-type: none"> • The Housing Benefits function • The Housing Benefit Investigation and Visiting function • The Social Services Financial Assessments function • The Council's Court Officers • The collection of Council Tax and Business Rates To deputise for the Executive Head of Business Services in their absence, and in respect of all services within the unit.	
Specific Duties 1. To ensure that the following functions are carried out in line with Government Regulations and Council Policy.	
Housing Benefits <ul style="list-style-type: none"> • The management of the Housing Benefit and Council Tax Benefit functions, which involves implementing statutory changes to deliver a seamless service to the borough's residents. Recognising Housing Benefit is part of Central government Agenda for change. • Management of expenditure in excess of £65 million pounds in a manor that gives value for money, benchmarks the authority competitively, yet does not compromise service delivery. 	

- The assessment and payment of claims, for Housing & Council Tax Benefit with sufficient and adequate controls to maximise subsidy paid to the Council.
- To work in partnership with other agencies such as the Department for Work and Pensions, Pension Service who depend on the service delivery to achieve corporate targets such as; Adults Housing and Social services who are reliant on timely Financial Assessments to support the ongoing provision of care services, minimising rent arrears through the prompt payment of Housing Benefit, and lead on maximising income for the borough's elderly residents through joint working.
- Provide advice about claiming Housing & Council Tax Benefit and other related DWP benefits to diverse groups of people to help maximise the income of some of the borough's most vulnerable residents.
- Provide professional training and guidance to the Revenues and Benefits Customer Services team to ensure that the service to the customers reflects the Revenues and Benefits business need while providing the best possible service delivery for the customer.
- Payment of benefit to claimants either by direct transfer to the rent or council tax account or, with rent allowance to people in privately rented accommodation, by BACS.
- Responding to appeals and prepare and present cases at Tribunal hearings.
- Preparing DWP statistical returns, estimates and final subsidy claims.
- Preparing annual returns to Her Majesty's Revenues and Customs
- Monitoring and reporting on Performance including CPA, which impacts on the Council's Corporate Assessment

Investigations

- Detecting and preventing fraudulent claims
- Visiting claimants in their homes to gather information for Housing & Council Tax Benefits, Fairer Charging. To carry out property Inspections for Council Tax and Business rates (NNDR)
- Investigate cases in accordance with specific Criminal, Social Security and Human Rights legislation
- Prosecute or take other appropriate sanction action against individuals found defrauding the Benefit scheme, in accordance with specific Criminal and Social Security legislation. This includes making decision as to whether it is the public interest to do and having due regard to matters that may affect the Council's reputation.

Adult Fairer Charging Assessments

- The management of the Adult Social Care charging scheme, which involves implementing the Council's charging policy to deliver a seamless service to the borough's residents.

- Management of the Adult Fairer Charging Assessments in a manor that gives value for money, benchmarks the authority competitively, yet does not compromise service delivery.
- The timely assessment of client contributions for Adult Social Care with sufficient and adequate controls to maximise income paid to the Council.
- To work in partnership with other agencies such as the Department for Work and Pensions, Pension Service who depend on the service delivery to achieve corporate targets such as; Adults Housing and Social services who are reliant on timely Financial Assessments to support the ongoing provision of care services, minimising rent arrears through the prompt payment of Housing Benefit, and lead on maximising income for the borough's elderly or vulnerable residents through joint working.
- Provide advice about Adult Social Care charges and other related DWP benefits to diverse groups of people to help maximise the income of some of the borough's most vulnerable residents. This includes working with Care Managers, Social Workers, advice agencies, and advocates.
- Provide professional training and guidance to the Joint visiting team, based at the Pension Service, that reflects the Revenues and Benefits and ASSH business need while providing the best possible service delivery for the customer.
- Encourage payment of adult care charges by Direct Debit by ensuring collaborative working with the Income Management Team.
- Responding to appeals against charging policy and its application and prepare and present cases for the Council's Appeal process.
- Preparing Benchmarking reports and statistical returns, as required by the ASSH client.
- Monitoring and reporting on Performance, as required by the ASSH client.

Revenues

Council Tax

- The management of the Council Tax functions, which involves implementing statutory changes to deliver a seamless service to the borough's residents.
- Management of the collection of Revenue, which exceeds £100 million, in a manor that gives value for money, benchmarks the authority competitively, yet does not compromise service delivery.
- The revision and correction of Council Tax accounts with sufficient and adequate controls to maximise collection of income paid to the Council.
- To take a lead role in appointing, monitoring and benchmarking the activities of the Council's appointed (tender & framework agreement) Debt Collection Agencies.
- To work in partnership with other agencies such as the Valuation Agency, to ensure Rateable values and Council Tax liabilities are

maintained, correct and amendments are processed in a timely manner to ensure correct billing.

- Provide professional training and guidance to the Revenues and Benefits Customer Services team to ensure that the service to the customers reflects the Revenues and Benefits business need while providing the best possible service delivery for the customer.
- Ensure correct payment and controlled payment of refund accounts by BACS.
- Ensure collection of Council Tax to maximise funding available for all corporate services, and to maximise the Council's cash flow position.
- The determination of liability and collection of Council Tax from all residential properties in the Borough.
- Process the assessment of exemptions, discounts and mandatory and discretionary relief's in a timely manner, to minimise effect on diverse and vulnerable customers.
- Preparing annual returns to Her Majesty's Revenues and Customs
- Promotion of Direct Debit and other efficient methods of payment.

Business Rates

- The determination of liability, and the collection of Business Rates from all commercial properties within the Borough.
- The assessment of small business rate relief, exemptions, discounts and mandatory and discretionary relief's.
- Liaising with Her Majesty's Revenues and Customs to ensure Rateable Values are maintained and accurate.
- Preparing annual returns to Her Majesty's Revenues and Customs

To directly manage and have overall responsibility for the duties carried out by:

- The Security and Support Manager
- The Assessments Manager
- The Revenues Manager

Specific Duties

1. To assist the Executive Head of Business Services in identifying continuous improvement, seeking efficiencies through automated processes and developing joined up working with other parts of the unit, group, Council and its partners.
2. To monitor and work within agreed budgets
3. To develop and monitor performance measures and set targets for continuous improvement for inclusion in the Sutton Plan, Local Area Agreement, Older Person's Strategy, and the Business Services Business Plan.
4. To lead on change initiatives within the service to maximise the customer experience, with due regard to diversity inclusion activities.
5. To advise members and senior officers on issues that may give rise to major change and could require a change of emphasis or policy.

6. Management of significant staffing resource in accordance with Council procedures ensuring Council codes, flexible recruitment and equalities and diversity policies are followed at all times. This includes officers that work off-site.
7. Ensure that the service delivery is planned and appropriately managed to deliver the key Council Targets giving continuous improvement year on year.
8. Ensuring the service delivers continuous improvements through innovation and demonstrates this by achieving relevant accreditation in Customer Service, such as Charter Mark.
9. To ensure that all corporate initiatives are embraced and delivered in a timely manner, especially those involving customers and innovation and efficiency and effectiveness.
10. Take a lead role in implementation and delivery of one touch remote working by use of mobile technology and use of innovative technology that offers 24/7 self-serve options for the boroughs customers.
11. Monitoring and reporting on Performance, including CAA.
12. To deliver a forward thinking service in accordance with the Council's values, goals and objectives.
13. To keep conversant with and ensure implementation of current law and practice. To advise on the possible effects of proposed changes.
14. To be responsible for reviewing major procedures and to devise and implement new systems/working methods. To encourage sound management practices and procedures to increase efficiency and service levels.
15. To be responsible for maintenance, revision and improvement of computer systems to reflect legislative, procedural service and innovation.
16. To attend meetings with contractors and negotiate on behalf of the Council.
17. To develop Business plans, set targets for continuous improvement, monitor, report and where appropriate ensure corrective action for all areas of responsibility in line with the corporate planning strategy and the Council's performance management framework.
18. Work in participation with the Executive Head of Business Services and Strategic Directors to develop and maintain formal policies that support the achievement of corporate objectives and meet the changing business needs of the London Borough of Sutton, including specific responsibilities contained in the Sutton Plan or Business Plan.

19. To prepare Committee reports, and reports for the Executive Head of Business Services.
20. To be responsible for managing and monitoring the sections budget ensuring net expenditure is contained within agreed estimates. To maximise the potential income for the Council through Government subsidy, and the collection of all Group Income generated through invoicing.
21. To be responsible for the accurate recording of benefit payments to enable the correct amount of Government subsidy to be claimed. To remain conversant with new and amended legislation concerning subsidy and ensure that computer programs and working practices are amended.
22. To compile and return statistical returns/questionnaires for central Government, professional bodies and local authority associations. To represent the Council at any such meetings.
23. To be responsible for the recruitment training and development of all staff, with support from personnel.
24. To ensure the section follows documented audit procedures.
25. To identify matters requiring a committee decision and represent the Director at committee if required.
26. To be responsible for the fraud investigation team and in particular
 - Pro active fraud drives
 - SAFE
 - Recovery and recompense through Proceeds of Crime Act Anti fraud strategy
27. To ensure all Teams work within Audit Commission requirements for Use of Resources and Key Lines of Enquiry, which impact on the Council's corporate assessment.
28. Work cooperatively with the Internal and External Auditors, and to agreed timescales
29. To carry out regular risk assessments across all service areas having due regard to the Councils reputation and adverse exposure (such as insurance risks).
30. To deal with very difficult and potentially violent members of the public regarding complaints or contentious issues. To prepare complex replies to Councillors, MP's and the Ombudsman.

31. To work with other managers across the Council to provide consistent high quality services.
32. Undertake, as directed, reviews of the service(s) that may enable the Council to improve the efficiency and quality of its services.
33. Ensure compliance with and actively promote equal opportunities and diversity Policy, Core Values and other relevant policies.
34. To Deputise for the Executive Head of Business Services in their absence.
35. To undertake such comparable duties as may be required by the Director.
36. The postholder must at all times carry out his/her responsibilities within the Council's Equal Opportunities Policy. He/she must promote the policy through management and service provision and ensure staff comply and understand.

To be completed by the Job Holder

I agree the above job description

Signature:

Date:

To be completed by person Job Holder normally reports to

I agree the above job description

Signature:

Date:

Job Title:

To be completed by Director/Chief Officer

I agree the above job description

Signature:

Date:

LONDON BOROUGH OF SUTTON

PERSON SPECIFICATION

JOB TITLE:

GROUP:

POST NO:

No.	Education and/or Experience	Priority1 or 2
	Minimum of 5 years' experience in a senior management position within a local authority Revenues & Benefits service.	
	Minimum of 3 years' experience of managing teams of staff and their associated budgets.	
	Minimum of 3 years' experience managing performance and performance improvement against PI's and other relevant benchmarks.	
	Minimum of 3 year's experience of managing external suppliers delivering related services to a large organisation. (Bailiff companies & software suppliers)	

Date:

Appointing Manager:

Criteria marked Priority 1 are necessary which applicant **must have** to be appointed. Priority 2 criteria are also essential, but may be learned or developed further after appointment. We normally **shortlist** using Priority 1 criteria.

1.	Able to manage teams of staff, monitor their performance, and seek improvement where necessary.	1
2.	Able to manage staff, services and equipment budgets and plan for future requirements.	1

3.	Able to make reasoned decisions within agreed guidelines, communicate them to senior management and justify them where required.	1
4.	Able to deal with external suppliers, manage contracts for the supply of services and ensure that the Council continually receives value for money.	1
5.	Able to understand the services requirements of a large organisation and specify how both current and emerging legislation and government initiatives may be utilised to meet these requirements, including identifying funding to pay for new ways of working.	1
6.	Able to continually review the broad range of services required, and against competing demands, to ensure continuous improvement and efficiency within service delivery.	1
7.	Able to communicate effectively and clearly with senior management, Members and users.	1
8.	Able to produce reports and presentations to senior Council Managers and Members.	1
9.	Able to work within the Council's Equal Opportunities Policy.	1

Job Description

Job Title: Head of Parks, Biodiversity and Street Cleansing.	Group: E&N
Post Number:	Business Unit/Section: Communities and Neighbourhoods
Grade: SM3	Responsible to: Executive Head of Communities and Neighbourhoods
<p><u>Overall Purpose of Job:</u></p> <p>To be responsible for policy and strategy development, contract management research, business planning, performance management, partnership development (Public Realm Projects) and the effective and efficient day to day management of all activities provided by the Parks Service, Biodiversity and Street Cleansing teams undertaking tasks in the following services.</p> <p>Parks Management and Environmental Sustainability</p> <ul style="list-style-type: none"> ○ Grounds maintenance Team ○ Arboriculture ○ Cemeteries ○ Allotments ○ Playgrounds, skateparks and ball courts ○ Parks development and Technical ○ Biodiversity and Nature Conservation ○ Ecology Centre ○ Street Cleansing ○ Flytipping ○ Graffiti removal ○ Citizen and Community Engagement and environmental volunteering 	
<p><u>Main Duties and Responsibilities:</u></p> <ol style="list-style-type: none"> 1. To assist the Executive Head of Communities and Neighbourhoods in the overall management of the Unit and to deputise when necessary. To contribute to the corporate management of the Group and the Council. 2. To formulate policy strategy and procedures and advise the Council's Committees and Executive Head of Communities and Neighbourhoods on strategic and operational issues affecting these services. 3. To provide strategic and operational direction to these services and ensure that they are delivered in an effective and efficient way in accordance with the Council's objectives, core values and environmental statement. 	

4. To develop service objectives linked to Corporate Action Plans. Contribute to the Communities and Neighbourhoods Business Plan and ensure the implementation of relevant service Strategies e.g. Open Spaces Strategy, and Biodiversity Action Plan. To develop strategies, business development plans, related policies and procedures including monitoring systems for the Parks and Biodiversity Service, Street Cleansing Service and to prepare Park Management Plans.
5. In the absence of the Executive Head of Communities and Neighbourhoods, assume full responsibility for the services provided by the Parks and Biodiversity Service and Street Cleansing Service as delegated by the Council to the Executive Head.
6. To ensure effective leadership and monitoring of services, contracts and staff. To ensure that these teams are properly managed in accordance with corporate requirements.
7. To incorporate the aspirations of the localism agenda by effectively engaging with local communities to increase their influence and control of services they receive.

Job Activities:

(Please describe the job activities and how, when and where they are done e.g. types of decision/recommendations; type, content, degree of creativity; range of skills required).

Business and Strategic Planning

1. Undertake business planning, establishing a clear direction for service activity in line with Sutton's vision and values.
2. Take a broad view of external developments and ensure that the business plan recognises and predicts changing demands and priorities. Ensure that the impact of decision making on key stakeholders and partners is taken into account.
3. To contribute to the Council's Emergency Planning response and its regular review and implementation as required by the Council in accordance with its corporate responsibility.
4. Ensure One Planet Living principles and are incorporated within Service policies and compliance with EMAS within all operations.
5. To be responsible for the oversight of Parks and Biodiversity, and Street Cleansing contracts to ensure effective service planning, maximum co-ordination between services and compliance with specific specifications, standards and conditions of contract. Observing the Council's Standing Orders and District Audit requirements for financial probity in procurement.

Financial Management and Monitoring

6. To take a lead role in the preparation of the Parks and Biodiversity, and Street Cleansing budgets and be responsible for the financial management of capital and revenue budgets.

7. To ensure that all cost centres are properly managed and kept within budgetary estimates. To devise and implement financial strategies for the service ensuring that budget allocations are not exceeded and that corporate financial management standards are observed

Performance Management, Measuring and Data

8. To be responsible for the preparation, tendering and award of all Contracts for work undertaken by the Parks Services and Environmental Sustainability including, grounds maintenance, cemeteries, arboriculture, play equipment supply and maintenance and verge maintenance, in accordance with relevant UK and EU legislation and the Council's Standing Orders.
9. Develop and communicate clear performance standards taking account of internal and external requirements.
10. Monitor, evaluate and review service performance in relation to plans challenging traditional patterns of service delivery and ensure objectives are met, Set quality standards within a context of continual improvement and report and address any variances.
11. Identify opportunities for and seek external quality accreditation of the service, awards for excellence in service delivery and maintain systems to support such accreditation or awards.

Customer Service and Commitment

12. Create and apply systems to put the customer at the heart of the delivery of services. To ensure that satisfaction is monitored and maintained and that the views of customers and non-users of the service are taken into account in business planning and monitoring.
13. Ensure effective communication and engagement strategies are created and maintained with staff and all internal and external stakeholders.

Reporting and Communicating

14. To attend Committees (Executive, Scrutiny and Local), Working Parties, corporate and other meetings as required and to prepare and supervise the preparation of reports and briefing notes to be submitted to such meetings.
15. To ensure good communication within the service area and to maintain appropriate relationships with other Directorates within the Council, external agencies, the voluntary sector and the community and to develop joint initiatives where these add value for money. To liaise with and advise members on all matters relating to the Service.
16. Report on issues affecting the service or its role in delivering corporate or stakeholder objectives.

Developing Others

17. To manage the work of the Assistant Parks Managers, Cemeteries Superintendents, Parks Technical staff, Aboricultural Team, , Biodiversity Manager and Ecology staff, the Street Cleansing and Grounds Maintenance managers and supervisors and the Grounds Maintenance and Street Cleansing Teams.
18. Create an environment conducive to learning and development. Coach managers, provide mentoring and ensure the training and development needs of the service are identified and met.

Partnership Working

19. Take a lead role in building strong and productive relationships with key partners and stakeholders sharing common purposes and objectives. Further the objectives of the Parks and Biodiversity, and Street Cleansing services through building networks locally, regionally and nationally, particularly in relation to joint working with the Safer Sutton Partnership Service, Residents Associations, friends groups and volunteers.

Legislation Requirements

20. To ensure that Health and safety legislation and regulations are complied with and that risk assessments are carried out across all service areas.

Responsibility for Resources:

(for which the jobholder is personally and identifiably accountable e.g. plant, equipment, vehicles, property, cash. **Please specify amount or value in monetary terms).**

Budgets of £8.3 million revenue and additional Capital money varying according to current project work.

Responsibility for 420 Hectares of parks, 3 cemeteries and 5 closed church yards, around 75 buildings, including sports pavilions, residential and commercial lettings, public toilets and depots.

Vehicles and machinery including 2 large tractors, 8 mini tractors, 7-9 parks vans a grab lorry, 4 large street sweeping vehicles, 1 mini sweeper and a gully cleansing vehicle, 7 ride on mowers a grave digging machine and numerous smaller items of plant, machinery and tools.

Responsibility for supervision/management of people

Post Holder has responsible for 132 staff with 5 direct line reports.

Please attach (wherever possible) and/or outline below the organisational structure:

Evaluation undertaken by:

Date:

Countersigned by:

Date:

TO BE COMPLETED BY JOB HOLDER

I agree to the above job description

Print Name:

Date:

Signature:

TO BE COMPLETED BY LINE MANAGER

I agree to the above job description

Print Name:

Date:

Signature:

JOB DESCRIPTION

JOB TITLE: Head of Service – (Referral Assessment and Care Planning)

GROUP: Children, Young People and Learning Services

RESPONSIBLE TO: Chief Officer

Grade: To be confirmed

Service Responsibilities

This service is responsible for receiving and processing all referrals relating to Children's Social Care (apart from disabled children), most initial and core assessments, court work and full social work service to children in need and in need of protection

It also manages the Children and Families out of hours service on behalf of four Local Authorities line management of the EDT service and the Clic Sergeant Team at the Royal Marsden

. Services directly managed:

- Children's Access Team
- EDT Team
- Referral and Assessment Service (Lodge & St Helier Hospital)
- Family Support Care Planning Team
- Clic/Sergeant Team – Royal Marsden hospital

Main Purpose of the Job

33. To manage the Referral Assessment and Care Planning Service area within Children, Young People and Learning Services ensuring effective service delivery, outcomes and high levels of performance which will support the Council's business plan, goals and aims, service action plans and analysing performance information as appropriate and demonstrating commitment to the vision for the group.

34. To provide direction / leadership for specific areas within Children, Young People and Learning Services and contribute to the overall strategy and leadership of the group. To include the implementation and monitoring of policies and procedures and delivering governance of the service, building alliances across services and teams.

35. To be the Council's expert for the specific service area

36. Risk Management; fully consider the policies and procedures relating to the management of risk taking account of political, legal, financial elements.
37. To make appropriate and legal decisions concerning the rights and liberties of service users of the Children, Young People and Learning Services.
38. To ensure that the Children, Young People and Learning Services works collaboratively with partner agencies (statutory and independent) to further the aims of the Council and the Children, Young People and Learning Services.
39. To be accountable for the formulation of budgets within appropriate constraints, budget management, with regard to efficiency, cost reduction and value for money in line with Council financial procedures.
40. Lead service with regards to Safeguarding, take personal responsibility by embedding into Policies and Procedures, culture and day to day practice.

Specific Duties and Responsibilities

105. To contribute to the strategic leadership on behalf of Children Young People and Learning Services and partner agencies for children and their families, articulating vision, enthusiasm, commitment, inspiring motivating and guiding others towards goals.
106. To provide leadership for and manage a specified group of services within Children, Young People and Learning Services as a whole, setting standards to achieve improved outcomes for children working to a common goal and managing risk for the Council.
107. To lead and/ or commission the purchasing of services for the service area ensuring compliance with EU and Council requirements and monitoring contracts to ensure services are effective and value for money.
108. To deputise for the Chief Officer across the specified service area as required and to represent the Service, Group and Council as appropriate.
109. To participate in the general management of the service, including initiation, chairing or participation in specific groups. Preparing reports as appropriate for senior managers, members and other stakeholders. Undertaking management investigations as required.

110. To ensure the service area has effective operational and strategic relationships with other Groups within the Council and agencies to ensure effective service delivery and development.
111. To provide expert advice and guidance to Chief Officers and Members on the specific service area
112. To ensure service delivery contributes to corporate and other relevant goals and objectives.
113. To ensure services provided are of a high quality through the use of regular audit mechanisms and that relevant performance targets are met.
114. To ensure service quality is promoted and developed through the experience of evidence based practice, value for money and other reviews.
115. To maintain knowledge of all relevant legislation, policy and guidance and ensure compliance in service areas.
116. To carry a diverse range of management responsibilities in relation to the staff of the allocated group of services using Council policies and procedures including:
Performance management, Human Resources, workforce development and communication across the specific service area ensuring that staff are aware of all relevant legislation, policy and guidance.
117. To ensure effective liaison with other services in respect of relevant multi disciplinary staff teams building alliances across teams departmental and organisational boundaries to win outcomes.
118. To delegate appropriately, proactively address performance issues and take relevant action directly.
119. To recruit staff competent staff to enable good service delivery.
120. To ensure systems and arrangements are set up to monitor information and provide accurate management information of services managed. Completing Equality Impact Assessments as necessary.
121. To involve service users and key stakeholders in all aspects of service provision and development ensuring that customer needs and wants are at the heart of the service delivery and design.

122. To respond to complaints, queries and representations in relation to specific service area within timescales. To act as independent manager within the Council's complaints procedures.
123. To ensure that budgets are kept within defined limits, early identification of projected over-and under-spends to the Chief Officer, take avoiding action - this entails ensuring effective alignment of resources, controlling specified budgets to ensure value for money and within specified guidelines and constraints. Clearly focusing on achieving results with fewer resources that can deliver better value for money.
124. To undertake the role of Lead Officer for the Service in specific areas of strategic and policy development as directed and agreed with the Chief Officer.
125. To ensure that policies and procedures are understood and practice guidelines are followed in relation to the Children, Young People and Learning Services.
126. To ensure the Chief Officer is alerted to any risks to the service or the Council (e.g. media attention or civil court action, such as judicial review), together with plans of action to avoid or mitigate.

127. To plan for and respond to internal and external inspection and audit requirements and processes.
128. To operate at all times within a framework of Equality and Diversity, equal access and anti-discriminatory practice, within relevant legislation and corporate and service policies and procedures.
129. To ensure effective management of any buildings within service area and that all health and Safety Procedures and requirements are complied with
130. To undertake any other duties commensurate with the post, as directed by the Chief Officer.

Contacts and Relationships:

- commissioners in social care, health and housing
- voluntary & independent organisations, private sector providers, other local authorities
- maintained schools and Academies
- internal Sutton Council Departments e.g. HR, legal services, corporate procurement
- NHS Health Trusts and PCTs
- Private and Voluntary Sector Providers
- Citizens
- Stakeholders
- Internal Provider Services

Responsibility for supervision/management of people

- No of direct reports/teams 5 Managers (Approx 56.5 WTE staff plus 6 sessional staff).
- If the jobholder supervises/manages posts in more than one location: yes
- Supervision/management is shared with another post in the structure: no
- Please attach (wherever possible) and/or outline below the organisational structure:

Responsibility for Resources

Work Environment:

- Office based and able to work in the field with stakeholders

Work Demands:

- Normal responsibilities of a Head of Service post
- Prepared to put in relevant hours when required to meet exceptional demands.

Physical Demands:

- None Specifically

Person Specification

Job Title	HEAD OF SERVICE – (Referral Assessment and Care Planning)
Group	CHILDREN, YOUNG PEOPLE AND LEARNING SERVICES.

MINIMUM ESSENTIAL REQUIREMENTS		METHOD OF ASSESSMENT	PRIORITY
Education, and/or Experience, Qualifications and Training			
1.	Educated to degree level or equivalent (a recognised professional qualification in keeping with the specific service area e.g. Social Care, Health, Education) with evidence of Continuous Professional Development.	Application	1
2.	A proven track record of delivering improved outcomes for Children, young people and their families.	Application/ Interview	1
3.	Proven management and leadership experience. A management qualification would be advantageous.	Application/ Interview	1
4.	Ability to work collaboratively with other disciplines, Council groups, external agencies and the community in order to develop and deliver responsive, personalised, quality and co-ordinated service	Application/ Interview	1
5.	Ability to manage and monitor and deliver on budgets and service performance including making efficiency savings.	Application/ Interview	1
Knowledge			
6.	Understanding and knowledge of key legislation and national drivers relating to Social Care/Education/health.	Application/ Interview	1
7.	Good knowledge of and capacity to interpret proposed and actual legislation relevant to CYPLS and able to provide interpretation of legal points and produce relevant supporting documentation.	Application/ Interview	1
8.	Up to date professional and technical expertise in relation to the needs of the service area and competence in providing interpretation, analysis, advice and guidance to less senior staff on complex issues/cases.	Application/ Interview	1
9.	Understanding of the Performance Management Framework applicable to the service area.	Application/ Interview	1
Skills and Abilities			
10.	Able to develop and maintain a strategic vision and direction for the service, including the development of service plans and work programmes. Ability to	Application/ Interview	1

MINIMUM ESSENTIAL REQUIREMENTS		METHOD OF ASSESSMENT	PRIORITY
	share the strategic direction and lead and motivate others to deliver.		
11.	Able to establish systems to monitor, evaluate and manage performance.	Application/ Interview	1
12.	Able to deliver service improvement and to lead staff through significant change.	Application/ Interview	1
13.	Able to work co-operatively and supportively with colleagues. Skilled at working in partnership with other professional disciplines in an open but assertive style and represent the Council in external forums.	Application/ interview	1
14.	Able to demonstrate an awareness and understanding of the council's working environment, including the expectations and policies of Members and activities of other parts of the Council, to determine action.	Application/ interview	1
15.	Able to liaise, influence and negotiate in an appropriate style	Application/ interview	1
16.	Able to use information technology effectively.	Application/ interview	1
17.	Able to budget, manage and interpret financial information to aid decision making.	Application/ interview	1
18.	Able to generate proposals that will keep the impact of budget reductions on front line services to a minimum ensuring that supporting plans are cost effective yet high quality and value for money.	Application/ interview	1
19.	Able to demonstrate high standards in communication using appropriate methods and styles for the situation. h	Application interview	1
20.	Able to maintain high standards under pressure and to organise and prioritise work to meet deadlines.	Application/ interview	1
21.	Able to anticipate, meet and exceed the needs and expectations of service users by involving the community, being accessible and working in partnership to deliver Value for money.	Application/ interview	1
22.	Able to manage high level and complex meetings within the context of Safeguarding and effectively chair strategy and practice meetings	Application/ interview	1
Other			
23.	Undertake and engage in successful supervision and appraisal	Application/ interview	1

MINIMUM ESSENTIAL REQUIREMENTS		METHOD OF ASSESSMENT	PRIORITY
24.	Keep up to date with latest relevant research findings and practice developments, incorporating these findings and developments into the team's objectives.	Application/ Interview	1
25.	Able to take personal responsibility to ongoing training and professional development and encourage this in others.	Application/ interview	1
26.	Willing to adhere to and promote the Council and CYPLS policies and procedures e.g. Core Values, Equality and Diversity, Health and Safety, Environmental policies and all other Borough and Departmental policies and procedures.	Application/ Interview	1
27.	Willing and able to work flexible hours. (Actual hours are those required to carry out the duties of your post. They may involve evening and possibly weekend work)	Application/ Interview	1

JOB DESCRIPTION

Head of Special Educational Needs.

Full-time – 36 hours per week

Grade

Reporting to: Executive Head – Parent, Pupil and Student Services

Responsible for: Special Educational Needs Team

The main responsibility of the post is to secure effective, economic and inclusive provision for children and young people with Special Educational Needs (SEN), within the resources available. This will be achieved by managing and developing the assessment and placement processes for children and young people with Special Educational Needs in accordance with the legal framework and local policies. The postholder will represent SEN within Sutton and deputise for the Executive Head – Parent, Pupil and Student Services, in matters relating to SEN.

Specific Duties

SEN Policy and Documentation

To create, review and update the SEN Policy, taking cognisance of Central Government requirements

To review the SEN Policy, and develop an annual Action Plan

To update procedural manuals for Staff ensuring that they meet legal requirements and with regard to SEN Transport – EU Directives.

Management of the assessment processes

To establish and review the criteria for referral of children and young people with SEN, including initiation of statutory assessment procedures and cessation of statements.

To oversee the collection, collation, co-ordination and reporting of data appropriate to individual referrals.

To meet Central Government's requirements with regard to monitoring of performance indicators – N103 and ensure that statutory timescales are met appropriately

To Chair and lead the SEN Panel to consider and analyse data and recommend appropriate programmes and placements, within budgetary constraints.

To establish and develop good working relationships with Schools and other external agencies and to deal with conflict as it arises, regarding difficult casework.

To negotiate with schools and other agencies on the placement and programmes of support for children and young peoples with SEN

To advise on SEN Tribunal cases and represent the Authority, where required in difficult cases.

To ensure that mediation requirements are in place to ensure that Parental rights are met.

To advise on the appropriateness of out- of –borough provision, and to be the ‘last resort’ with regard to complex casework. Exceptionally cases may need to be discussed with EHPPSS. Postholder to seek legal advice, when necessary.

To Chair the Annual Review Panel and attend the Vulnerable Pupils Panel. (NB: The VPP is chaired by a Secondary Headteacher.)

To attend the Joint Planning Panel and ensure that SEN Cases are presented appropriately to the multi-agency Panel. (NB: The JPP is chaired alternately between the Executive Heads – Parent, Pupil and Student Services and Children and Families.)

Management of Human and Financial Resources

To lead and manage SEN Team Staff, in terms of their remits, performance management, personal development and appraisals.

To plan and prepare SEN budgets, (SEN Transport, Independent placements, Integration Fund, Recoupment and any other relevant budgets) in liaison with the Finance Team (Resources Group) and to secure delivery of services.

To monitor and control expenditure through the identification of placements and other programmes of support within the budget available.

To collect and analyse SEN data for planning and monitoring purposes and to make recommendations on policy to improve the efficiency and effectiveness of SEN provision arising from this analysis.

To ensure that in-house provision is appropriate to need and develop new in-house provision as and when required.

To forecast, monitor, review and report on the SEN Transport budget monthly.

To ensure that SEN Transport is delivered appropriately and that required procedural manuals are in place for the effective and efficient delivery of SEN

Transport, with liaison with ASSH – Transport Team to inform budgetary planning.

To prepare service plans for the services for which the post is responsible and to provide details of any user entitlements eg children, parents, schools etc.

To establish systems and support to ensure the continuing professional development of service staff

To ensure good practice in equal opportunities is reflected in the assessment and placement processes and to ensure that staff are appraised of their special responsibilities to children and young people with SEN in order to realise opportunities.

Advice, Support and Liaison

To provide advice and support to Sutton Council on all aspects of SEN in conjunction with, and through, inspectors and advisory teachers attached to those teams.

To provide and co-ordinate advice on SEN to include the modification of curriculum and teaching approaches for children with SEN, in liaison with AIS.

In liaison with AIS, contribute to the planning and provision of in-service training to support the professional development of staff in schools and elsewhere and to monitor and evaluate effectiveness of provision

In liaison with AIS, contribute to service development and implementation of specific projects and funding opportunities associated with SEN within Schools

To advise on value for money offered by out of borough provision, in liaison with AIS.

To secure the support and contribution of other agencies to local policies and service delivery.

General Duties

To undertake any other duties within the purview of this post as directed by the Executive Head - Parent, Pupil and Student Services.

To ensure that Sutton Council's Equal Opportunities Policy is adhered to in all aspects of the services for which this post is responsible.

PERSON SPECIFICATION

Qualifications

Degree – Essential

Postgraduate Managerial qualification desirable

Skills and Experience

5 years experience in a senior management post

Management of multi disciplinary teams

Ability to analyse and identify trends and general principles and report on implications

Ability to manage budgets

Compile reports

Demonstrate achievements in areas beyond immediate professional expertise.

JOB DESCRIPTION



JOB TITLE: HEAD OF SERVICE

DEPARTMENT: ADULT SOCIAL SERVICES AND HOUSING

SECTION: LEARNING DISABILITY AND MENTAL HEALTH SERVICES

RESPONSIBLE TO: EXECUTIVE HEAD OF LEARNING DISABILITIES & MENTAL HEALTH SERVICE

PLACE OF WORK: CIVIC OFFICES

GRADE: SM3

OVERALL PURPOSE OF JOB

To promote and implement the “Rights, inclusion, choice and independence” for people with Learning Disabilities in line with the Government White Paper ‘Valuing People’ and local policies. This will be achieved by delivering excellence in care management, clinical governance, and service provision by managing, controlling and delivering a cost effective service within area of responsibilities. The Direction of Travel is to allow as many users and carers as possible to enjoy ‘Choice and Control’ over their lives within a financial framework of equity and effective risk management.

Mental Health Commissioning covers the signing off of all care packages from the Community Mental Health Teams where Council funding is required to commission services. This does not require the management of workers but the scrutiny and authorisation of Council spend to meet assessed social care need.

Both services require Quality Assurance, Performance Monitoring and a positive commitment to drive forward Contract and Procurement processes ensuring commissioning governance is met. There is also a requirement to produce timely reports on new policy developments and budget pressures. Strengthening the link between Council spending and measurable outcomes identified in Annual Performance Plans is a key objective. The post holder will liaise effectively with the Health Commissioner for Learning Disabilities Services and the Joint Mental Health Commissioner for Mental Health

Services to achieve commissioning governance across the Continuing Care environment. This will encompass the management and development of service delivery, building relationships between internal and external partners and contributing positively to the advancement of the Department and organisational objectives.

MAIN DUTIES AND RESPONSIBILITIES

1. To ensure that the commissioned and provider services are compliant with 'Safeguarding' best practice.
2. To provide strategic and operational management to shape and improve service delivery across the integrated Social Care and NHS Community Learning Disabilities service.
3. To effectively manage the implementation of national and local strategies to deliver national, cutting edge and innovative services across Learning Disabilities and Mental Health.
4. To implement effective quality assurance, quality control resources and performance review managing to meet Departmental, NHS, and Local Authority and National Performance requirements across Learning Disabilities and Mental Health.
5. To support, manage and develop employees within the scope of the responsibilities within Learning Disabilities.
6. To effectively manage the Learning Disabilities Commissioning Service and ensure that contract and procurement governance is in place for all commissioned services for the Council and Primary Care Trust (PCT) from Learning Disabilities and Mental Health.
7. To manage the budgets you are responsible for and not overspend without prior agreement from the Council and to influence the Mental Health Service to meet a common standard.
8. To be proactive and lead on the commissioning and operational development of services in collaboration and consultation with major stakeholders including Health partners, service users, carers, and voluntary sector and build this into Business and Improvement Plans.
9. To develop a Service culture that thrives on delivering better performance in a person centred way for users and carers, build a confident and positive integrated team and establish management information systems that support the central work of the Service.
10. To provide management cover for other managers within Learning Disabilities and the wider corporate management team.

11. To promote and develop new ways of meeting needs, taking into account the views of service users and their carers, so that greater 'Choice and Control' can be given to people with learning disabilities and their carers and families. And, wherever possible, to use influence and persuasion to develop this culture within mental health services.
12. To contribute to the overall strategic planning in social services, NHS and corporate Council initiatives, especially on Learning Disability issues and where appropriate on Mental Health services.
13. To ensure the delivery of culturally appropriate quality services within a framework of equal opportunity and diversity.
14. To be the Partnership Board Lead for the Learning Disabilities Partnership Board.
15. To be the Responsible Manager for the Adult Placement Scheme.
16. To be proactive in implementing the London Borough of Sutton's Equal Opportunities and Diversity policies and practices, Health and Safety legislation and the Authority's policy on environmental issues.
17. To undertake such additional duties as are reasonable within the responsibilities of the post and which the line manager may require.

SUMMARY OF JOB TASKS

- To contribute to the overall strategy and direction of Learning Disabilities Services, particularly Modernising Day Services and the Long Stay Hospital Closure programme in connection with key partners.
- To provide regular supervision and line management in accordance with Council and PCT policy to staff under the post holder's management.
- To promote and develop new ways of meeting needs taking into account the views of service users and their carers from Learning Disabilities and Mental Health and ensure that all services are commissioned within existing budgets.
- To be the professional lead for the development and implementation of effective joint multi-disciplinary policies and procedures for services across Learning Disabilities and to be an expert adviser to South West London & St Georges Mental Health Trust. (SWL& StGMHT)
- To chair and serve on Social Care and Health multi-agency meetings, working groups and resource allocation meetings.

- To carry out the post holder's duties in compliance with the Council's Equal Opportunity and Diversity Policy and other policies designed to protect employees and service users.
- To ensure the implementation of effective IT to assist in care management, planning and delivery of service and provision of management information.
- To be the Partnership Board Lead.
- To be the Responsible Manager for the Adult Placement Scheme.
- To build Learning Disabilities service with sufficient skill mix to be sustainable over the next 10 years.

CONTACTS AND RELATIONSHIPS

To build effective working relationships with:

- Service users, their carers' and families.
- **The staff within the service, motivating and generating commitment through effective communication and leadership.**
- Elected Members, Non Executive Directors and senior colleagues across the Council and the NHS helping the Executive Head deliver an ambitious and nationally scrutinised programme of shared services.
- Support services such as IT, Human Resources, Finance to ensure that advice and guidance is provided to develop and modernise services.
- The appropriate Private, Voluntary and Independent sector to develop and modernise services.
- The Council and PCT Commissioning and Contract Procurement Units to develop a strong governance framework for commissioning and providing Learning Disabilities Services across the Council and NHS environment.

RESPONSIBILITY FOR SUPERVISION / MANAGEMENT OF PEOPLE

The post holder will be responsible for the line management of 5 managers and accountable for approximately 75 whole time equivalents within the Learning Disabilities Service, which is an integrated social and health care service. This structure is under review and the post holder will be expected to advise and support the Executive Head of Service in the re-design of a 'Fit for Purpose' structure.

The post holder will also be responsible for the authorisation of all Council spend for Mental Health Services and liaise with appropriate senior managers in the Mental Health Trust to advise on ways of improving performance and governance.

For the organisation structure please refer to the attached charts.

With this responsibility the post holder is required to:

- Recruit and select staff within the budgeted resources and in accordance with London Borough of Sutton and Sutton and Merton Primary Care Trust policies and procedures.
- Manage and develop the capability and performance of the staff with the London Borough of Sutton performance management framework (incorporating clinical governance from the PCT which is being developed) whilst taking account of operational priorities in combination with the knowledge and skills required by staff to successfully perform their role.
- Contribute to the development of the workforce plan for Learning Disabilities Services.

Learning Disabilities Services are located across many sites within the local community. (see attached structure)

June 2008

Job Description

Job Title: Head of Regulatory Services	Group: E&N
Post Number:	Business Unit/Section: Street Scene Services
Grade: TBC	Responsible to: Executive Head of Street Scene Services
<p><u>Overall Purpose of Job:</u></p> <p>To lead and manage a range of regulatory and related services concerned with public health, environmental protection, business regulation and health and well-being. The specific functions include private sector housing, environmental nuisance, street scene enforcement, pollution control, building control, Staying Put, Home Improvement Agency, licensing, Trading Standards, Food hygiene, infectious diseases, health and safety at work and Corporate Health and Safety.</p>	
<p><u>Main Duties and Responsibilities:</u></p> <ol style="list-style-type: none"> 1. Lead and direct all regulatory services relating to business and the environment, establishing appropriate priorities for enforcement within a diverse multi- functional remit. 2. To act as the senior officer within the council to provide professional support and guidance for Licensing committee, Housing, Economy and Business Committee and Environment and neighbourhoods committee, advising on policy, strategy and enforcement. 3. To lead on all enforcement issues, making binding decisions in judicial proceedings within the terms of delegated responsibilities as arising from enforcement of licensing , trading standards and food hygiene legislation. 4. To manage the delivery of the services with clear, feasible, resourced, outcome orientated and measurable plans. 5. To assume responsibility and maintain expert knowledge for those activities requiring the personal input of the post holder and delegate levels of authority to people and groups to achieve efficient service operation and achieve outputs. 6. Ensure the sound financial management of the services, within Council Standing Orders/Financial Regulations, preparation of capital and revenue budgets. Ensuring effective financial monitoring of budgets and seeking opportunities for external funding. 	

- | | |
|-----|---|
| 7. | Lead work on policy development and implementation within the services and across the Council. |
| 8. | Ensure that the services support and deliver the aims and objectives of the Council's Corporate Plan. |
| 9. | Inspire the staff to maximise their performance, engagement and contribution.

Develop and foster a culture of continuous improvement. |
| 10. | Carry out the proper officer functions of the Executive Head of Street Scene Services when required to do so, and to similarly perform the powers and duties delegated by the Council to the Executive Head of Street Scene Services. |
| 11. | Assist the Executive Head of Street Scene Services in the overall management of the Unit and to deputise where necessary. |
| 12. | To contribute to the corporate management of the Group and the Council. |
| 13. | Set exemplary standards of performance and promote Council policies. |

Job Activities:

(Please describe the job activities and how, when and where they are done e.g. types of decision/recommendations; type, content, degree of creativity; range of skills required).

Business and Strategic Planning

1. Undertake business planning, establishing a clear direction for service activity in line with Sutton's vision and values and excellent regulatory practice.
2. Take a broad view of external developments and ensure that the business plan recognises and predicts changing demands and priorities. Ensure that the impact of decision making on key stakeholders and partners is taken into account.
3. Identify and seek opportunities for adding value to the service by integrating service delivery with the work of other stakeholder
4. Identify and seek opportunities to improve service delivery through shared services or partnerships.

Financial Management and Monitoring

5. To take a lead role in the preparation of the Regulatory Services' Budgets and be responsible for the financial management of capital and revenue budgets.

Performance Management, Measuring and Data

6. Develop and communicate clear performance standards taking account of internal and external requirements.
7. Monitor, evaluate and review service performance in relation to plans challenging traditional patterns of service delivery and ensure objectives are met, Set quality standards within a context of continual improvement and report and address any variances.

8. Identify opportunities for and seek external quality accreditation of the service, awards for excellence in service delivery and maintain systems to support such accreditation or awards.

Customer Service and Commitment

9. Create and apply systems to put the customer at the heart of the delivery of services. To ensure that satisfaction is monitored and maintained and that the views of customers and non-users of the service are taken into account in business planning and monitoring.
10. Promote the work of the Regulatory Services through the use of the press and media, active participation at conferences, the writing of articles, papers etc.
11. Ensure effective communication and engagement strategies are created and maintained with staff and all internal and external stakeholders.

Reporting and Communicating

12. Prepare reports for and attend meetings of senior officers, Members and working groups as required on matters within the area of responsibility of the Regulatory Services.
13. Report on issues affecting the service or its role in delivering corporate or stakeholder objectives.

Developing Others

14. Create an environment conducive to learning and development. Coach managers, provide mentoring and ensure the training and development needs of the service are identified and met.

Partnership Working

15. Take a lead role in building strong and productive relationships with key partners and stakeholders sharing common purposes and objectives. Further the objectives of the Regulatory Services through building networks locally, regionally and nationally.
16. To actively seek alternative funding sources to support the work of the Regulatory Services.

Responsibility for Resources:

(for which the jobholder is personally and identifiably accountable e.g. plant, equipment, vehicles, property, cash. **Please specify amount or value in monetary terms).**

Responsibility for supervision/management of people

Post Holder has responsible for 45 staff with 12 direct line reports.

Please attach (wherever possible) and/or outline below the organisational structure:

Evaluation undertaken by:

Date:

Countersigned by:

Date:

TO BE COMPLETED BY JOB HOLDER

I agree to the above job description

Print Name:

Date:

Signature:

TO BE COMPLETED BY LINE MANAGER

I agree to the above job description

Print Name:

Date:

Signature:

JOB DESCRIPTION

JOB TITLE: Head of Programme and Project Management

GROUP: Resources

RESPONSIBLE TO: Executive Head of Property and Procurement

Grade: SM3 **Postholder:** P. Algeo

Service Responsibilities

This service has corporate responsibility for:

- Programme and project management of all construction projects (incl. highway projects above a designated size) including consultants and contractors.
- Procurement and management of consultants and contractors
- Energy Management and procurement
- Delivery of corporate goal of net zero carbon emissions from council buildings by 2017

Other responsibilities:

- Capital Planning: To provide condition and suitability information to formulate the priorities for investment into education buildings and facilities and the management of the associated projects and budgets.
- Provide advice and support for emergency planning and response for CYPLS buildings and schools.

Main Purpose of the Job

41. To manage the Programme and Project Management Service area within Resources ensuring effective service delivery, outcomes and high levels of performance which will support the Council's business plan, goals and aims, service action plans and analysing performance information as appropriate and demonstrating commitment to the vision for the Council.

42. To provide direction / leadership for specific areas within Resources and contribute to the overall strategy and leadership of the group. To

include the implementation and monitoring of policies and procedures and delivering governance of the service, building alliances across services and teams.

43. To be the Council's expert for the specific service area

44. Risk Management; fully consider the policies and procedures relating to the management of risk taking account of political, legal, financial elements.

45. To make appropriate and legal decisions concerning the procurement of construction work and for Health and Safety of the occupants and users of the buildings across the council.

46. To ensure that the Resources group works collaboratively with partner agencies (statutory and independent) to further the aims of the Council and the Resources.

47. To be accountable for the formulation of budgets within appropriate constraints, budget management, with regard to efficiency, cost reduction and value for money in line with Council financial procedures.

48. Lead service with regards to Programme and Project Management, take personal responsibility by embedding into Policies and Procedures, culture and day to day practice.

Specific Duties and Responsibilities

131. To contribute to the strategic leadership on behalf of Resources and partner agencies, articulating vision, enthusiasm, commitment, inspiring motivating and guiding others towards goals.

132. To provide leadership for and manage a specified group of services within the Resources group as a whole, setting standards to achieve improved outcomes working to a common goal and managing risk for the Council.

133. To lead and/ or commission the purchasing of services for the service area ensuring compliance with EU and Council requirements and monitoring contracts to ensure services are effective and value for money.

134. To deputise for the Executive Head of Service across the specified service area as required and to represent the Service, Group and Council as appropriate.

135. To participate in the general management of the service, including initiation, chairing or participation in specific groups. Preparing reports as appropriate for senior managers, members and

other stakeholders. Undertaking management investigations as required.

136. To ensure the service area has effective operational and strategic relationships with other Groups within the Council and agencies to ensure effective service delivery and development.
137. To provide expert advice and guidance to Executive Head of Services and Members on the specific service area as required.
138. To ensure service delivery contributes to corporate and other relevant goals and objectives.
139. To ensure services provided are of a high quality through the use of regular audit mechanisms and that relevant performance targets are met.
140. To ensure service quality is promoted and developed through the experience of evidence based practice, value for money and other reviews.
141. To maintain knowledge of all relevant legislation, policy and guidance and ensure compliance in service areas.
142. To carry a diverse range of management responsibilities in relation to the staff of the allocated group of services using Council policies and procedures including:
Performance management, Human Resources, workforce development and communication across the specific service area ensuring that staff are aware of all relevant legislation, policy and guidance.
143. To ensure effective liaison with other services in respect of relevant multi disciplinary staff teams building alliances across teams departmental and organisational boundaries to aid the success of the Council objectives.
144. To delegate appropriately, proactively address performance issues and take relevant action directly.
145. To recruit staff competent staff to enable good service delivery.
146. To ensure systems and arrangements are set up to monitor information and provide accurate management information of services managed. Completing Equality Impact Assessments as necessary.

147. To involve service users and key stakeholders in all aspects of service provision and development ensuring that customer needs and wants are at the heart of the service delivery and design.

148. To respond to complaints, queries and representations in relation to specific service area within timescales. To act as independent manager within the Council's complaints procedures.

149. To ensure that budgets are kept within defined limits, early identification of projected over-and under-spends to the Executive Head of Service, take avoiding action - this entails ensuring effective alignment of resources, controlling specified budgets to ensure value for money and within specified guidelines and constraints. Clearly focusing on achieving results with fewer resources that can deliver better value for money.

150. To undertake the role of Lead Officer for the Service in specific areas of strategic and policy development as directed and agreed with the Executive Head of Service.

151. To ensure that policies and procedures are understood and practice guidelines are followed in relation to the Resources.

152. To ensure the Executive Head of Service is alerted to any risks to the service or the Council (e.g. media attention or civil court action, such as judicial review), together with plans of action to avoid or mitigate.

153. To plan for and respond to internal and external inspection and audit requirements and processes.

154. To operate at all times within a framework of Equality and Diversity, equal access and anti-discriminatory practice, within relevant legislation and corporate and service policies and procedures.

155. To ensure effective management of any buildings within service area and that all health and Safety Procedures and requirements are complied with

156. To undertake any other duties commensurate with the post, as directed by the Executive Head of Service.

POLITICAL RESTRICTION

This post is politically restricted by virtue of the Local Democracy, Economic Development and Construction Act 2009.

Contacts and Relationships:

- Centres of excellence and other public sector organisations managing procurement consortia.
- Voluntary & independent organisations, private sector providers, other local authorities
- Maintained schools and Academies
- Internal Sutton Council Departments e.g. HR, legal services, corporate procurement
- South West London local Authorities
- Private and Voluntary Sector Providers
- Citizens
- Stakeholders
- Internal Provider Services

Responsibility for supervision/management of people

- No. of direct reports (Approx 6 WTE staff plus varying numbers of consultants, temporary assigned staff).
- If the jobholder supervises/manages posts in more than one location: yes
- Supervision/management is shared with another post in the structure: no
- Please attach (wherever possible) and/or outline below the organisational structure:

Responsibility for Resources

Work Environment:

- Office based and able to work in the field with stakeholders

Work Demands:

- Normal responsibilities of a Head of Service post
- Prepared to put in relevant hours when required to meet exceptional demands.

Physical Demands:

- None Specifically

Job Description



INSPECTOR FOR INCLUSION (SEN)
SOULBURY 16-19 (plus 3 possible additional SLA points)

IMPROVEMENT & SUPPORT SERVICE
CHILDREN AND YOUNG PEOPLES LEARNING SERVICES (CYPLD)
Responsible to: Lead Inspector Inclusion and through the Lead
Inspector to the Head of Improvement and Support
(CYPLD)

General Purposes of the Job

1. Provide the authority, its officers and Sutton schools with professional educational advice relevant to the discharge of their functions and with particular reference to the education of pupils with special educational needs (SEN)
2. Lead and direct the work of the Inclusion Support Services and the Behaviour Support Service working closely with the team leaders of each of those services
3. Lead on the LA's policy and practice to support the achievement of "gifted and talented" pupils as defined by Government legislation and guidance
4. Act as a Link Inspector to a number of Sutton schools

Duties in relation to SEN

5. Lead, in partnership with Headteachers and other LA officers, the development of the LA's provision for pupils with SEN
6. Contribute towards LA policy formation and implementation in relation to pupils with SEN
7. Maintain effective communication and working practice with Headteachers, SENCOs and other school staff
8. Maintain effective communication and working practice with officers in the LA who have a role in relation to pupils with SEN – in particular, the LA's SEN section, the Educational Psychology Service and the Early Years SEN Advisory staff
9. Advise and support Headteachers of the maintained special schools and teachers in charge of all Opportunity Bases attached to Sutton schools
10. Maintain a rolling programme of review of the authority's provision for SEN in the primary and secondary sectors and undertake, from time to time, reviews of specific aspects of the authority's provision for SEN.

11. Organise a programme of CPD for school staff working with pupils with SEN
12. Represent the LA at national and regional meetings relating to pupils with SEN
13. In particular, support schools in Sutton in maintaining high quality provision mapping, tracking of pupils attainment/progress, teaching of pupils with SEN

Duties in relation to managing ISS and BST

14. Line manage and appraise the team leaders of the Inclusion Support Services (Learning Support, Sensory Impairment, Autistic Spectrum, Speech Language and Communication Needs) and the Behaviour Support Team.
15. With the team leaders:
 - organise professional support and development opportunities for staff within these services
 - contribute to the Educational Improvement Plan
 - develop and implement individual team operational plans
 - ensure that effective control is exercised over each team's budget
 - encourage and support co-ordinated working arrangements across ISS
 - ensure that team practice impacts on school improvement

Duties in relation to Link Inspector role

16. The Link Inspector will be the first point of professional contact between the school and the LA and will maintain a general awareness of the range and quality of work within those institutions.
17. As a Link Inspector, challenge, support and validate each school's self-evaluation and offer advice and support consistent with the authority's policies
18. Assist link schools at the time of Ofsted inspection and attend the Ofsted feedback to the school at the end of the inspection
19. Attend Additional Support and Intervention Programme (ASIP) meetings if required and provide additional support deemed necessary by the ASIP meeting
20. Assist with additional time and advice any link school that enters an Ofsted category
21. Participate in the appointment of new Headteachers in link schools by offering advice to Governing Bodies on their decision
22. Be prepared to undertake work in link schools beyond the core LA programme if schools wish to purchase additional time

Other Duties

- 23. Attend the Improvement and Support Unit Management Team (UMT) meetings to represent SEN
- 24. Attend the Sutton School Improvement Network Group (SING) to represent SEN
- 25. Participate fully in the Sutton appraisal system meeting the Lead Inspector Inclusion for an annual appraisal and mid-year review meeting
- 26. Undertake continuing professional development in order to develop skills and knowledge necessary for the discharge of the role
- 27. Carry out all duties with due regard to the Council's Equal Opportunities Policy
- 28. Undertake other duties as deemed reasonable and appropriate by the Lead Inspector Inclusion and Head of Improvement and Support Services (CYPLS) including any arising from changes in Government legislation

JOB DESCRIPTION

JOB TITLE: Head of Service – (Referral Assessment and Care Planning)

GROUP: Children, Young People and Learning Services

RESPONSIBLE TO: Chief Officer

Grade: To be confirmed

Service Responsibilities

This service is responsible for receiving and processing all referrals relating to Children's Social Care (apart from disabled children), most initial and core assessments, court work and full social work service to children in need and in need of protection

It also manages the Children and Families out of hours service on behalf of four Local Authorities line management of the EDT service and the Clic Sergeant Team at the Royal Marsden

. Services directly managed:

- Children's Access Team
- EDT Team
- Referral and Assessment Service (Lodge & St Helier Hospital)
- Family Support Care Planning Team
- Clic/Sergeant Team – Royal Marsden hospital

Main Purpose of the Job

49. To manage the Referral Assessment and Care Planning Service area within Children, Young People and Learning Services ensuring effective service delivery, outcomes and high levels of performance which will support the Council's business plan, goals and aims, service action plans and analysing performance information as appropriate and demonstrating commitment to the vision for the group.

50. To provide direction / leadership for specific areas within Children, Young People and Learning Services and contribute to the overall strategy and leadership of the group. To include the implementation and monitoring of policies and procedures and delivering governance of the service, building alliances across services and teams.

51. To be the Council's expert for the specific service area

52. Risk Management; fully consider the policies and procedures relating to the management of risk taking account of political, legal, financial elements.

53. To make appropriate and legal decisions concerning the rights and liberties of service users of the Children, Young People and Learning Services.
54. To ensure that the Children, Young People and Learning Services works collaboratively with partner agencies (statutory and independent) to further the aims of the Council and the Children, Young People and Learning Services.
55. To be accountable for the formulation of budgets within appropriate constraints, budget management, with regard to efficiency, cost reduction and value for money in line with Council financial procedures.
56. Lead service with regards to Safeguarding, take personal responsibility by embedding into Policies and Procedures, culture and day to day practice.

Specific Duties and Responsibilities

157. To contribute to the strategic leadership on behalf of Children Young People and Learning Services and partner agencies for children and their families, articulating vision, enthusiasm, commitment, inspiring motivating and guiding others towards goals.
158. To provide leadership for and manage a specified group of services within Children, Young People and Learning Services as a whole, setting standards to achieve improved outcomes for children working to a common goal and managing risk for the Council.
159. To lead and/ or commission the purchasing of services for the service area ensuring compliance with EU and Council requirements and monitoring contracts to ensure services are effective and value for money.
160. To deputise for the Chief Officer across the specified service area as required and to represent the Service, Group and Council as appropriate.
161. To participate in the general management of the service, including initiation, chairing or participation in specific groups. Preparing reports as appropriate for senior managers, members and other stakeholders. Undertaking management investigations as required.
162. To ensure the service area has effective operational and strategic relationships with other Groups within the Council and agencies to ensure effective service delivery and development.
163. To provide expert advice and guidance to Chief Officers and Members on the specific service area

164. To ensure service delivery contributes to corporate and other relevant goals and objectives.
165. To ensure services provided are of a high quality through the use of regular audit mechanisms and that relevant performance targets are met.
166. To ensure service quality is promoted and developed through the experience of evidence based practice, value for money and other reviews.
167. To maintain knowledge of all relevant legislation, policy and guidance and ensure compliance in service areas.
168. To carry a diverse range of management responsibilities in relation to the staff of the allocated group of services using Council policies and procedures including:
Performance management, Human Resources, workforce development and communication across the specific service area ensuring that staff are aware of all relevant legislation, policy and guidance.
169. To ensure effective liaison with other services in respect of relevant multi disciplinary staff teams building alliances across teams departmental and organisational boundaries to win outcomes.
170. To delegate appropriately, proactively address performance issues and take relevant action directly.
171. To recruit staff competent staff to enable good service delivery.
172. To ensure systems and arrangements are set up to monitor information and provide accurate management information of services managed. Completing Equality Impact Assessments as necessary.
173. To involve service users and key stakeholders in all aspects of service provision and development ensuring that customer needs and wants are at the heart of the service delivery and design.
174. To respond to complaints, queries and representations in relation to specific service area within timescales. To act as independent manager within the Council's complaints procedures.
175. To ensure that budgets are kept within defined limits, early identification of projected over-and under-spends to the Chief Officer, take avoiding action - this entails ensuring effective alignment of

resources, controlling specified budgets to ensure value for money and within specified guidelines and constraints. Clearly focusing on achieving results with fewer resources that can deliver better value for money.

176. To undertake the role of Lead Officer for the Service in specific areas of strategic and policy development as directed and agreed with the Chief Officer.
177. To ensure that policies and procedures are understood and practice guidelines are followed in relation to the Children, Young People and Learning Services.
178. To ensure the Chief Officer is alerted to any risks to the service or the Council (e.g. media attention or civil court action, such as judicial review), together with plans of action to avoid or mitigate.
179. To plan for and respond to internal and external inspection and audit requirements and processes.
180. To operate at all times within a framework of Equality and Diversity, equal access and anti-discriminatory practice, within relevant legislation and corporate and service policies and procedures.
181. To ensure effective management of any buildings within service area and that all health and Safety Procedures and requirements are complied with
182. To undertake any other duties commensurate with the post, as directed by the Chief Officer.

Contacts and Relationships:

- commissioners in social care, health and housing
- voluntary & independent organisations, private sector providers, other local authorities
- maintained schools and Academies
- internal Sutton Council Departments e.g. HR, legal services, corporate procurement
- NHS Health Trusts and PCTs
- Private and Voluntary Sector Providers
- Citizens
- Stakeholders
- Internal Provider Services

Responsibility for supervision/management of people
<ul style="list-style-type: none"> No of direct reports/teams 5 Managers (Approx 56.5 WTE staff plus 6 sessional staff). If the jobholder supervises/manages posts in more than one location: yes Supervision/management is shared with another post in the structure: no Please attach (wherever possible) and/or outline below the organisational structure:
Responsibility for Resources
Work Environment:
<ul style="list-style-type: none"> Office based and able to work in the field with stakeholders
Work Demands:
<ul style="list-style-type: none"> Normal responsibilities of a Head of Service post Prepared to put in relevant hours when required to meet exceptional demands.
Physical Demands:
<ul style="list-style-type: none"> None Specifically

Person Specification

Job Title HEAD OF SERVICE – (Referral Assessment and Care Planning)

Group CHILDREN, YOUNG PEOPLE AND LEARNING SERVICES.

MINIMUM ESSENTIAL REQUIREMENTS		METHOD OF ASSESSMENT	PRIORITY
Education, and/or Experience, Qualifications and Training			
1.	Educated to degree level or equivalent (a recognised professional qualification in keeping with the specific service area e.g. Social Care, Health, Education) with evidence of Continuous Professional Development.	Application	1
2.	A proven track record of delivering improved outcomes for Children, young people and their families.	Application/ Interview	1

MINIMUM ESSENTIAL REQUIREMENTS		METHOD OF ASSESSMENT	PRIORITY
3.	Proven management and leadership experience. A management qualification would be advantageous.	Application/ Interview	1
4.	Ability to work collaboratively with other disciplines, Council groups, external agencies and the community in order to develop and deliver responsive, personalised, quality and co-ordinated service	Application/ Interview	1
5.	Ability to manage and monitor and deliver on budgets and service performance including making efficiency savings.	Application/ Interview	1
Knowledge			
6.	Understanding and knowledge of key legislation and national drivers relating to Social Care/Education/health.	Application/ Interview	1
7.	Good knowledge of and capacity to interpret proposed and actual legislation relevant to CYPLS and able to provide interpretation of legal points and produce relevant supporting documentation.	Application/ Interview	1
8.	Up to date professional and technical expertise in relation to the needs of the service area and competence in providing interpretation, analysis, advice and guidance to less senior staff on complex issues/cases.	Application/ Interview	1
9.	Understanding of the Performance Management Framework applicable to the service area.	Application/ Interview	1
Skills and Abilities			
10.	Able to develop and maintain a strategic vision and direction for the service, including the development of service plans and work programmes. Ability to share the strategic direction and lead and motivate others to deliver.	Application/ Interview	1
11.	Able to establish systems to monitor, evaluate and manage performance.	Application/ Interview	1
12.	Able to deliver service improvement and to lead staff through significant change.	Application/ Interview	1
13.	Able to work co-operatively and supportively with colleagues. Skilled at working in partnership with other professional disciplines in an open but assertive style and represent the Council in external forums.	Application/ interview	1

MINIMUM ESSENTIAL REQUIREMENTS		METHOD OF ASSESSMENT	PRIORITY
14.	Able to demonstrate an awareness and understanding of the council's working environment, including the expectations and policies of Members and activities of other parts of the Council, to determine action.	Application/ interview	1
15.	Able to liaise, influence and negotiate in an appropriate style	Application/ interview	1
16.	Able to use information technology effectively.	Application/ interview	1
17.	Able to budget, manage and interpret financial information to aid decision making.	Application/ interview	1
18.	Able to generate proposals that will keep the impact of budget reductions on front line services to a minimum ensuring that supporting plans are cost effective yet high quality and value for money.	Application/ interview	1
19.	Able to demonstrate high standards in communication using appropriate methods and styles for the situation. h	Application interview	1
20.	Able to maintain high standards under pressure and to organise and prioritise work to meet deadlines.	Application/ interview	1
21.	Able to anticipate, meet and exceed the needs and expectations of service users by involving the community, being accessible and working in partnership to deliver Value for money.	Application/ interview	1
22.	Able to manage high level and complex meetings within the context of Safeguarding and effectively chair strategy and practice meetings	Application/ interview	1
Other			
23.	Undertake and engage in successful supervision and appraisal	Application/ interview	1
24.	Keep up to date with latest relevant research findings and practice developments, incorporating these findings and developments into the team's objectives.	Application/ Interview	1
25.	Able to take personal responsibility to ongoing training and professional development and encourage this in others.	Application/ interview	1
26.	Willing to adhere to and promote the Council and CYPLS policies and procedures e.g. Core Values, Equality and Diversity, Health and Safety, Environmental policies and all other Borough and Departmental policies and procedures.	Application/ Interview	1

MINIMUM ESSENTIAL REQUIREMENTS		METHOD OF ASSESSMENT	PRIORITY
27.	Willing and able to work flexible hours. (Actual hours are those required to carry out the duties of your post. They may involve evening and possibly weekend work)	Application/ Interview	1

LONDON BOROUGH OF SUTTON	
JOB DESCRIPTION	
Surname and Initials of Job Holder:	Post No: 201160 Job Title: Head of Transformation and Procurement Grade: Hay 4
Job Title & Post No. of Person to whom Job Holder normally reports: Executive Head of Customer Services	Group: Resources Division: Customer Services Section: Transformation and Procurement
Date JER signed:	
General Purpose of the Job: <p>To provide a professional lead on procurement and contract management within the authority and to foster the development of the procurement function so as to maximise its contribution to effective and efficient provision of services to stakeholders.</p> <p>To lead a team of senior staff responsible for project management and transformation services across service groups, leading on Business Process Reengineering projects.</p>	
Specific Duties: <ol style="list-style-type: none"> 1. Providing a professional lead for the whole Authority on procurement and contract management and ensuring that 'best practice' pervades the Authority; 2. Providing leadership in respect of the development and implementation of procurement policy and strategy, procedures and practices and the goal of continuous improvement and value for money through a whole-life costing approach; 3. Facilitating the process of the 'make or buy' analysis (including being the Authority's lead in respect of any external consultants retained to assist in 	

this process) and involvement on all Best Value and other key service reviews;

4. Stimulating and contributing to discussions on options for service provision including the fostering of strategic private sector partnerships and, where appropriate, the subsequent management of any such contracts;
5. To manage and promote corporate procurement and transformation services, dealing effectively and promptly with project requests, prioritising workloads for BPR officers;
6. Creating reports on procurement related matters for the Strategic Director of Resources and, as directed, presenting to the Corporate Management Team and Member committees.
7. Initiating and Maintaining relationships with consortia and other bodies better to provide value for money for goods and services;
8. Ensuring that environmental sustainability is adequately addressed in the procurement process;
9. Line management of staff engaged in procurement and contract management of goods and services 'in common use' and the development of procurement 'capacity' within the Authority;
10. To represent the service group at Council committees, working parties and other corporate groups and relevant inter Authority groups as required;
11. Assisting the Authority in meeting its e-government objectives.
12. To manage the budget for the corporate procurement and transformation team;
13. Assisting the Strategic Director of Resources in reviewing the effectiveness and appropriateness of the Authority's contract procedure rules (Standing Orders);
14. To ensure that the Authority's procurement function can be favourably benchmarked with services in other similar local authorities and organisations;
15. Ensuring that relevant officers and elected members are trained or given an appreciation of the procurement discipline;
16. Manage staff providing the Business Process Reengineering (BPR) function. Encouraging staff to undertake the appropriate training in this area, providing support on modernisation and BPR initiatives.

17. Assist BPR managers in the process of developing strategies to improve the efficiency of services, linking with procurement managers in developing alternative service delivery methods.
18. Manage BPR project officers in the mapping of processes, management of project teams, delivery of workshops and the identification of efficiencies.
19. Manage the authorities post room function, taking direct responsibility for the transformation of the service, taking the service through scrutiny review and modernising the service through efficiencies.
20. Developing alternative service provision through the developing wider market and reducing costs to the internal customers.
21. Act as Resources Service Group Emergency Planning Link Officer in the event of a major incident being declared which may impact upon Council services and/or its' residents.
22. Undertaking any other duties as may reasonably be required from time to time as directed by the Strategic Director of Resources or Executive Head of Customer Services.

POLITICAL RESTRICTION

This post is politically restricted by virtue of the Local Democracy, Economic Development and Construction Act 2009

To be completed by the Job Holder

I agree the above job description

Signature:

Date:

To be completed by person Job Holder normally reports to

I agree the above job description

Signature:

Date:

Job Title:

To be completed by Director/Chief Officer

I agree the above job description

Signature:

Date:

LONDON BOROUGH OF SUTTON

PERSON SPECIFICATION

JOB TITLE: Head of Transformation and Procurement

GROUP: Resources

POST NO: 201160

No.	Education and/or Experience	Priority1 or 2
1.	First Degree level qualification by examination in a local government and/or management related subject	1
2.	At least five years in procurement and contract management including the management of large and complex contracts	1
3.	Wide experience in local government or another public service at a senior level including extensive experience of working with directors and elected members. Able to think and act Strategically.	1
4.	Experience of working with consortia	1
5.	Second degree in procurement or another business related discipline	2
6.	CIPS qualification by examination	2
7.	Experience of quality programmes including EFQM for procurement	2
8.	Good project management skills and a background which would include Business process re-engineering	1
9.	Good level of IT, keyboard and numeracy skills	1
Competencies:		
1.	Effective management of staff and resources	1
2.	Dynamic and forward thinking with a track record of effective improvement to policy and organisational practices	1
3.	Commercial acumen and an understanding of markets and how they work	1
Skills and Abilities		
1.		1

	Leadership skills including the ability to create a team spirit in his/her own team and in any Authority wide teams set up for individual projects. A key attribute is the ability to motivate and empower staff;	
2.	An acute awareness of and empathy with the requirements of stakeholders	1
3.	Excellent verbal skills and high level of negotiating, presentation and interpersonal skills;	1
4.	Ability to manage contracts and to foster a climate of trust and partnership with suppliers and contractors so as to ensure continued efficient and effective provision of goods and services;	1
5.	Ability to weigh evidence on contractor and supplier performance and to take decisive and appropriate action	1
6.	Ability to define appropriate contract and strategic performance indicators	1
7.	Ability to manage cultural change and business transformation in a large complex organisation	1
8.	Ability to establish and develop positive relationships, internally and externally, not limited by service area boundaries or hierarchies and that promote confidence and collaborative working	1
9.	Ability to analyse, manage and problem solve complex and possibly sensitive issues	1
10.	The ability and commitment to challenge long standing procurement or administrative custom and practice where it is shown to be costly, inefficient or ineffective	1
11.	Ability to identify efficiencies through procurement and/or business transformation, and to follow through those ideas to action, implementation and review.	1

	Additional Factors	
1.	Marketing flair in the pursuit of the provision of more and better services to internal and external customers including schools;	1
2.	The ability to tackle difficult problems quickly and decisively and especially in the context of a developing corporate procurement service;	1
3.	Appreciation of the importance of environmental sustainability to the Authority and an understanding of how procurement can enhance sustainability	1
4.	An understanding of the importance of ICT in the provision of services to stakeholders	1
5.	Up to date knowledge of relevant markets and intelligence gathering methods	1
6.	Good working knowledge of the national domestic and European law relating to contracts	1
7.	Clear ability to demonstrate personal resilience, motivation and the highest standards of probity and personal integrity.	1

Date:

Appointing Manager:

Criteria marked Priority 1 are necessary which applicant **must have** to be appointed. Priority 2 criteria are also essential, but may be learned or developed further after appointment. We normally **shortlist** using Priority 1 criteria.

Job Description

Job Title: Executive Head of Economic Development, Planning and Sustainability

Grade: Hay 2

Directorate: Environment & Neighbourhoods

Service Unit: Economic Development, Planning and Sustainability

Responsible to: Strategic Director – Environment and Neighbourhoods

Overall Purpose of job

Lead and advise the Council on economic development, regeneration, environmental sustainability and planning. To undertake the strategic planning, direction and control of the following services:

- **Economic Development**
- **Planning (strategic and development management)**
- **Environmental Sustainability**

Lead on policies, priorities and programmes that will achieve the Council's vision for the borough and in doing so create:

- An Enterprising Borough
 - Sustainable Economic Growth
 - Promoting Sutton's Green Agenda
- Ensuring Policy Direction is outward-looking and resident-facing

Bring high-level influence to bear on the investment plans of partner organisations and private business, effectively marshalling available resources in support of Sutton's economic development priorities. Sponsor major economic development programmes and projects. We are committed to the Green Economy and One Planet Living principles.

To lead strategic commissioning of development, planning and sustainability services, reflecting the Council's move from service provider to commissioner.

Direct and commission high-level strategies for the Local Plan and related planning policy functions around climate change, flood risk and sustainability, ensuring expert policy advice is available on complex applications.

Ensure the development and delivery of the One Planet Sutton programme.

Main Duties and Responsibilities

1. Actively participate in the development of corporate strategies and policies through the Corporate Management and Directorate Management Teams and specifically lead on the Council's approach to economic development regeneration, planning and environmental sustainability.
2. Lead and develop effective partnership working with appropriate Government bodies, working with European Economic Area funding bodies (e.g. ERDF) the South London Partnership, the Voluntary and Community Sector, local businesses and pan-London agencies including the GLA, TfL and Job Centre Plus.
3. Lead a strategic approach to investment in the Borough and implement a programme aligned to the Local Development Framework and market Sutton as a high quality business destination.
4. Ensure that One Planet Living principles are practically embedded into Council policies, operations and other areas of influence. To promote Green energy projects and maintain our position of National/ Regional leaders in ecological programmes. To manage our relationships with key strategic partners such as Bioregional and Ecolocal.
5. Lead and develop specific interventions to maximise opportunities for a low carbon economy
6. Lead town and district economic regeneration programmes, including area renewal programmes such as in Hackbridge and Beddington, overseeing delivery and directing resources to meet operational targets
7. Lead specialist work around spatial and infrastructure policy and Transport and Neighbourhood Planning
8. Lead the work on planning obligations, s106 and CIL to ensure systems and mechanisms are in place for collection of charges. Be ultimately accountable for a transparent and deliverable strategic capital investment infrastructure programme
9. Lead the Council's flagship sustainable suburb programme in Hackbridge.
10. Contribute to the Council's actions relating to the Mayor of London's, national and Sub-Regional agendas
11. Provide advice, written reports and briefings to MPs, Committees, Members, programme boards and Corporate Management Team, as required
12. Be responsible for delivering and managing performance against National Indicators and local targets, utilising the corporate performance systems.
13. Lead and motivate staff to provide continuous improvement in quality and cost effectiveness of services.
14. Develop and implement effective performance management systems to ensure monitoring of plans, programmes, services and projects.

15. Ensure the development and effective management of all employees including the appropriate training in Health and Safety. Ensure all Health and Safety legislation and regulations are complied with and that risk assessments are carried out across all service areas
16. Participate as necessary in the Council's Emergency Planning arrangements and respond to all major emergencies affecting the community

Job Activities:

These are addressed in the body of the JD.

Responsibility for Resources:

(For which the jobholder is personally and identifiably accountable e.g. plant, equipment, vehicles, property, cash) Please specify cash (£).

- Total Budget of £4m and major programme budgets

Responsibility for supervision/ management of people:

- Post Holder has responsibility for 38 staff with 7 direct line reports.
(Please note this is subject to change following a proposed reorganisation)

See Attached Organisational Structure Diagram (tba)

Evaluation undertaken by..... Date.....

Countersigned by..... Date.....

TO BE COMPLETED BY JOB HOLDER:

I agree the above job description.

Signature.....Date.....

**TO BE COMPLETED BY PERSONS TO WHOM JOB HOLDER
NORMALLY REPORTS:**

I agree the above job description.

Signature.....Job Title.....

Date.....

TO BE COMPLETED BY STRATEGIC DIRECTOR:

I agree the above job description.

Signature.....Date.....

LONDON BOROUGH OF SUTTON
PERSON SPECIFICATION

JOB TITLE: Executive Head of Economic Development, Planning and Sustainability
Directorate: Environment and Neighbourhoods
JOB REFERENCE: EL105

No.	Education and/or Experience
1.	Educated to degree-level, or equivalent. Chartered Planner Status, or equivalent.
2.	Successful substantial experience in a senior management role, including demonstrable record of success in at least two of these areas: economic development, planning or sustainability.
3.	Successful substantial experience in managing complex budgets, resources and generating new income streams.

4.	Successful experience of working with public bodies to deliver effective economic development, planning and sustainability outcomes.
5	Successful experience of managing significant change through robust and timely performance management to meet Council objectives, programme targets and wider community needs
6.	Successful experience of strategic commissioning to deliver improved quantity and/or quality of service and monitor the delivery of contract to provide savings.
Knowledge	
7.	Detailed knowledge and understanding of relevant legislation and current good practice in the fields of economic development, planning and environmental sustainability.

No.	Skills and Abilities (Competencies)
8.	Providing clear sighted, long term vision to create a culture of high performance to deliver effective outcomes for residents
9.	Demonstrable experience of understanding complex issues, situations or problems to develop appropriate solutions within the constraints of resources, time and information available.
10.	.Demonstrable evidence of building sustainable relationships with stakeholders, communicating to a high standard suited to the audience.
11	An awareness of a political working environment, including Members' expectations of other service areas and customers to determine current and future actions. The ability to link strategy to day-to-day operational activity.
12	Evidence of a proven track record to deliver strategic IT solutions within this professional area.

13.	A sensitivity to and understanding of the valuing of equality and diversity in the workforce and in-service provision.
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London Borough Sutton

Resources Group

Human Resources Service Job Description

Job Title: Head of Human Resources (CE & Resources)

Working within: The Human Resource Service within the Resources Group

Providing a service to: Members, Group Management Team, line managers and employees and other relevant partners.

Grade: PO8

Responsible to: Executive Head of Human Resources.

Overall Purpose of job

1. Provides high-level strategic and expert HR support to the CE & Resources Groups
2. Leads and manages the HR team for the Groups
3. Works with the Executive Head of HR to formulate, develop and implement new Council HR strategy, policy and business improvement
4. HR business partner for the Group, including the development of Group HR strategy and workforce plans. Member of the CE Group Management Team.

Main Duties and Responsibilities:

1. *Develops, plans, and delivers HR strategic issues via long-term project work including: workforce plans, workforce development, significant change management programmes, and implementation of long-term HR specialist knowledge to meet the business needs of the Groups.*
2. *Provides Group lead and expert/ specialist knowledge of HR for the Group to reflect the business drivers of the Groups, interfacing with Members, senior managers, line managers, employees and other relevant partners.*
3. *Assists the Executive Head of HR with Council-wide research, review, development and implementation of HR/organisational development policy, procedure and good practice.*
4. *Responsible for Group HR team, and other related, budgets, business planning and improvement.*
5. *Researches, develops, and presents complex reports to key stakeholders, including Members, and senior managers.*
6. *Represents and promotes the Group at key internal and external HR or related business meetings.*
7. *Chairs and/or facilitates HR or associated business meetings internal and external to the Council.*
8. *Manages employee relations with the recognised trades unions – including negotiation and consultation meetings and communication as required.*
9. *Provides HR leadership for the Group as the HR business partner*
10. *Oversees key HR performance measures for the Group, including Best Value Performance Indicators such as equality targets and sickness management.*
11. *Represents the Executive Head of Human Resources as and when required*

Responsibility for Resources:

(for which the jobholder is personally and identifiably accountable e.g. plant, equipment, vehicles, property, cash) Please specify cash £

Laptop, PDA.

Responsibility for supervision/management of people
Line management of the Group HR team.

Group Specific Duties

1. Advises the Strategic Director Resources/Chief Executive and senior management team including: issues of HR strategy, workforce planning and sensitive casework
2. Provides advice and guidance on CE/Resources employment conditions.
3. Lead liaison in relation to employment child protection issues for the CE/Resources Group (SSPS and Revenue & Benefits).
4. Lead role for complex/contentious negotiation and consultation with the trades unions

Evaluation undertaken by Date

Countersigned by Date

TO BE COMPLETED BY JOB HOLDER

I agree to the above job description

Print Name

Date

Signature

TO BE COMPLETED BY LINE MANAGER

I agree to the above job description

Print Name

Date

Signature

London Borough of Sutton
Children & Families Services - Job Description

Job Title: Head of Adoption and Permanence	Directorate: Children, Young People and Learning
Post Number:	Unit/Section/Place of Work: Main Base: The Lodge, Carshalton
Grade: tbc	Responsible to: Head of Service, Corporate Parenting and Disabled Children
<p><u>Main purpose of the job</u></p> <p>The Adoption and Permanence Service provides the following for Sutton Children's Services:</p> <ul style="list-style-type: none"> • Adopter Recruitment and Assessment • Permanency Planning • Family finding • Post adoption support • Special Guardian support • Connected Persons assessments. <p>The Head of Adoption and Permanence leads the service and has the following key responsibilities:</p> <ul style="list-style-type: none"> • Providing expert advice to Members and Senior Officers on Adoption • Ensuring compliance with legislation and government policy • Leading on permanency planning for whole of children's services • Delivering adoption and permanency performance improvements in children's services • Representing the Council in the South West London Adoption Consortium • Deputising for the Head of Service in Corporate Parenting matters 	

Job Activities:

(Please describe the job activities and how, when and where they are done e.g. types of decision/recommendations; type, content, degree of creativity; range of skills required)

1. To lead and manage the Council's Adoption and Permanence Services comprising the following teams and services:
 - Adoption Team
 - Post Adoption Support Service
 - Special Guardianship Support Service
 - Family and Friends (Connected Persons) Team

2. To deputise for the Head of Service in their absence in policy, management, finance and case practice matters.
3. To be the Council's expert on Adoption and Permanence policy and practice, advising the Corporate Parenting Forum, the Local Children's Safeguarding Board, managers and staff within the Council, and partner agencies.
4. To provide expert advice to the Adoption Panel and the Agency Decision Maker, including on complex cases.
5. To act for the Council in the South West London Adoption Consortium, working with counterparts from the other local authorities to ensure that the Consortium work in the Council's interest.
6. To manage budgets for independent assessments, post adoption support and special guardianship support, monitoring and forecasting expenditure and taking timely action to ensure the budget is not overspent.
7. To lead on the development and implementation of effective procedures across children's services to ensure compliance with timescales and deadlines resulting from Government policy, Court directions and best practice.
8. To ensure the Council fulfils all statutory duties relating to adoption, permanence, special guardianship and temporarily approved connected persons.
9. To ensure that all work coming in to the service area is allocated and managed in accordance with relevant statutory and departmental policies and procedures
10. To set standards for service area, monitor all work in accordance with these and other relevant standards
11. To ensure that assessments, plans and reviews are of good quality and presented in a timely fashion.
12. To ensure when applicable, that appropriate enquiries are undertaken to assess likely and actual harm to children, and that appropriate action is taken to ensure their safety
13. To ensure that all work with children and their families is carried out in accordance with statutory regulation and guidance
14. To ensure that electronic case records are accurate and up to date
15. To ensure that statistical and other information is recorded and provided as required for the purposes of planning development and performance monitoring
16. To advise Head of Service of casework issues in line with departmental delegated powers and supervisory responsibility
17. To ensure that an appropriate duty service is available at relevant times to meet the needs of the service
18. To ensure effective recruitment, induction and management and development of staff
19. To ensure that regular and recorded supervision and staff appraisal is provided in accordance with departmental guidelines and requirements
20. To ensure the appropriate training and development needs of staff are met
21. To ensure that performance issues are dealt with appropriately in accordance with personnel policies and procedures
22. To provide expert guidance and advice to staff, to include attendance with them at relevant meetings, panels, Court, as appropriate to their skills and experience

23. To represent the Service, Department or Council, at relevant internal and external meetings as required
24. To manage and monitor a staffing and other budget allocation and ensure that all financial transactions are processed in a timely way and in accordance with audit rules
25. To ensure that care and other plans are delivered in a way that delivers best value for money
26. To chair planning meetings and reviews of children in need , children looked after and other relevant planning meetings as required
27. To contribute to CYPLD service development and improvement, including development of team action plan
28. To keep up to date with relevant legislation and guidance
29. To lead on projects/programmes as required for Children's Services
30. To contribute as required to the development and delivery of training programmes
31. To undertake investigations into complaints
32. To ensure appropriate risk assessments are undertaken and that Health& Safety procedures are followed.
33. To carry out all duties in accordance with the Borough's Equalities and Diversity policy and all other Borough and departmental policies and procedures.
34. To undertake such additional duties as are reasonable within the responsibilities of the post and which the line manager may require, including working from different location and within flexible hours

Contacts and Relationships:

(the range of contacts and the nature of the relationships with other people and organisations which are required to be maintained by the post)

1. To create effective working links between service area and others within Children Young People and Learning Directorate, other agencies as appropriate
2. To develop effective working relationships with service providers, to include monitoring Service level agreements as appropriate
3. To represent the service at external meetings as required
4. To deputise for the Head of Service manager as required
5. To inform senior management of serious incidents or potential adverse publicity

Responsibility for supervision/management of people

Please give details below:

- How many employees, voluntary workers or contractors the post has supervisory or management responsibilities for: **min 6, maximum 49 staff** Approx 30.
- If the jobholder supervise/manage posts in more than one location: Lodge, Civic Offices, Tweeddale Centre
- If the supervision/management is shared with another post in the structure:

Responsibility for Resources

Nil

LONDON BOROUGH OF SUTTON

JOB DESCRIPTION

Job Title: Executive Head of Planning and Commissioning
Grade: Hay 2
Directorate: Children, Young People and Learning
Service Unit: Planning and Commissioning
Responsible to: Strategic Director – Children, Young People and Learning

Purpose of Job

To lead and advise the Council on issues and policy relating principally to the services listed below.

To undertake the strategic planning, directions and control of services including:

- School Admissions
- Special Educational Needs
- Quality and Assurance
- Commissioning
- Policy and Performance
- Quality Assurance
- Pupil Planning
- Children's workforce training and development

SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES

Corporate Management and Directorate Leadership

1. Actively participate in the development of corporate strategies and policies through the Senior Management and Directorate Management Teams, and specifically lead on the Council's approach to the areas listed above.
2. Lead and manage the Planning and Commissioning business unit to achieve business plan targets, corporate action plan objectives and performance goals.
3. Prepare an annual operating budgets and three-year rolling business plan and manage the resources to meet the financial and operational targets fully.
4. Establish effective working relationships with Members and provide briefing to the Leader of the Council, Lead Member and other appropriate Councillors on strategy, policy and operational issues.
5. Act in accordance with and promote the Council's Core Values.

Group Management

1. Agree and provide a level of service for all services provided through the Planning and Commissioning business unit. Identify and maintain the resources necessary to deliver these services to prescribed standards.

2. Monitor the financial performance of the Planning and Commissioning business unit against the agreed budgets, action plans and performance targets. Take corrective action when these show any adverse trend to the approved plan.
3. Develop and maintain effective information systems and performance monitoring procedures. Ensure that performance meets or exceeds Government targets or local set indicators.
4. Ensure the Council meets its statutory responsibilities in respect of the provision of Planning and Commissioning Services, as applicable.
5. Lead and motivate staff to provide continuous improvement in quality and cost effectiveness of the services. Ensure the services are delivered in accordance with Council's published Core Values and Key Priorities.
6. Develop individual members of the Planning and Commissioning business unit through a combination of appraisals, staff briefings, training, focus groups, inter-group working parties and workshops, having particular regard for the Council's Diversity and Equality Policy.
7. Actively support and participate in appropriate awards and accreditation across the business unit.
8. Encourage joint initiatives and partnerships with the local community and service providers through the development of appropriate communication and consultation processes.
9. Ensure that all employees, agency staff, service providers etc have been given appropriate training and instruction, including Health and Safety matters, as they relate to the operation for which they are employed.
10. Ensure that all Health and Safety legislation and regulations are complied with and that risk assessments are carried out across all service areas.
11. Participate as necessary in the Council's Emergency Planning arrangements and respond to major emergencies affecting the community.



South West London

Sutton and Merton Borough Team

Title: **DIRECTOR OF PUBLIC HEALTH (JOINT APPOINTMENT)**

Accountable to: Chief Executive, NHS South West London (managerially)
Chief Executive, London Borough of Sutton (managerially) from 1/4/13

Professionally accountable to the PCT Board until 31st March 2013 and then to the Secretary of State through Public Health England or the Chief Medical Officer.

Pay Band: NHS Consultant - Consultant Contract (dependant on experience) plus DPH supplement Band D or Very Senior Manager Scale

Managerially accountable for: Sutton Public Health Services for NHS Sutton and Merton and Sutton Council, shared with the Director of Public Health for Merton. Future responsibility will include Public Health staff and may include Local Authority staff identified in the delivery of public health functions and health improvement.

Appointment: This is a full time post jointly appointed between NHS Sutton and Merton and The London Borough of Sutton. Part-time/flexible working may be considered (minimum 0.8 WTE).

Employing Organisation: The employing organisation will be NHS Sutton and Merton until the transfer of the Public Health Functions at midnight on March 31 2013, when the employer will become the London Borough of Sutton.

Base: The post is currently based in NHS premises in Wimbledon but will move to Sutton during the transition year.

1. Job Summary

This is a new post in preparation for the transfer of Public Health responsibilities to local authorities from 1 April 2013. The current Public Health function in NHS Sutton and Merton will be split between the two boroughs and each of the London Boroughs of Sutton and of Merton intend to appoint a Director of Public Health.

The Director of Public Health is the most senior advocate for public health across Sutton. This is a Board level appointment, leading the delivery of the Public Health functions on behalf of the Sutton Council and NHS Sutton and Merton. The post holder will work flexibly between the council and the PCT. The post holder will be a member of the Corporate Management Team as required, the PCT Board and the Sutton Clinical Commissioning Group Board.

As a joint appointment, the Director of Public health will be a high profile and highly visible Director, with strong people management skills and high levels of political awareness, in particular in relation to the different organisational cultures across the NHS, local government and the voluntary sector. The postholder will need to gain an in depth knowledge about the people and communities in Sutton, and have a track record of evidence based delivery across all three domains of public health – health improvement, health protection and healthcare services.

Working closely with the London Borough of Sutton and Sutton Clinical Commissioning Group, the DPH will lead the promotion and protection of health and wellbeing, tackling health inequalities and improving healthcare for the people of Sutton. The DPH will be responsible for ensuring that effective use is made of the public health budget in order to achieve relevant goals. The DPH is responsible for strengthening capability and capacity across the whole public sector to improve the health of the population.

The DPH plays a key role in developing strong partnerships with and influencing key stakeholders in the health economy to ensure the widest possible participation in the delivery of the new Public Health Outcomes on behalf of the Chief Executive. This includes work on the health and social care agenda to support the development and delivery of the most efficient and effective pathways in health improvement and care, work related to the health and wellbeing of children and young people and place shaping to create a health promoting physical, social and cultural environment for the future. It is expected that the postholder will have a direct influence on service planning in the council across all areas, and on CCG commissioning, to improve health and reduce inequalities.

The postholder will be required to:

- Be a transformational and visionary leader
- Fully understand and be committed to addressing the relationships and cultures of organisations that impact on the wider determinants of health
- Bring a high level of intellectual rigour and personal credibility to the collaborative and commissioning agendas
- Be highly visible to ensure in depth knowledge of local communities and good connections between public and local organisations
- Demonstrate high levels of political awareness, be able to work in different organisational cultures and to plan and implement programmes for short and long term health gain
- Be able to co-ordinate high quality advocacy across all three domains of public health – health improvement, health protection and health services
- Have exceptional people management skills in relation to developing the public health community and in helping to develop the public health leadership of organisations and the wider workforce
- Have a proven record of previous accomplishments in improving the health of communities
- Have the ability to ensure the effective transition of the public health function in accordance with the Health and Social Care Act 2012

2. Key Responsibilities

The post-holder is responsible for leading the delivery of the public health function and will be responsible for the agreed work programme of the Public Health team. This will be determined each year through a process of individual performance appraisal and objective setting, and may change significantly, depending on the needs of the organisations.

The Director of Public Health will:

- Be responsible for delivery of key public health goals to improve the health of the local population.

This will involve:

- Supporting the Chief Executive in delivery of the Public Health outcomes, making best use of the ring fenced public health budget to achieve this in collaboration with other chief officers
- Contributing to the full range of Local Authority, CCG and PCT Board responsibilities and using the opportunities of system reform, regulatory and performance arrangements to ensure that public health goals are at the heart of local authority and local NHS agendas
- Working with Cabinet and the Scrutiny Committees
- Acting as a key advisor to the Health and Wellbeing Board
- Supporting the requirements of national and regional preventative strategies
- Working with key partner agencies

- Be responsible for reporting on influences on health and wellbeing.

This will involve:

- Producing an independent annual report on the health of the local population
- Taking a lead role in producing the Joint Strategic Needs Assessment for the Council

- Be a key source of public health leadership and expert advice to the Local Authority, Clinical Commissioning Group and PCT on all aspects of public health ensuring that resources are brought to bear across the public sector to promote health and well-being for the whole community.

This will involve:

- Leading on behalf of the Local Authority, CCG and PCT Board communication dissemination, implementation and delivery of national, regional and local policies and health strategies, developing inter-agency and inter-disciplinary strategic plans and programmes, with delegated board or organisational authority to deliver key public health targets
- Being responsible for the development and implementation of multi-agency long-term public health programmes as required, based on the identification of areas of potential health improvement, the diversity of local needs and the reduction of inequalities
- Ensuring proper linkages between the health agenda and strategies related to the wider determinants of health including for example, community safety, the environment and sustainability

- Lead and drive programmes to improve health and wellbeing and reduce inequalities

- Working collectively across the Local Authority, Clinical Commissioning Group and the PCT, and in collaboration with Public Health Observatories, Health Protection Units, NICE and the developing Public Health England function, to ensure the proper design, development and utilisation of major information and intelligence systems and the best available evidence base to undertake regular joint reviews of the health and wellbeing

status and needs of the population, and to undertake the assessment of health inequalities, health impact assessment and the identification of areas for action within the local population

- Take lead responsibility for a range of public health functions across Sutton including:
 - Public Health Intelligence
 - Screening
 - Immunization
 - Seasonal Flu
 - Research
 - Health Needs Assessment
- Advising on the health impact of policies and changes of policy which may affect health, as part of the place-shaping agenda
- Undertaking health equity audits and identifying and tackling health inequalities

- Play a powerful role in forging partnerships with, and influencing all local agencies to ensure the widest possible participation in the health and wellbeing agenda.

This will involve:

- Working collectively with council colleagues/PCT/CCG colleagues and other partners to lead the development of inter-agency and interdisciplinary short and long-term strategic plans for securing health improvement both in the general population and in vulnerable groups at high risk of poor health and / or reduced life expectancy, in partnership with a range of statutory, non-statutory, voluntary and private sector agencies
- Working collectively with commissioners to provide expert public health advice and leadership to support and inform an evidence-based and ethical approach to commissioning and to planning high quality equitable services, across primary, secondary health and social care
- Working with primary health and social care professional and community staff, local NHS trusts and voluntary sector organisations to raise awareness of their public health role, and to strengthen their public health leadership
- Working collectively with Council/CCG/PCT colleagues and key partner agencies to lead on the integration of services and voluntary organisations to promote effective joint working to ensure delivery of the wider government targets and improved health and wellbeing
- Being the chief source of local public health leadership and advocacy, and strengthening public understanding and capacity to improve health
- Be a member of key decision shadow bodies in the CCG/PCT and Local Authority, including Sutton Health and Wellbeing Board and Local Partnership groups. This will involve working closely with relevant Members

- Work closely with the Health Protection Agency, the developing Public Health England function and other relevant organisations to ensure high levels of local resilience.

This will involve:

- Taking responsibility for safeguarding the health of the population in relation to communicable disease (including delivery of immunisation targets) and non communicable environmental hazards
- Working with the Health Protection Agency, or successors and local health protection units / teams to ensure that effective local arrangements exist to ensure local resilience and for covering the on call rota for the effective control of communicable disease and environmental hazards, and emergency planning
- Communicating effectively and accurately with a wide audience including the media and the public in emergency circumstances such as communicable disease outbreaks, chemical incidents and incidents related to immunisation and screening

- Be a highly effective leader to ensure appropriate contribution to wider public health networks and to bringing public health practice, teaching and research together as appropriate:

This will include:

- Participating in managing organisation change processes
- Managing of public health staff including recruitment, appraisals, disciplinary and grievance responsibilities
- Managing the local public health budget
- Providing educational supervision and support to trainees in public health
- Managing academic contract holders as appropriate

The job description will be subject to review in consultation with the post holder and in the light of the needs of the employing organisation and the development of the specialty of public health and any wider developments in the field of public health.

The post holder will be expected to be able to cope with multiple and changing demands, and to meet tight deadlines. They will be prepared to take on new areas of work as and when they arise, managing priorities set within the time available. A high level of intellectual rigour, negotiation and motivational skills and flexibility are required to deal with complex public health issues, to advise and make recommendations regarding services and patient care. A high level of tact and diplomacy is required and an ability to understand other cultures to enable effective working across organisational boundaries and influencing without formal authority.

3. NHS Sutton and Merton and Sutton Council

Sutton to add to this section

NHS Sutton and Merton is one of five PCTs (the others being Kingston, Richmond & Twickenham, Wandsworth, Croydon) within the NHS South West London cluster. Sutton and Merton PCT serves a resident population of approximately 406,000 people with around 211,000 people living in Merton and 195,000 people living in Sutton. Its annual allocation in 2012/13 is be ?? million. There are 54 GP practices across Sutton and Merton. The Sutton Clinical Commissioning Group was established in during 2012 and will be coterminous with Sutton Council.

Sutton Council is responsible for democratic oversight of the London Borough of Sutton. To be completed by Sutton

NHS Sutton and Merton Public Health Directorate have lead the process to develop the JSNA in

partnership with key senior personnel from both boroughs and have updated the JSNA with the latest available data and analysis to describe the changing needs of our local communities and

to plan for future needs. It encompasses both the health and social care needs of the population

and includes the wider determinants of health and wellbeing.

Strong partnerships and innovative ways of working are important in order to reduce health inequalities. The JSNA provides information about Sutton and Merton that supports the Local

Authorities and Shadow Clinical Commissioning Groups as they prepare to take on new responsibilities to improve the health of the whole local population, including seldom heard communities.

The 2011 update of the JSNA for Sutton and Merton provides a wealth of evidence on local health needs, inequalities within our populations and includes detailed key commissioning implications to address these inequalities. It focuses on all the protected population groups listed, i.e. age, disability, deprivation, ethnicity, gender, religion and sexual orientation.

Sutton and Merton are ethnically diverse, with Sutton's profile more reflective of the National picture, and Merton much closer to the London profile. The extent of diversity has increased markedly over the last ten years and this needs further investigation to understand future trends and potential pressures.

Ethnicity is responsible for some of the variation in disease rates and is therefore an important factor in tackling health inequalities. It is often linked with other determinants of health such as socio-economic status and lifestyle. Some of these differences can be seen particularly in the prevalence of cardiovascular disease, cancer and diabetes.

4. Department/Directorate of Public Health

The current structure of Sutton and Merton's integrated Public Health team is attached.

4.1 Current staffing

Most of the team is currently based at 120 Broadway, Wimbledon but are soon to move to Bridge House Wimbledon.

NHS Sutton and Merton is a training location for specialist trainees, who are based with the public health team.

4.2 Other internal resources

There is a public health library and knowledge management service based at Leon House, together with good access to the main local health library at Croydon University Hospital. There are excellent links with the Department of Public Health Sciences at St George's Hospital Medical School, which provides access to advice and support for public health research. ?? check this

4.3 Training and CPD arrangements

NHS Sutton and Merton Public Health Directorate is approved for training of public health specialists (Specialist Registrars in Public Health Medicine and Public Health Multi-Disciplinary Specialist Trainees) from the London Regional Training Scheme in Public Health. The post holder will be expected to meet the Deanery requirements for project supervisors and/or educational supervisors as appropriate, and participate in the management and supervision of public health specialist trainees.

5. Management arrangements

The post holder will be professionally & managerially accountable to the Chief Executives of both NHS South West London and Sutton Council. Professional appraisal will be required. A single work programme will be agreed across both organisations by the post holder and will be reviewed as part of the annual job planning process.

S/he will contribute to the working of the SWL cluster Public Health network.

The post holder:

5.1 Will jointly manage an integrated Public Health directorate of approximately twenty five public health staff in NHS Sutton & Merton. The post holder currently line manages four Consultants in Public Health, one of whom is a joint post with Sutton Council. The post holder will be expected to set objectives for and appraise performance of these posts

5.2 will manage public health staff for Sutton Council from 1/4/13..

5.3. will hold the departmental / PH function budgets

5.4 will be on the Board of NHS Sutton and Merton

5.5 will be a Director of NHS Sutton and Merton and Sutton Council.

5.6 will be expected to take part in on call arrangements as appropriate

5.7 will manage honorary consultant contract holders if required

5.8 will produce an independent annual report on the health of the population, progress on improving health and reducing inequalities and making recommendations

5.9 will be principal adviser to the Health and Wellbeing Board in developing a Health and Wellbeing Strategy based on the assessed needs of the population and proven interventions to improve health

5.10 will provide specialist public health advice to commissioners on priorities for health and social care spending and the appropriate configuration of services within and between local authorities

5.11 will support Local Resilience Forum in developing comprehensive multi agency plans for the anticipated threats to public health

6. Professional obligations

The post holder will be expected to:

7.1 participate in the organisations' staff appraisal schemes and departmental audits, and ensure appraisal and development of any staff for whom s/he is responsible;

7.2 contribute actively to the training programme for public health trainees as appropriate, and to the training of practitioners and primary care professionals within the locality

7.3 pursue a programme of CPD/CME, in accordance with Faculty of Public Health requirements, or other recognised body, and undertake revalidation, audit or other measures required to remain on the GMC Specialist Register/GDC specialist list in dental public health/UK Public Health Register or other specialist register as appropriate.

7. Corporate responsibilities

The post holder will be expected to :

8.1 contribute to the full range of NHS and local authority equivalent responsibilities and use the opportunities of system reform, regulatory and performance management arrangements, to ensure that the public health goals are at the heart of the local authority and local NHS agenda;

8.2 contribute to the wider NHS and local authority corporate agenda, team building, and organisational development using appropriate management skills and behaviours;

8.4 work with other public health colleagues to strengthen public health capacity and delivery across South West London.

8. Key tasks

The job description will be subject to review in consultation with the post holder and in the light of the needs of the employing organisation and the development of the speciality of public health and any wider developments in the field of public health.

CORE COMPETENCY AREAS

Surveillance and assessment of the population's health and well-being

- To ensure the proper design, development and utilisation of major information and intelligence systems to underpin public health improvement and action for the population across disciplines and organisations.
- To receive, interpret, provide and advise on highly complex epidemiological and statistical information about the health of populations to the NHS, Local Authority and voluntary organisations.
- To ensure the use of the best available evidence base to support the assessment of health needs, health inequalities, health impact assessment and the identification of areas for action within the local population.
- To produce an annual report on the health of the population of Sutton.

Assessing the evidence of effectiveness of health and healthcare interventions, programmes and services

- To provide expert public health advice and leadership to support and inform an evidence-based approach within ethical frameworks for commissioning and develop high quality equitable services, across primary, secondary and social care, and across sectors including local authorities, voluntary organisations, etc, in potentially contentious and hostile environments where barriers to acceptance may exist.
- To be responsible for leading on service development, evaluation and quality assurance governance in specific areas and for preparing and adjusting action plans in line with changing needs and changing geographical boundaries.
- To provide expert advice to support evidence based commissioning, prioritisation of services for the population (and in some circumstances for the individual) in order to maximise opportunities for health.

Policy and strategy development and implementation

- To lead on behalf of the PCT Board and Council Cabinet on the communication, dissemination, implementation and delivery of national, regional and local policies and health strategies, developing inter-agency and interdisciplinary strategic plans and programmes, with delegated Board and Cabinet authority to deliver key public health targets.
- To act in an expert advisory capacity on public health knowledge, standards and practice, across the spectrum of public health at Board and Cabinet level.
- To be responsible for the development and implementation of multi-agency long-term public health programmes as required, based on identification of areas of potential health improvement, the diversity of local needs and the reduction of inequalities.
- To ensure proper linkages between the health agenda and strategies related to the wider determinants including for example, community safety, the environment and sustainability.

Leadership and collaborative working for health

- To take the lead role on behalf of the PCT Board and Council in developing inter-agency and interdisciplinary short and long-term strategic plans for securing health improvement both in the general population and in vulnerable groups at high risk of poor health and/or reduced life expectancy, in partnership with a range of agencies such as those in the statutory, non- statutory, voluntary and private sectors and by taking lead responsibility with Sutton Council. This requires the ability to work cross-directorate and across other agencies and voluntary organisations.
- To work with primary care professionals and community staff to raise awareness of their public health role.
- To contribute to further the integration of health, social services and voluntary organisations to promote effective joint working to ensure delivery of the wider government targets.
- To influence external agencies in their public health policy decisions by working with complex professional, managerial and population groups and other organisations in the statutory, non-statutory and private sectors.

DEFINED COMPETENCY AREAS

Health Improvement

- To be responsible for designated areas of health improvement programmes, public health surveillance or population screening or geographical areas.
- To take a Board or equivalent level leadership role in specified areas with local communities and vulnerable and hard to reach groups in Sutton, helping them to take action to tackle longstanding and widening health inequality issues, using community development approaches as appropriate.
- To provide expert knowledge to ensure effective community involvement with regard to all the work of the organisation including commissioning and prioritising high cost services and to ensure that policies and strategies are interpreted, developed and implemented at all levels.

Health Protection

- To take responsibility for safeguarding the health of the population in relation to communicable disease, infection control and environmental health, including delivery of immunisation targets.
- To ensure that effective local arrangements exist for covering the on call rota for the effective control of communicable disease, environmental hazards to health and emergency planning, as detailed in local health protection agreements.

- To communicate effectively and diplomatically with a wide audience including the media and the public to change practice in highly challenging circumstances such as communicable disease outbreaks, chemical incidents, immunisation and screening.

Service Improvement

- To provide expert advice to support evidence based commissioning, prioritisation of services for the population (and in some circumstances provide highly specialised advice on preferred treatment options or protocols based on the evidence for individual patients) in order to maximise opportunities for health.
- To be responsible for implementation of NICE/National Service Frameworks or equivalent national standards/guidance and frameworks.
- To lead the development of clinical networks, clinical governance and audit.
- To review evidence and providing specialised advice on preferred treatment options or protocols based on the evidence for individual patients.

Public Health Intelligence

- To analyse and evaluate quantitative and qualitative data and research evidence from a range of sources to make recommendations and inform decision making which has long term impacts.
- To compare, analyse and interpret highly complex options for running projects identified as key public health priorities, and communicate this information across organisations and the local community.
- To be responsible for the identification and implementation of appropriate health outcome measures, care pathways/protocols and guidelines for service delivery across patient pathways for the local population.
- To work with the London PHO and/or other organisations to strengthen local, regional and national public health intelligence and information capacity.

Academic Public Health/Research and Development

- To undertake and commission literature reviews, evaluative research surveys, audits, and other research as required, to inform equitable service provision and reduce health inequalities. This may involve taking the lead on R&D public health and related activities. .
- To develop links with academic centres as appropriate and / or the London Public Health Observatory to ensure the work of the organisation is based on a sound research and evidence base.
- To develop public health capacity through contributing to education and training and development within the services, and within the wider NHS and non NHS workforce.

Medically qualified members of the public health team are expected to play certain roles in medical leadership, in relationships with the medical profession and in bringing a medical perspective to public health advice. A medically qualified holder of this post would be expected to share these roles with other medically qualified members of the team.

GENERAL CONDITIONS

Terms and conditions of service

The post is subject to general NHS Terms and Conditions of Service and relevant organisational employment policies.

Those candidates who meet the requirements for appointment as a Consultant in Public Health Medicine will be eligible for the NHS Consultant Contract (*England, Wales, Scotland, N Ireland as appropriate*), DPH salary scale plus DPH Supplement C.

Those candidates appointed as Consultants in Public Health will be eligible for NHS VSM salary scales.

On call arrangements

The postholder will be expected to be on the NHS Sutton and Merton's Directors On-call rota and, subject to local negotiation, take part in the on-call for health protection and public health and to participate in the communicable disease and environmental hazards control and emergency planning arrangements for South West London. Suitable training will be provided for those who need it in discussion with the Health Protection Agency.

Indemnity

As the postholder will only be indemnified for duties undertaken on behalf of NHS Sutton and Merton the postholder is strongly advised to ensure that he/she has appropriate professional defence organisation cover for duties outside the scope of NHS Sutton & Merton and for private activity within NHS Sutton and Merton. For on call duties provided to other organisations as part of cross cover out of hours arrangements the NHS Litigation Authority has confirmed that those organisations will provide indemnity for the postholder.

Flexibility

The postholder may, with their agreement - which should not reasonably be withheld - be required to undertake other duties which fall within the grading of the post to meet the needs of this new and developing service. The employing organisation is currently working in a climate of great change. It is therefore expected that all staff will develop flexible working practices both within any relevant local public health networks and at other organisational levels as appropriate, to be able to meet the challenges and opportunities of working in public health within the new and existing structures.

Confidentiality

A consultant has an obligation not to disclose any information of a confidential nature concerning patients, employees, contractors or the confidential business of the organisation.

Public Interest Disclosure

Should a consultant have cause for genuine concern about an issue (including one that would normally be subject to the above paragraph) and believes that disclosure would be in the public interest, he or she should have a right to speak out and be afforded statutory protection and should follow local procedures for disclosure of information in the public interest.

Data protection

If required to do so, the postholder will obtain, process and/or use information held on a computer or word processor in a fair and lawful way. The postholder will hold data only for the specified registered purpose and use or disclose data only to authorised persons or organisations as instructed in accordance with the Data Protection Act.

Health and safety

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) and its amendments and by food hygiene legislation to ensure that the agreed safety procedures are carried out to maintain a safe condition for employees, patients and visitors.

Smoking policy

The employing organisation has a policy that smoking is not allowed in the work place.

Equal opportunities policy

It is the aim of the employing organisation to ensure that no job applicant or employee receives less favourable treatment on grounds of gender, religion, race, colour, sexual orientation, nationality, ethnic or national origins or disability or is placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end, there is an Equal Opportunities Policy in place and it is for each employee to contribute to its success.

SPECIMEN PERSON SPECIFICATION

DIRECTOR OF PUBLIC HEALTH

NHS Sutton and Merton and Sutton Council

IMPORTANT: This person specification contains changes introduced in amendments made to the NHS (Appointment of Consultants) Regulations for England, Scotland, Northern Ireland and Wales which came into force during 2005.

Education/Qualifications	<i>Essential</i>	<i>Desirable</i>
Inclusion in the GMC Specialist Register/GDC Specialist List or UK Public Health Register(UKPHR)	X	
If included in the GMC/GDC Specialist Register in a specialty other than public health medicine/dental public health, candidates must have equivalent training and/or appropriate experience of public health medicine practice	X	
Public health specialist registrar and specialist trainee applicants who are not yet on the GMC Specialist Register/GDC Specialist List in dental public health/UKPHR must provide verifiable signed documentary evidence that they are within 6 months of gaining entry at the date of interview ; all other applicants must provide verifiable signed documentary evidence that they have applied for inclusion in the GMC/GDC/UKPHR specialist registers <i>[see shortlisting notes below for additional guidance]</i>	X	
Applicants must meet minimum CPD requirements (ie be up to date) in accordance with Faculty of Public Health requirements or other recognised body	X	
MFPH by examination, by exemption or by assessment		X
Personal qualities		
Transformational and visionary leader	X	
Commitment to adding public health values to corporate agendas	X	
Strong commitment to public health principles	X	
Able to prioritise work, and work well against a background of change and uncertainty	X	
Adaptable to situations, able to handle people of all capabilities and attitudes	X	
Commitment to team-working, and respect and consideration for the skills of others	X	
Self-motivated, pro-active, and innovative	X	
High standards of professional probity	X	
The ability to demonstrate personal credibility wit: Within public health Within the NHS and local government With senior clinicians and managers	X	
Experience		
Minimum of three years' experience of public health practice at senior level	x	
Has a demonstrable personal track record of delivering strategy, plans and outcomes in practice and making an impact in improving the health of communities.	X	
Evidence of taking personal responsibility in contributing to developing an organisation's vision and strategic goals for modernisation and reform and in gaining support for this at all levels both internally and externally.	X	
High level project management skills	X	
Excellent staff and corporate management and development skills	X	
Experience of working in complex political and social environments	X	
Excellent change management skills	X	
Evidence of strong corporate contribution in delivering financial balance for an organisation.	X	
Training and mentoring skills		X
Scientific publications, presentation of papers at conferences, seminars etc		X
Skills		
Strategic thinker with proven leadership skills	X	
Excellent oral and written communication skills (including dealing with the media)	X	
Effective interpersonal, motivational and influencing skills	X	
Ability to respond appropriately in unplanned and unforeseen circumstances	X	
Good presentational skills (written and oral)	X	
Sensible negotiator with practical expectation of what can be achieved	X	

Substantially numerate, with highly developed analytical skills using qualitative and quantitative data	X	
Computer literate <specify packages as appropriate for post e.g. MS Office etc>	X	
Ability to design, develop, interpret and implement policies	X	
Ability to concentrate for long periods (e.g. analyses, media presentations)	X	
Resource management skills	X	
Knowledge		
High level of understanding of epidemiology and statistics, public health practice, health promotion, health economics and health care evaluation	X	
Full understanding of and commitment to addressing relationships and cultures of organisations that impact on the wider determinants of health	X	
Full understanding of and commitment to delivery of improved health through mainstream NHS activities	X	
Understanding of NHS and local government cultures, structures and policies	X	
Knowledge of methods of developing clinical quality assurance, quality improvement and evidence based clinical and/or public health practice	X	
Understanding of social and political environment	X	
Understanding of interfaces between health and social care	X	

Corporate Requirements

	Essential	Desirable
Has a demonstrable personal track record of delivering strategy, plans and outcomes in practice and making an impact in improving the health of communities.	X	
Evidence of delivering organizational improvement through personal introduction of techniques/knowledge from outside the organization		X
Evidence of continuing professional and personal development	X	
Has board level experience, functioning as a corporate Director with significant contribution to strategy across a range of areas		X
Has relevant board level management experience in a variety of health and/or social care settings with evidence of effective partnership working		X
Evidence of previous experience of working within a complex and challenging environment at Director level		X
Has experience of working as a Board member in more than one setting/type of board arrangement. Has experience of working in joint board arrangements		X
Evidence of personal contribution in delivering vision/strategy in a multi-organisational setting through modernization and reform projects		X
Has a demonstrable track record in delivering complex targets and objectives to right deadlines	X	
Evidence of taking personal responsibility in contributing to developing an organizations vision and strategic goals for modernization and reform and in gaining support for this at all levels both internally and externally	X	
Evidence of developing and maintaining an excellent partnership relationship and team fit with the Chair, Chief Executives, Members and other corporate colleagues	X	
Evidence of strong corporate contribution in delivering financial balance for an organization	X	
Evidence of personal contribution as a strong team player, holding people together and facilitating effective team-working effectively, particularly at stressful points	X	
Demonstrates high caliber leadership and influencing skills which command personal support and commitment from others and secure the necessary support to deliver results	X	
Evidence of leadership roles at regional/national level		X
Is sought out as a facilitator and problem solver inside and outside the organization and is recognized beyond direct work spheres as a valuable source of personal advice		X
Evidence of outstanding inter-personal skills, with a demonstrable ability to engage positively with individuals from junior to very senior levels and to deliver solutions and conflict situations	X	
Evidence of achievement of leading change	X	
Evidence of the drive to network for information with a background searching for and bringing to the organization best practice and innovation from outside	X	
Evidence of political astuteness and the ability to drive for and deliver results in complex environments where organizational and personal agendas are not aligned	X	
Evidence of resilience in a range of complex and demanding situations	X	
Shows evidence of personal support mechanisms		X
Evidence of a strong sense of commitment to openness, honesty, inclusiveness and personal integrity	X	
Demonstrable evidence of a commitment to teamwork in difference settings and with different groups and able to respect the skills of others	X	

Shortlisting notes

The Faculty of Public Health advises that in order to be shortlisted for a consultant post applicants who are not yet on the GMC Specialist Register/GDC Specialist List in dental public health/UK Public Health Register(UKPHR) must provide verifiable signed documentary evidence that an application for inclusion on one of these specialist registers is in progress as follows:

1. Applicants in training grades

Public health Specialist Registrars and Specialist Trainees in a recognised UK public health training scheme must provide evidence to confirm that they are within **SIX** months of award of their certificate of completion of training (CCT) and inclusion in the GMC Specialist Register/GDC Specialist List in dental public health/UKPHR at the date of interview (i.e. the expected date of award of their CCT must fall no more than six months after the date of interview). *Please note that from January 2005 in England, May 2005 in Scotland and November 2005 in Northern Ireland and Wales, this period has been extended from the three months required previously.* The documentary evidence should be:

Either a RITA Form G (Final Record of Satisfactory Progress) **or** a letter from the postgraduate dean (or Faculty Adviser) specifying the expected date for completion of training (which must be not more than six months after the date of interview).

2. Applicants in non training grades

2.1 Doctors (i.e. medical practitioners)

Doctors outside recognised UK public health training schemes fall into a number of categories:

- those who have trained outside the UK, who may have specialist training and qualifications which they are seeking to have recognised by the Postgraduate Medical Education & Training Board (PMETB) in order to gain registration with the GMC: these doctors may be shortlisted according to the following 2005 guidance from the Department of Health and Scottish Executive which indicates that *There will be some instances (for example when considering applicants trained outside the UK) where an AAC may choose to interview a candidate prior to [GMC] Specialist Register entry. In these circumstances, it will wish to be satisfied that subsequent Specialist Register entry is likely.* **Employers should ask the applicant to provide documentary evidence that he/she has submitted an application to the PMETB which is eligible for consideration at the time of application (for shortlisting).**
- those who have not completed specialist training in the UK who are seeking entry to the GMC Specialist Register through Article 14 of the European Specialist Medical Qualifications Order (ESMQO), which allows the PMETB to consider not only training but also relevant experience: these doctors may have trained in or outside of the UK. **Again, employers should ask the applicant to provide documentary evidence that he/she has submitted an application to the PMETB which is eligible for consideration at the time of application (for shortlisting).**

2.2 Applicants from a background other than medicine

- Other than trainees (see 1 above), applicants from a background other than medicine would normally be expected to have gained full registration with the UKPHR. However, exceptionally, individuals who can demonstrate that they have submitted a portfolio application to the UKPHR may be considered for shortlisting. **Suitable evidence will be a letter from the UKPHR acknowledging receipt of the portfolio application.**
- Other than trainees (see 1 above), applicants from a background in public health dentistry must be included in the GDC Specialist List in dental public health. However, those who can demonstrate that they have submitted an application for inclusion on the GDC specialist list in public health dentistry may be considered for shortlisting. **Employers should ask the applicant to provide documentary evidence that he/she has submitted an application to the GDC which is eligible for consideration at the time of application (for shortlisting).**

Employers are advised that individuals should not take up consultant in public health medicine or consultant in public health posts (including DPH posts) until such point as they have gained entry to the GMC Specialist Register/GDC Specialist List in dental public health/UK Voluntary Register for Public Health Specialists. Although applicants will be able to provide documentary evidence that an application is in progress, no guarantee can be made as to the outcome of an application to the GMC/GDC/UKPHR specialist registers.

The above guidance applies to applications for both general and defined specialist registration with the UKPHR. Individuals with defined specialist registration are eligible for consideration for shortlisting for, and appointment to, consultant posts including those at DPH level. In all appointments, employers will wish to ensure that an applicant's areas of competence meet those required in the person specification.

Job Description

Job Title: Head of Cultural Services	Group: Environment & Neighbourhoods
Post Number: 682913	Business Unit/Section: Leisure Management
Grade: SM2	Responsible to: Executive Head of Leisure & Libraries
<p><u>Overall Purpose of Job:</u></p> <ul style="list-style-type: none"> • To provide leadership within Sports, Life Centre and Cultural Services, ensuring establishment of effective working relationships within the delivery of Arts, Life Centre, Sports and Leisure provision across the Sutton community. • To manage the Service in order to achieve the 'fairer, safer, smarter and greener' objectives of the Council. • Responsible to the Executive Head of Leisure Management and Libraries (EHL&L) for the management and the operation of the section, ensuring that the services provided meet agreed targets, standards and objectives. • To advise Council Committees and the EHL&L regarding Leisure/Sports Development/ Life Centre and theatre/public halls issues. • To provide leadership and strategic management to the Sports, Life Centre and Cultural Services, ensuring effective systems and good practice are developed across all Arts, Sports, Life Centre and Leisure delivery. • To manage the Leisure, Life Centre and Culture Service in accordance with the Council's priorities, within the budget set. • To resolve the more complex and high level operational issues so that they are dealt with effectively. • To identify, review and research opportunities for improvements and communications which maximise opportunities to realise commercial and social objectives. • To initiate and implement major cultural capital developments. • To initiate and manage sport, arts, life centre and leisure related events. • To deliver a high quality, efficient and customer-focused service for the residents of Sutton. • To deputise for the EHL&L in his/her absence. 	
<p><u>Main Duties and Responsibilities:</u></p>	

1	To provide effective leadership, co-ordination and management of the London Borough of Sutton's leisure Management Section.
2	To directly manage the Secombe and Charles Cryer Theatres and Wallington and Grove Halls, the Sports Development Team and act as the client for the leisure centres contract and The Bedzed Pavilion and the Sutton Life Centre.
3	<p>To undertake the client side management of the external groups managing Westcroft, Cheam, Phoenix and David Weir Arena Leisure Centres, ensuring services are provided in line with the Funding Agreement/Service Delivery Agreements. To act as designated Client Officer for the leisure centres by:</p> <ul style="list-style-type: none"> • Attending meetings • Monitoring performance • Encouraging service development and investment • Working in partnership • Financial management • Overseeing maintenance programmes
4	To manage the Sports, Arts, Life Centre and Leisure Teams so that the service provided is responsive to customer requirements, accessible to all areas of the community and provides value for money
5	To undertake overall responsibility for the appointment, management, motivation, performance, deployment, training and development, supervision and discipline of staff.
<p><u>Job Activities:</u> (Please describe the job activities and how, when and where they are done e.g. types of decision/recommendations; type, content, degree of creativity; range of skills required)</p> <ul style="list-style-type: none"> • To exercise overall responsibility for the effective management, development and control of the Cultural Services capital and revenue budgets. Monitor performance and control action as necessary to expend budgets to meet objectives. • To manage the borough's sport, arts, life centre and leisure development activities ensuring that the work programmes are strategic, outcome centred, and tailored to the profile of the local community, linking to the Council priorities, service area plans and performance management • To motivate, train, develop and performance manage staff to maintain an effective workforce capable of meeting its objectives • To develop and deliver strategies in relation to Sport, Leisure, Life Centre and Culture • To formulate annual operational plans and budgets so that the team has clear priorities and that appropriate resources are allocated to their achievement. To contribute to the development of longer term plans for Arts, Sports, Life Centre and Leisure Services. • To lead the service in the production of a wide range of statistical, budgetary and performance information required to support the work of the Service. • To lead the management of the Sports, Arts, Life Centre and Leisure Teams so that they operate and develop in line with the Council's priorities and customer requirements. 	

- To ensure the work of the team links effectively with related service provision, within or external to the Council, so that coherent and value for money services are provided.
- Prepare, monitor and control the team budget to ensure that expenditure is in line with the agreed business plan
- To act as the Council's lead officer for Sport England and the Arts Council of England
- To host regular team meetings and develop a culture of information exchange to plan future work programmes and contribute towards the teams performance
- To lead on the establishment of effective business and planning systems for the Sports, Life Centre, Arts and Leisure service teams
- To develop and maintain partnerships with external partners including Sport England, the Arts Council, police, health authority and local organisations and community groups.
- To manage capital projects in accordance with the Council's capital programme and effectively monitor the procurement and delivery of construction and management contracts as the client officer
- To advise the Council, senior officers on all cultural related issues in local, regional and national fora.
- To prepare and present written and oral reports at Council Committees
- To attend and represent the Council at public forums and liaison meetings with external bodies required
- To support the EHL&L in advising senior colleagues and elected members on Cultural policies and practices, deputising when required
- To develop and establish procedures for the effective implementation of contracts as appropriate for each service areas, including the preparation of contract documentation, establishment of specifications, contract implementation, performance monitoring and control
- Appoint and manage staff (appraisal, identification of development needs and briefing arrangements) are implemented, and that staff receive appropriate support, coaching and training to follow their personal development plan.
- To provide mentoring support opportunities for staff and to co-ordinate personal and professional development.
- To manage health and safety in the work place and in sites and venues used by the Service, in accordance with current legislation, codes of practice and Council policies and procedures. This includes the preparation of detailed risk assessments and responsibility for staff, clients and the general public.
- To be aware of and advise the EHL&L and elected members on current/new legislative issues, local, national and international trends and initiatives relating to leisure and cultural issues.
- Contribute effectively to the organisation and management of the Directorate as a member of the Wider Group Management Team.
- Ensure that all activities undertaken reflect and respect environmental considerations in line with Council policy.
- Ensure that the Council's Equal Opportunities Policy is implemented across every area of management and service provision, undertaking service reviews as necessary.
- To carry out any comparable duties as required by the Executive Head of Leisure and Libraries or his/her delegate.

Responsibility for Resources:

(for which the jobholder is personally and identifiably accountable e.g. plant, equipment, vehicles, property, cash)

- Overall direct budget responsibility for over 32.5 million.
- Responsible for multi million pound capital assets and a significant ongoing capital development programme
- Direct facility management includes two theatres, two public halls, Life Centre and four leisure centres and act as Client for the Bedzed Pavilion (includes responsibility for structure, fabric and equipment contained within facility)
- Direct line management responsibility for £30 members of staff
- Indirect line management responsibility for a varied team including a mixture of instructors, tutors and volunteers
- Responsible for engagement with 200+ voluntary and community organisations across Sutton in the implementation of community arts and sports delivery
- Responsible for grant arrangements to ProActive Sutton (£9,000) and Sutton Arts.

Responsibility for supervision/management of people

Please give details below:

- How many employees, voluntary workers or contractors the post has supervisory or management responsibilities for: **50 sports coaches, volunteers and contractors**
- If the jobholder supervise/manage posts in more than one location: **Yes (Denmark Road, The Phoenix Centre, Westcroft Leisure Centre, Secombe Theatre, Charles Cryer, Wallington Hall, Grove Hall, Sutton Life Centre (Various housing estates and Parks) and a leisure centre contract on four sites.**
- If the supervision/management is shared with another post in the structure: **No**

Please attach (wherever possible) and/or outline below the organisational structure:

Signed by:**Post holder:****Line Manager:****Assessor: (if required)****Date:**

LONDON BOROUGH OF SUTTON

JOB DESCRIPTION

Job Title: Head of Commissioning Support

Post No: TBC

Grade: TBC

Responsible to: Executive Head of Customers, Commissioning and Governance

Group: Chief Executive's

Unit/Section: Customers, Commissioning and Governance

Main Purpose of Job:

In order to support the council in this change, the Head Operational Commissioning Support will be responsible for:

1. To lead the data and intelligence function to ensure data and intelligence is used to inform commissioning, policy decisions and service provision.
2. To lead on corporate performance, ensuring that council wide commissioning intentions are monitored and reported on through the council's leadership and committee cycle.
3. To deliver a programme of research and community engagement in accordance with the priorities and needs of the council's Commissioning Directorates and councillor's priorities.
4. To maintain the Councils strategic commissioning and financial planning process and subsequent delivery in liaison with the Commissioning Network and the Directorate Management Teams.
5. To support directorates in the identification of funding opportunities and provide appropriate support to bid writing and submission and evaluation of external funding bids
6. Deliver the Customers, Commissioning and Governance Division's commissioning activities and undertake appropriate contract management.

Subject Specific Activities

(Please describe the job activities and how, when and where they are done
e.g. types of decision/recommendations; type, content, degree of creativity;
range of skills required

1. To be the lead for research, data collection, data analysis and intelligence, community engagement and to advise senior colleagues and members working closely with senior colleagues.
2. Design, lead and deliver programmes of work to meet council objectives; to set and maintain professional standards and to champion and promote evidence-based decision making with officers, councillors, partners and other stakeholders.
3. To shape and lead the council's corporate research, data collection and analysis and community engagement priorities to achieve effective business intelligence and insight to inform the council's policy priorities and decision-making.
4. To ensure delivery of a programme research and community engagement activities in accordance with the needs of the council's commissioning Directorates and councillor's priorities.
5. To set and maintain professional standards, including requirements for compiling statutory and other returns, research ethics and manage the performance of all staff within the service.
6. To deliver an annual programme of council wide research including the council's borough-wide survey, on-line services and other qualitative studies and advise colleagues as appropriate.
7. To lead the establishment of effective working relationships with the council's commissioning Directorates, and in particular work with the client function to ensure all commissioning support service meet their needs
8. To lead the monitoring and practical delivery of the council's commissioning and financial planning cycle, working closely with members and officers across the council and its partnerships.
9. To be the corporate lead for external funding working with directorates to identify funding opportunities and provide appropriate support to bid writing and submission and evaluation of external funding bids
10. Deliver the Customers, Commissioning and Governance Division's commissioning activities and undertake appropriate contract management.

<p>11. Provide overall leadership and management for a team of staff to deliver council priorities through a combination of one to one meetings, appraisals, staff briefings, and learning and development opportunities.</p> <p>12. Manage and monitor the financial performance of all the teams and contribute to the council's wider value for money agenda.</p> <p>13. To constantly monitor and improve public service areas, taking into account Health and Safety and digital inclusion</p> <p>14. Carry out all duties in accordance with the Council's equality and diversity policies and objectives and contribute to the development of those policies in relation to the responsibilities of this post</p> <p>To undertake any other comparable duties as may reasonably be required by the Executive Head of Customers, Commissioning and Governance or his/her delegate and to work outside normal office hours as necessary.</p>
<p>Responsibility for Resources: (for which the job holder is personally and identifiably accountable e.g. plant, equipment, vehicles, property, cash)</p> <p>Responsibility for a budget of approximately £1 million</p>
<p>Responsibility for supervision/management of people: Please give details below:</p> <ul style="list-style-type: none"> • How many employees, voluntary workers or contractors the post has supervisory or management responsibilities for; • If the job holder supervises, manages posts in more than one location; • If the supervision/management is shared with another posts in the structure. <p>Please attach (wherever possible) and/or outline below the organisation structure.</p> <p>6 staff</p>
<p>To be completed by the Job Holder (or Job Holders representative)</p>

I agree the above job description

Signature:

Date:

To be completed by the Line Manager to whom the Job Holder is responsible to:

Signature:

Date:

Job Title:

To be completed by the Director/Chief Officer

Signature:

Date:

Job Title:

London Borough Sutton
Resources Group
Human Resources Service Job Description

Job Title: Head of Human Resources, Environment and Leisure (E&L)

Working within: The Human Resource Service within the Resources Group

Providing a service to: Members, Group Management Team, line managers and employees and other relevant partners.

Grade: PO8

Responsible to: Executive Head of Human Resources.

Overall Purpose of job

1. Provides high-level strategic and expert HR support to the E&L Group to
2. Leads and manages the HR team for the E&L Group
3. Works with the Executive Head of HR to formulate, develop and implement new Council HR strategy, policy and business improvement
4. HR business partner for the E&L Group, including the development of Group HR strategy and workforce plans. Member of the Group Management Team.

Main Duties and Responsibilities:

12. *Develops, plans, and delivers HR strategic issues via long-term project work including: workforce plans, workforce development, significant change management programmes, and implementation of long-term HR strategy to meet the business needs of the Group.*
13. *Provides Group lead and expert/ specialist knowledge of HR for the E&L Group (including children and families) to reflect the business drivers of the Group, interfacing with Members, senior managers, line managers, employees and other relevant partners.*
14. *Assists the Executive Head of HR with Council-wide research, review, development and implementation of HR/organisational development policy, procedure and good practice.*
15. *Responsible for E&L Group HR team, and other related, budgets, business planning and improvement.*
16. *Researches, develops, and presents complex reports to key stakeholders, including Members, and senior managers.*
17. *Represents and promotes the E&L Group at key internal and external HR or related business meetings.*
18. *Chairs and/or facilitates HR or associated business meetings internal and external to the Council.*

19. *Manages employee relations with the recognised trades unions – including negotiation and consultation meetings and communication as required.*
20. *Provides HR leadership for the E&L Group as the HR business partner*
21. *Oversees key HR performance measures for the E&L Group, including Best Value Performance Indicators such as equality targets and sickness management.*
22. *Represents the Executive Head of Human Resources as and when required*

Responsibility for Resources:

(for which the jobholder is personally and identifiably accountable e.g. plant, equipment, vehicles, property, cash) Please specify cash £

Laptop, PDA.

Responsibility for supervision/management of people

Line management of the E&L Group HR team.

Group-specific duties

3. Advises the Strategic Director E&L and senior management team including: issues of HR strategy, workforce planning and sensitive casework
4. Provides advice and guidance on E&L employment conditions.
5. Lead liaison in relation to employment child protection issues for the E&L Group
6. Lead role for complex/contentious negotiation and consultation with the trades unions

Evaluation undertaken by Date

Countersigned by Date

TO BE COMPLETED BY JOB HOLDER

I agree to the above job description

Print Name

Date

Signature

TO BE COMPLETED BY LINE MANAGER

I agree to the above job description

Print Name

Date

Signature



JOB DESCRIPTION

JOB TITLE: Head of Service – Quality Assurance
GROUP: Children, Young People and Learning
Directorate
RESPONSIBLE TO: Chief Officer
GRADE: SM3

Service Responsibilities

To support the relevant Chief Officer in the development and delivery of the Commissioning Agenda across CYPLD:

- The procurement of commissioned services for children with social care needs to include the preparation of service specification and monitoring of supplier performance for the following:
 - Placements for Looked After Children
 - Outsourced Prevention and Early Intervention Activities
 - Short Breaks
 - Children's Centres
- To lead Quality Assurance within CYPLD ensuring that all requirements are met with regard to procedures, protocols, monitoring, reviewing and evaluation.
- To lead audits across the Directorate and ensure that lessons are learnt and acted upon from the said audits.
- To ensure that all statutory returns relevant social care / educational service
- are delivered in accordance with designated timescales
- To ensure that all data is managed appropriately and acted upon accordingly eg audits.
- To prepare, monitor and evaluate an annual training plan for CYPLD (incorporating Workforce Development in consultation with CYPLD staff and partner agencies
- To liaise with the Corporate Policy and Research Team and to provide data analysis and information to CYPLD and to contribute to the preparation of the CYPLD Annual Plan.
- To be the strategic lead and expert lead for the Directorate in the area of Quality Assurance.
- To support the social work professional leadership group and to lead on the response to significant national developments (i.e. the Munro Review and the Social Work Reform Board)

- To lead relevant teams in any other Service /Team allocated by the responsible chief officer.

Main Purpose of the Job

57. To manage the Commissioning, Training and Development service area within Children, Young People and Learning Directorate ensuring effective service delivery, outcomes and high levels of performance which will support the Directorate's Financial and Delivery Plan, the Children and Young People's Plan and the Improvement Plan.
58. To provide direction / leadership for specific areas within Children, Young People and Learning Directorate and contribute to the overall strategy and leadership of the group. To include the implementation and monitoring of policies and procedures and delivering governance of the service, building alliances across services and teams.
59. To be the council's expert and to lead audits across the Directorate in relevant areas, provide analytical reports and to ensure that appropriate training is available to rectify concerns, all in appropriate timescales.
60. Risk Management; fully consider the policies and procedures relating to the management of risk taking account of political, legal, financial elements.
61. To make appropriate and legal decisions concerning the rights and liberties of service users of the Children, Young People and Learning Directorate.
62. To ensure that the Children, Young People and Learning Directorate works collaboratively with partner agencies (statutory and independent) to further the aims of the Council and the Children, Young People and Learning Directorate.
63. To be accountable for the formulation of budgets within appropriate constraints, budget management, with regard to efficiency, cost reduction and value for money in line with Council financial procedures.

Specific Duties and Responsibilities

183. To contribute to the strategic leadership on behalf of Children Young People and Learning Directorate and partner agencies for children and their families, articulating vision, enthusiasm, commitment, inspiring motivating and guiding others towards goals.
184. To provide leadership for and manage a specified group of services within Children, Young People and Learning Directorate as a whole, setting standards to achieve improved outcomes for children working to a common goal and managing risk for the Council.

185. To lead and/ or commission the purchasing of services for the service area ensuring compliance with EU and Council requirements and monitoring contracts to ensure services are effective and value for money.
186. To deputise for the chief officer across the specified service area as required and to represent the service, group and council as appropriate.
187. To participate in the general management of the service, including initiation, chairing or participation in specific groups. Preparing reports as appropriate for senior managers, members and other stakeholders. Undertaking management investigations as required.
188. To ensure the service area has effective operational and strategic relationships with other groups within the Council and agencies to ensure effective service delivery and development.
189. To provide expert advice and guidance to chief officers and members on the specific service area
190. To ensure service delivery contributes to Corporate and other relevant goals and objectives.
191. To ensure services provided are of a high quality through the use of regular audit mechanisms and that relevant performance targets are met.
192. To ensure service quality is promoted and developed through the experience of evidence based practice, value for money and other reviews.
193. To maintain knowledge of all relevant legislation, policy and guidance and ensure compliance in service areas.
194. To carry a diverse range of management responsibilities in relation to the staff of the allocated group of services using Council policies and procedures including:
Performance management, Human Resources, workforce development and communication across the specific service area ensuring that staff are aware of all relevant legislation, policy and guidance.
195. To ensure effective liaison with other services in respect of relevant multi disciplinary staff teams building alliances across teams departmental and organisational boundaries to win outcomes.
196. To delegate appropriately, proactively address performance issues and take relevant action directly.
197. To recruit staff competent staff to enable good service delivery.
198. To ensure systems and arrangements are set up to monitor information and provide accurate management information of

services managed. Completing Equality Impact Assessments as necessary.

199. To involve service users and key stakeholders in all aspects of service provision and development ensuring that customer needs and wants are at the heart of the service delivery and design.
200. To respond to complaints, queries and representations in relation to specific service area within timescales. To act as independent manager within the Council's complaints procedures.
201. To ensure that budgets are kept within defined limits, early identification of projected over-and under-spends to the chief officer, take avoiding action - this entails ensuring effective alignment of resources, controlling specified budgets to ensure value for money and within specified guidelines and constraints. Clearly focusing on achieving results with fewer resources that can deliver better value for money.
202. To undertake the role of Lead Officer for the Service in specific areas of strategic and policy development as directed and agreed with the chief officer.
203. To ensure that policies and procedures are understood and practice guidelines are followed in relation to the Children, Young People and Learning Services.
204. To ensure the chief officer is alerted to any risks to the Service or the Council (e.g. media attention or civil court action, such as judicial review), together with plans of action to avoid or mitigate.
205. To plan for and respond to internal and external inspection and audit requirements and processes.
206. To operate at all times within a framework of Equality and Diversity, equal access and anti-discriminatory practice, within relevant legislation and corporate and service policies and procedures.
207. To ensure effective management of any buildings within service area and that all health and Safety Procedures and requirements are complied with
208. To undertake any other duties commensurate with the post, as directed by the chief officer.

Contacts and Relationships:

- Commissioners in social care, health and housing
- Voluntary and independent organisations, private sector providers, other local authorities
- Maintained schools and Academies
- Internal Sutton Council Departments e.g. HR, legal services, corporate procurement
- NHS Health Trusts and CCGs
- Private and Voluntary Sector Providers
- Citizens
- Stakeholders
- Internal Provider Services

Responsibility for supervision/management of people

- No of direct reports/teams: 3 (approximately 26 staff across the following teams Commissioning, Policy, Professional Development and Business) .
- Does the jobholder supervise/manage posts in more than one location: Yes
- Supervision/management is shared with another post in the structure: No
- Please attach (wherever possible) and/or outline below the organisational structure:

Responsibility for Resources

Budget

Work Environment:

- Office based and able to work in the field with stakeholders

Work Demands:

- Normal responsibilities of a Head of Service post
- Prepared to put in relevant hours when required to meet exceptional demands.

Physical Demands:

- None Specifically

Person Specification

Job Title **Head of Service – Quality Assurance**
Group **CHILDREN, YOUNG PEOPLE AND LEARNING DIRECTORATE**

MINIMUM ESSENTIAL REQUIREMENTS		METHOD OF ASSESSMENT	PRIORITY
Education, and/or Experience, Qualifications and Training			
1.	Educated to degree level or equivalent (a recognised professional qualification in keeping with the specific service area e.g. Social Work, Health, Education) with evidence of Continuous Professional Development.	Application	1
2.	A proven track record of delivering improved outcomes for Children, young people and their families.	Application/ Interview	1
3.	Proven management and leadership experience. A management qualification would be advantageous.	Application/ Interview	1
4.	Ability to work collaboratively with other disciplines, Council groups, external agencies and the community in order to develop and deliver responsive, personalised, quality and co-ordinated service	Application/ Interview	1
5.	Ability to manage and monitor and deliver on budgets and service performance including making efficiency savings.	Application/ Interview	1
Knowledge			
6.	Understanding and knowledge of key legislation and national drivers relating to Social Work/Education/health.	Application/ Interview	1
7.	Good knowledge of and capacity to interpret proposed and actual legislation relevant to CYPLD and able to provide interpretation of legal points and produce relevant supporting documentation.	Application/ Interview	1
8.	Up to date professional and technical expertise in relation to the needs of the service area and competence in providing interpretation, analysis, advice and guidance to less senior staff on complex issues/cases.	Application/ Interview	1
9.	Understanding of the Performance Management Framework and Quality Assurance issues applicable to the service area.	Application/ Interview	1
Skills and Abilities			
10.	Able to develop and maintain a strategic vision and direction for the service, including the development of service plans and work programmes. Ability to share the strategic direction and lead and motivate others to deliver.	Application/ Interview	1

MINIMUM ESSENTIAL REQUIREMENTS		METHOD OF ASSESSMENT	PRIORITY
11.	Able to establish systems to monitor, evaluate and manage performance.	Application/ Interview	1
12.	Able to deliver service improvement and to lead staff through significant change.	Application/ Interview	1
13.	Able to work co-operatively and supportively with colleagues. Skilled at working in partnership with other professional disciplines in an open but assertive style and represent the Council in external forums.	Application/ interview	1
14.	Able to demonstrate an awareness and understanding of the council's working environment, including the expectations and policies of Members and activities of other parts of the Council, to determine action.	Application/ interview	1
15.	Able to liaise, influence and negotiate in an appropriate style	Application/ interview	1
16.	Able to use information technology effectively.	Application/ interview	1
17.	Able to budget, manage and interpret financial information to aid decision making.	Application/ interview	1
18.	Able to generate proposals that will keep the impact of budget reductions on front line services to a minimum ensuring that supporting plans are cost effective yet high quality and value for money.	Application/ interview	1
19.	Able to demonstrate high standards in communication using appropriate methods and styles for the situation.	Application interview	1
20.	Able to maintain high standards under pressure and to organise and prioritise work to meet deadlines.	Application/ interview	1
21.	Able to anticipate, meet and exceed the needs and expectations of service users by involving the community, being accessible and working in partnership to deliver Value for money.	Application/ interview	1
22.	Able to manage high level and complex meetings within the context of Safeguarding and effectively chair strategy and practice meetings	Application/ interview	1
Other			
23.	Undertake and engage in successful supervision and appraisal	Application/ interview	1
24.	Keep up to date with latest relevant research findings and practice developments, incorporating these findings and developments into the team's objectives.	Application/ Interview	1
25.	Able to take personal responsibility to ongoing training and professional development and encourage this in others.	Application/ interview	1
26.	Willing to adhere to and promote the Council and CYPLD policies and procedures e.g. Core Values,	Application/ Interview	1

MINIMUM ESSENTIAL REQUIREMENTS		METHOD OF ASSESSMENT	PRIORITY
27.	Equality and Diversity, Health and Safety, Environmental policies and all other Borough and Departmental policies and procedures. Willing and able to work flexible hours. (Actual hours are those required to carry out the duties of your post. They may involve evening and possibly weekend work)	Application/ Interview	1

Job Description



**LEAD INSPECTOR FOR INCLUSION
SOULBURY 26-29 (plus 3 possible additional SLA points)**

**IMPROVEMENT & SUPPORT SERVICE
CHILDREN AND YOUNG PEOPLES LEARNING SERVICES (CYPLD)**

Responsible to: Head of Improvement and Support (CYPLD)

General Purposes of the Job

- 29. Provide the authority, its officers and Sutton schools with professional educational advice relevant to the discharge of their functions in relation to issues of equality and inclusion
- 30. Lead and direct the work of the Inspector for Inclusion (SEN) and the Lead officer(s) responsible for the Traveller Education Service and the English as an Additional Language Service
- 31. Lead directly in the area of the education provided by the LA for children excluded from schools or likely to be excluded from school - including participating in the work of the Sutton Vulnerable Pupils' Panel and overseeing the work of the Sutton Pupil Referral Units, the Exclusions Officer and the Officer for Children Missing Education.
- 32. Act as a Link Inspector to a number of Sutton schools

Duties in relation to equality and inclusion

- 33. Lead LA policy formation and implementation in relation to equality and inclusion
- 34. Maintain effective communication and working practice with Headteachers and other key staff responsible for aspects of equality and inclusion in schools
- 35. Maintain effective communication and working practice with key officers in the LA who have a role in relation to equality and inclusion
- 36. Organise a programme of CPD for school staff relating to issues of equality and inclusion
- 37. Represent the LA at national and regional meetings relating to equality and inclusion

Duties in relation to managing Inclusion Inspectors and team leaders

38. Through oversight of the work of the Inspectors and team leaders, lead the development of the LA's and Sutton schools' provision for pupils with SEN and pupils from other vulnerable groups
39. Line manage the Inclusion Inspector (SEN) and the team leaders for TES and EAL and organise annual appraisal/mid year reviews of the work of those staff.
40. With the Inclusion Inspector and team leader(s):
 - organise professional support and development opportunities for staff within the services overseen by those inspectors/team leaders
 - contribute to the Educational Improvement Plan
 - develop and implement individual team operational plans
 - ensure that effective control is exercised over each team's budget

Duties relating to children excluded from school or likely to be excluded

41. Oversee the process of ensuring that Sutton children excluded from school are provided with an appropriate education
42. Represent the LA at the meetings of the Sutton Vulnerable Pupils Panel
43. Line manage the Heads of the two Sutton Pupil Referral Units as well as participating as a member of the Management Boards of the PRUs
44. Manage the work of the Exclusions Officer in her role relating to finding alternative educational opportunities for pupils at risk of exclusion

Duties in relation to Link Inspector role

45. The Link Inspector will be the first point of professional contact between the school and the LA and will maintain a general awareness of the range and quality of work within those institutions.
46. As a Link Inspector, challenge, support and validate each school's self-evaluation and offer advice and support consistent with the authority's policies
47. Assist link schools at the time of Ofsted inspection and attend the Ofsted feedback to the school at the end of the inspection
48. Attend Additional Support and Intervention Programme (ASIP) meetings if required and provide additional support deemed necessary by the ASIP meeting
49. Assist with additional time and advice any link school that enters an Ofsted category

- 50. Participate in the appointment of new Headteachers in link schools by offering advice to Governing Bodies on their decision
- 51. Be prepared to undertake work in link schools beyond the core LA programme if schools wish to purchase additional time

Other Duties

- 52. Attend the Improvement and Support Unit Management Team (UMT) meetings
- 53. Attend the Sutton School Improvement Network Group (SING)
- 54. Participate fully in the Sutton appraisal system meeting Head of Improvement & Support for an annual appraisal and mid-year review meeting
- 55. Undertake continuing professional development in order to develop skills and knowledge necessary for the discharge of the role
- 56. Carry out all duties with due regard to the Council's Equal Opportunities Policy
- 57. Undertake other duties as deemed reasonable and appropriate by the Head of Improvement and Support Services (CYPLS) including any arising from changes in Government legislation

London Borough of Merton and London Borough of Sutton

Joint Head - Business Partners: Job Description AND Person Specification

Job Title: Joint Head – Business Partners across London Borough of Merton (LBM) and London Borough of Sutton (LBS)

Grade: subject to job evaluation

Responsible to: Joint Head of HR Services

Budget responsibility: £X

Staff responsibility: xx fte

HR 'Customers' – c12,000 staff within LBM and LBS and wide range of external stakeholders.

A. JOB DESCRIPTION

Purpose of Job

- Work with Joint Head of HR Services and the HR senior management team to formulate develop and implement HR strategy and actions that directly links with each Council's overall Business Strategy and will drive change across both councils to support employees in delivering improved organisational performance and service delivery.
- Develop workforce strategies for both Councils adopting a partnership approach with other organisations to provide joined-up service improvement outcomes for the Councils and their partners.
- Provide high-level strategic and expert support in HR business partner services to Members, partner organisations and directorates/groups in both councils.
- Responsible for the leadership, development and delivery of a consistent high quality HR business partner service to directorates/groups across LBM and LBS.
- Member of the HR senior management team.

Main Duties and Responsibilities

Work with the Joint Head of HR, senior managers from the Council and partner organisations and other members of the Joint HR senior management team on all aspects of human resource strategy, policy, practice and standards to provide an appropriate environment for full employee engagement and improved organisational performance.

1. Develops the HR business partner approach, through the use of best practice approaches to ensure customers' needs are understood, met and satisfied as fully as possible.
2. Provides the expert lead on HR business partner services to key stakeholders including Members and senior managers.
3. Acts as the lead officer on strategic aspects of HR business partner delivery to directorates/groups ensuring that local HR services anticipate and meet their needs in terms of all HR related workforce matters.
4. Responsible for the development of a Shared Schools' Service.
5. Leads the HR business partner function ensuring that a high quality, customer-focused service is consistently and seamlessly delivered to all directorates/groups.
6. Creates and delivers best practice HR employment relations solutions across both councils that maximise employee engagement and commitment including the use of high performance and high commitment working practices.
7. Assists the Joint Head of HR with research and reviews the development and implementation of HR policies and procedures with a view to delivering both council's strategic objectives.
8. Researches, develops and presents complex reports to key stakeholders across both councils.
9. Responsible for ensuring that all HR staff and managers are trained and developed in HR policies and procedures pertaining to relevant employment legislation.
10. Ensures that the HR business partner service is efficient and remains within budget.

B PERSON SPECIFICATION

Experience and knowledge

- Substantial experience of successfully managing a business partner function in a comparable unionised and complex employment environment.
- Knowledge and understanding of the political nature of local government, the democratic process and the HR legal framework within which local authorities operate.
- An understanding of the opportunities and challenges related to the business partner function in a HR Shared Service.
- Able to provide evidence of aligning HR activity to business need.
- Substantial experience of managing staff within a performance management culture.
- Experience of developing and maintaining effective working relationships with elected members, senior and line managers, trade unions and external partners and organisations.
- Understanding of current best practice and developments across strategic HR and with a particular reference to the HR business partner role.
- Experience of successfully managing a budget.

- A relevant professional and/or management qualification with substantial relevant experience.

Key Competences

- Ability to lead the business partner teams using leadership behaviour that will enable, motivate and develop HR colleagues.
- Ability to challenge existing practices and approaches and deliver improved HR solutions.
- Ability to work with the HR senior management team, to translate council and national objectives into effective HR strategies.
- Ability to lead and manage complex projects effectively.
- Well developed interpersonal networking, advocacy, oral, written presentation and communication skills.

Personal Attributes

- Personal commitment to the delivery of high quality, business and results focused services.
- Highly developed interpersonal skills and the ability to influence key stakeholders.
- Confidence to assist in leading strategic change in the way people are managed and developed across both councils.
- Personal commitment to both councils' policies and values.
- Evidence of continuing personal and professional development.

Education

- Member CIPD

JOB DESCRIPTION

JOB TITLE: Manager – Quality Assurance, Safeguarding and Reviewing Team

GROUP: Children, Young People and Learning
Directorate

RESPONSIBLE TO: Head of Service, Quality Assurance

Grade:

Service Responsibilities
<p>The Quality Assurance, safeguarding and Reviewing Team provides the following services on behalf of the Council:</p> <ul style="list-style-type: none">• Coordination and administration of all Looked After Children childcare reviews and child protection conferences and reviews, including management of the list of children with Child Protection Plans• A quality, performance and consultative service to all staff and managers in CYPLD the on the issues of looked after children and child protection• The Local Authority Designated Officer (LADO) role in respect of allegations against staff and volunteers in respect of child protection matters• Coordinates and leads on the Quality Assurance Framework• Management and responsibility for (Custodian) the list of children with Child Protection Plans• Representation of the Council on the Multi-Agency Public Protection Arrangements (MAPPA) run by the Police and Probation Service, assessing and managing the risks posed by registered sex offenders and violent and dangerous offenders• Supports the work of the Local Safeguarding Children's Board• Provides training on the specialist areas within the service
Main Purpose of the Job
64. To manage the Quality Assurance, safeguarding and Reviewing Team within the Children, Young People and Learning Directorate

ensuring effective service delivery, outcomes and high levels of performance which will support the Council's Business Plan, goals and aims, Service Action Plans and analysing performance information as appropriate and demonstrating commitment to the vision for the group.

65. To contribute to the overall strategy and leadership of the group. To include the implementation and monitoring of policies and procedures and delivering governance of the service, building alliances across services and teams.

66. Risk Management; fully consider the policies and procedures relating to the management of risk taking account of political, legal, financial elements.

67. To make appropriate and legal decisions concerning the rights and liberties of service users of the Children, Young People and Learning Services.

68. Lead service with regards to safeguarding, take personal responsibility by embedding into policies and procedures, culture and day to day practice.

Specific Duties and Responsibilities

1. To manage the Quality Assurance, Child Protection Chairing and Independent Reviewing Service, including the LADO and Business Support functions.
2. To participate in the general management of the service, including initiation, chairing or participation in specific groups. Preparing reports as appropriate for senior managers, members and other stakeholders. Undertaking management investigations as required.
3. To be accountable to the Head of Service for the management of the designated services which may be subject to periodic adjustment of both geographical boundaries and service definition, to reflect changes in Council and Departmental objectives
4. To assist with the implementation and maintenance of a quality assurance framework, to achieve the best results for users and to assist the Department to be a learning organisation
5. Ensure that, through statutory child care reviews and child protection conferences, individual child care plans are provided for each service user, based on their needs and wishes and in accordance with the department's child care planning and child protection procedures.
6. To use management information to manage performance effectively.
7. Ensure policies and procedures are in place and standards of practice maintained.
8. To involve users in the review and development of service delivery.
9. To produce an annual reports as required
10. To link with external programmes of inspection/service review
11. To provide leadership within the service and to partake in the delivery of training.

<p>12. Support the work of the Local Safeguarding Children's Board. For example being a representative on a sub group.</p> <p>13. Participate in the recruitment and selection of staff and be responsible for staff development, supervision and appraisal.</p> <p>14. Exercise management responsibility in accordance with the council's financial regulations, for identified budgets</p> <p>15. Ensure the maintenance and security of equipment and records, including responsibilities und Health and Safety policies/ legislation</p> <p>16. To establish, use and revise monitoring systems, which incorporate quality standards</p> <p>17. To ensure services provided are of a high quality through the use of regular audit mechanisms and that relevant performance targets are met.</p> <p>18. To maintain confidentiality and data protection guidelines To carry out any other reasonable duties within the overall function, commensurate with grading and level of responsibility for the post</p> <p>19. To maintain knowledge of all relevant legislation, policy and guidance and ensure compliance in service areas.</p> <p>20. To delegate appropriately, proactively address performance issues and take relevant action directly.</p> <p>21. To respond to complaints, queries and representations in relation to specific service area within timescales. To act as independent manager within the Council's complaints procedures.</p> <p>22. To operate at all times within a framework of Equality and Diversity, equal access and anti-discriminatory practice, within relevant legislation and corporate and service policies and procedures.</p>
Responsibility for supervision/management of people
<ul style="list-style-type: none"> • No of direct reports/teams up to 4 direct staff, managing 3 to 4 teams, approximately 15 staff in total. • If the jobholder supervises/manages posts in more than one location: yes • Supervision/management is shared with another post in the structure: no • Please attach (wherever possible) and/or outline below the organisational structure:
Responsibility for Resources
<ul style="list-style-type: none"> • Nil
Work Environment:
<ul style="list-style-type: none"> • Office based and able to work in the field with stakeholders
Work Demands:

- | |
|--|
| <ul style="list-style-type: none">• Normal responsibilities of a Head of Service post• Prepared to put in relevant hours when required to meet exceptional demands. |
| Physical Demands: |
| <ul style="list-style-type: none">• None Specifically |

Person Specification

Job Title HEAD OF SERVICE – Child Protection and Safeguarding Services

Group CHILDREN, YOUNG PEOPLE AND LEARNING SERVICES.

MINIMUM ESSENTIAL REQUIREMENTS		METHOD OF ASSESSMENT	PRIORITY
Education, and/or Experience, Qualifications and Training			
1.	Educated to degree level or equivalent (a recognised professional qualification in keeping with the specific service area e.g. Social Work, Health, Education) with evidence of Continuous Professional Development.	Application	1
2.	A proven track record of delivering improved outcomes for Children, young people and their families.	Application/ Interview	1
3.	Proven management and leadership experience. A management qualification would be advantageous.	Application/ Interview	1
4.	Ability to work collaboratively with other disciplines, Council groups, external agencies and the community in order to develop and deliver responsive, personalised, quality and co-ordinated service	Application/ Interview	1
5.	Ability to manage and monitor and deliver on budgets and service performance including making efficiency savings.	Application/ Interview	1
Knowledge			
6.	Understanding and knowledge of key legislation and national drivers relating to Social Care/Education/health.	Application/ Interview	1
7.	Good knowledge of and capacity to interpret proposed and actual legislation relevant to CYPLD and able to provide interpretation of legal points and produce relevant supporting documentation.	Application/ Interview	1
8.	Up to date professional and technical expertise in relation to the needs of the service area and competence in providing interpretation, analysis, advice and guidance to less senior staff on complex issues/cases.	Application/ Interview	1
9.	Understanding of the Performance Management Framework applicable to the service area.	Application/ Interview	1
Skills and Abilities			

MINIMUM ESSENTIAL REQUIREMENTS		METHOD OF ASSESSMENT	PRIORITY
10.	Able to develop and maintain a strategic vision and direction for the service, including the development of service plans and work programmes. Ability to share the strategic direction and lead and motivate others to deliver.	Application/ Interview	1
11.	Able to establish systems to monitor, evaluate and manage performance.	Application/ Interview	1
12.	Able to deliver service improvement and to lead staff through significant change.	Application/ Interview	1
13.	Able to work co-operatively and supportively with colleagues. Skilled at working in partnership with other professional disciplines in an open but assertive style and represent the Council in external forums.	Application/ interview	1
14.	Able to demonstrate an awareness and understanding of the council's working environment, including the expectations and policies of Members and activities of other parts of the Council, to determine action.	Application/ interview	1
15.	Able to liaise, influence and negotiate in an appropriate style	Application/ interview	1
16.	Able to use information technology effectively.	Application/ interview	1
17.	Able to budget, manage and interpret financial information to aid decision making.	Application/ interview	1
18.	Able to generate proposals that will keep the impact of budget reductions on front line services to a minimum ensuring that supporting plans are cost effective yet high quality and value for money.	Application/ interview	1
19.	Able to demonstrate high standards in communication using appropriate methods and styles for the situation. h	Application interview	1
20.	Able to maintain high standards under pressure and to organise and prioritise work to meet deadlines.	Application/ interview	1
21.	Able to anticipate, meet and exceed the needs and expectations of service users by involving the community, being accessible and working in partnership to deliver Value for money.	Application/ interview	1
22.	Able to manage high level and complex meetings within the context of Safeguarding and effectively chair strategy and practice meetings	Application/ interview	1

MINIMUM ESSENTIAL REQUIREMENTS		METHOD OF ASSESSMENT	PRIORITY
Other			
23.	Undertake and engage in successful supervision and appraisal	Application/ interview	1
24.	Keep up to date with latest relevant research findings and practice developments, incorporating these findings and developments into the team's objectives.	Application/ Interview	1
25.	Able to take personal responsibility to ongoing training and professional development and encourage this in others.	Application/ interview	1
26.	Willing to adhere to and promote the Council and CYPLD policies and procedures e.g. Core Values, Equality and Diversity, Health and Safety, Environmental policies and all other Borough and Departmental policies and procedures.	Application/ Interview	1
27.	Willing and able to work flexible hours. (Actual hours are those required to carry out the duties of your post. They may involve evening and possibly weekend work)	Application/ Interview	1

JOB DESCRIPTION

Job Title: Head of Economic Renewal and the Business Environment **Group E&L (N)**

Post no: **Section: Neighbourhoods and Environment**
Commissioning

Responsible to: **Executive Head of Planning Transport and Highways**

Purpose of Job

To direct and lead the programme of work for the Economic Renewal Unit

To lead and direct the: Economic Renewal, and Business Growth Programmes through delivery of Sutton's Growth Strategy, the Strategic Planning policy functions and related commissioning activities.

To lead Strategic Planning, Business Regulation services (Trading Standards, Environmental Health, Licensing), economic development and transport planning on policies and programmes that will achieve the council's economic vision for the borough.

Bring high level influence to bear on the investment plans of partner organisations and private business, effectively challenging and marshalling available resources in support of Sutton's regeneration priorities.

To advise and guide the Strategic Director and the Executive Head of Planning and Highways on the formation, development and enforcement of all legislation relating to licensed premises, Trading Standards, Food Hygiene, infectious disease and Health and Safety at work. To drive and innovate regulatory compliance in the borough, to secure better outcomes

To direct and commission high level strategies for the Local Plan and related supplementary planning policy functions around climate change, flood risk and sustainability, ensuring expert policy advice is available on complex and controversial applications.

Summary of Responsibilities and Personal duties

Business Environment – Regulation

Lead and direct all regulatory services relating to business, establishing appropriate priorities for enforcement within a diverse multi- functional remit.

To act as the senior officer within the council to provide professional support and guidance for Licensing committee and the Economic and Housing and Business Committee advising on policy, strategy and enforcement.

To lead on all enforcement issues, making binding decisions in judicial proceedings within the terms of delegated responsibilities as arising from enforcement of licensing , trading standards and food hygiene legislation.

Lead a clear strategic cultural shift from statutory enforcement obligations toward a move to promote compliance through other means.

To carry out the “Proper Officer” functions of the Executive Head of communities and Neighbourhood Planning when required to do so and undertake to perform the powers and duties as appropriate.

Business Environment - (external)

To act as the borough's key representative with the business community and other external agencies in the sub-region, enterprise partnerships, TFL and London networks, to realise employment and trade opportunities.

Establish and develop effective council and London - wide partnerships working with the South London Partnership Board, South London Business and other pan-London agencies including the GLA group and Job Centre plus and local social enterprises .

To drive forward a range of projects that stimulate local business sectors, trade and technology transfer working with a range of organisations at local , regional and national level.

To commission effective and efficient services through a range of delivery partnerships and commercial routes.

Champion and lead the enterprise economy by marketing Sutton as a high quality business environment

Lead and devise specific interventions which will maximise the opportunities of a low carbon economy to include green skills and a programme to green business.

Business Environment - Support (internal)

To manage a team of systems administrators for the GIS.Uniform, Mapping and Street Naming functions.
To manage all the associated contracts, licenses and agency returns.

Employment & Skills

Work strategically with a range of employment partners; in schools, businesses, agencies and further education services, to develop strategies to tackle worklessness, youth unemployment and raise skill levels in the borough.

Economic Renewal

To lead town and district regeneration programmes, preparing programme plans, managing resources to meet financial and operational targets

Establish a strategic approach to inward investment in the borough and implement an inward investment programme aligned to the Local Development Framework.

To lead the specialist work around spatial and infrastructure policy and transport planning.

To lead the work on major development in the borough ensuring effective implementation of the Council's Planning and growth policies

To ensure the programme of work to establish a Wandle Valley Regional Park and Trust is in place with supported governance arrangements.

To lead the implementation of a new borough- wide programme of support and delivery for Neighbourhood Planning.

To lead the work on Planning obligations: S106 and CIL to ensure systems and mechanisms are in place for collection of charges, being accountable for a transparent and deliverable strategic capital investment infrastructure programme.

Be the Lead Authority Officer for influencing the overall strategic direction the Town and District Centres ensuring the provision of high quality town and district centre management including leading negotiations for Business Improvement Districts where appropriate.

Lead and devise specific interventions which will maximise the opportunities of a low carbon economy to include green skills partnership and a programme to "green" businesses.

Corporate Management

To lead five teams comprising a total of 30 staff and ensure sound financial management of the services; overseeing the preparation of the departments capital and revenue programs, ensuring budgets are adhered to and all opportunities for external funding are optimised.

Champion the Council's transformation agenda, reshaping the way services are delivered by working across the organisation as part of the Smarter Council approach, commissioning services where appropriate.

To be accountable and lead a range of programmes for economic and regulatory issues, delivered and resourced, using recognised project management methods.

Provide advice, written reports and briefings to MPs, Members and senior officers on economic & business development and regulation, representing the ERU at appropriate committees.

To be responsible for delivering and managing performance against National indicators and any local targets utilising the corporate performance systems.

Represent the Council at senior level within the organisation and outside the Council to ensure a positive reputation of Sutton is enhanced and our work promoted.

Lead, and motivate employees by fostering ambition and innovation to deliver Council priorities through appraisals, regular briefings, training and secondment opportunities; creating an environment of continuous improvement and development.

Lead on economic and regulatory support to address issues of diversity and equality in the business and wider local community.

Responsibility for Resources:

*(for which the jobholder is personally and identifiably accountable e.g. plant, equipment, vehicles, property, cash. **Please specify amount or value in monetary terms)***

Responsibility for supervision/management of people:

Please give details below

Post Holder has responsibility for 38 staff with 7 direct line reports.

Total Budget of 4 million

Please attach (wherever possible) and/or outline below the organisational structure:

See Attached (tba)

Evaluation undertaken by Date

Countersigned by Date

TO BE COMPLETED BY JOB HOLDER

I agree to the above job description

Print Name

Date

Signature

TO BE COMPLETED BY LINE MANAGER

I agree to the above job description

Print Name

Date

Signature

London Borough of Merton and London Borough of Sutton

Joint Central Expert - Employee Relations: Job Description AND Person Specification

Job Title: Joint Central Expert - Employee Relations across London Borough of Merton (LBM) and London Borough of Sutton (LBS)

Grade: subject to job evaluation

Responsible to: Joint Head of HR Services

Budget responsibility: £X

Staff responsibility: xx fte

HR 'Customers' – c12,000 staff within LBM and LBS and wide range of external stakeholders.

A. JOB DESCRIPTION

Purpose of Job

- Work with Joint Head of HR Services and the joint HR senior management team to formulate, develop and implement HR strategy and actions that directly link with each Council's overall Business Strategy and will drive change across both councils to support employees in delivering improved organisational performance and service delivery.
- Provide high-level strategic and expert support in HR business partner services to Members, partner organisations and directorates/groups in both councils.
- Ensure a positive employment relations culture is fostered in both Councils to provide conditions for full employee engagement and alignment to the Council's goals.
- Responsible for the leadership, development and delivery of a consistent high quality employment relations and alignment to the Councils' goals.
- Member of the HR senior management team.

Main Duties and Responsibilities

1. Works with the Joint Head of HR, senior managers, stakeholders and other members of the joint HR senior management team on all aspects of human resource strategy, policy, practice and standards to provide an appropriate environment for full employee engagement and improved organisational performance.

2. Provides the expert lead on employment relations/specialist knowledge of employment relations to key stakeholders including Members and senior managers.
3. Acts as the lead officer on strategic aspects of
 - Employee relations
 - Pay and reward reviews and development
 - Job evaluation
 - Diversity issues
 - HR policy and procedures on capability, discipline, grievance and sickness absence
 - Recruitment and resource, including workforce development
 - HR communications
 - Employee well being
4. Uses a collaborative model of employment relations to lead negotiation and consultation with recognised trade unions on employment relations matters.
5. Leads the employment relations function ensuring that a high quality, customer focused service is consistently and seamlessly delivered to all stakeholders.
6. Creates and delivers best practice HR employment relations solutions that maximise employee engagement and commitment , including the use of high performance and high commitment working practices.
7. Negotiates and develops key performance indicators for the employment relations service that will deliver sustained improvement.
8. Represents and promotes both councils at key internal and external meetings on employment relations matters or as a deputy for the Joint Head of HR on those matters.
9. Assists the Joint Head of HR with research and reviews the development and implementation of HR policies and procedures , with a view to delivering both councils' strategic objectives.
10. Researches, develops and presents complex reports to key stakeholders across both councils.
11. Responsible for ensuring that all HR staff and managers are trained in HR policies and procedures pertaining to employment relations policies and procedures and relevant employment legislation.
12. Ensures that the employment relations service is efficient and remains within budget.

B. PERSON SPECIFICATION

Experience and Knowledge

- Substantial experience of successfully managing the employment relations function in a comparable unionised and complex environment.

- Knowledge and understanding of the political nature of local government, the democratic process and the HR legal framework within which local authorities operate.
- An understanding of the opportunities and challenges related to the employment relations function in an HR Shared Service.
- Able to provide evidence of aligning HR activity to business need.
- Substantial experience of managing staff within a performance management culture.
- Experience of developing and maintaining effective working relationships with elected members, senior and line managers, trade unions and external partners and organisations.
- Understanding of current best practice and development across strategic HR and with particular reference to employment relations.
- Experience of successfully managing a budget.
- A relevant professional and/or management qualification with substantial relevant experience.

Key Competences

- Ability to lead the employment relations functions using leadership behaviours that will enable, motivate and develop HR colleagues.
- Ability to challenge existing practices and approaches and deliver improved HR solutions.
- Ability to work with the HR senior management team, to translate council and national objectives into effective HR strategies.
- Ability to lead and manage complex projects effectively.
- Well developed interpersonal networking, advocacy, oral, written presentation and communication skills.

Personal Attributes

- Personal commitment to the delivery of high quality, business and results focused services.
- Highly developed interpersonal skills and the ability to influence key stakeholders.
- Confidence to assist in leading strategic change in the way transactional services are delivered across both councils.
- Personal commitment to both councils' policies and values.
- Evidence of continuing personal and professional development.

Education

- Member of CIPD

London Borough of Merton and London Borough of Sutton

Joint Central Expert - Learning and Development: Job Description AND Person Specification

Job Title: Joint Central Expert – Learning and Development across London Borough of Merton (LBM) and London Borough of Sutton (LBS)

Grade: subject to job evaluation

Responsible to: Joint Head of HR Services

Budget responsibility: £X

Staff responsibility: xx fte

HR 'Customers' – c12,000 staff within LBM and LBS and wide range of external stakeholders.

A. JOB DESCRIPTION

Purpose of Job

- Work with Joint Head of HR Services and the joint HR senior management team to formulate, develop and implement HR strategy and actions that directly links with each Council's overall Business Strategy and will drive change across both councils to support employees in delivering improved organisational performance and service delivery.
- Provide high-level strategic and expert support in learning and development to Members where appropriate, partner organisations and directorates/groups in both councils.
- Responsible for the leadership, development and delivery of a consistent high quality learning and development service to directorates/groups across LBM and LBS.
- Member of the HR senior management team.

Main Duties and Responsibilities

1. Works with the Joint Head of HR and other members of the joint HR senior management team on all aspects of human resource strategy, policy, practice and standards to provide an appropriate environment for full employee engagement and improved organisational performance.
2. Provides the expert lead on learning and development, including diversity issues to key stakeholders including Members, where appropriate, and senior managers.

3. Acts as the lead officer on strategic aspects of learning and development to ensure that both council's objectives are met in terms of providing an appropriately skilled workforce fit for purpose.
4. Maximises funding opportunities for the provision of learning and development
5. Leads the learning and development function ensuring that a high quality, customer focused service is consistently and seamlessly delivered to all stakeholders.
 - The development of joint procurement of learning and development activities
 - Joint assessment and development centres
 - Joint provision of IT training
 - Joint provision of HR skills training
6. Creates and delivers best practice learning and development solutions that maximise employee engagement and commitment.
7. Negotiates and develops key performance indicators for the learning and development service that will deliver sustained improvement.
8. Represents and promotes both councils at key internal and external meetings on HR transactional matters or as a deputy for the Joint Head of HR on those matters.
9. Assists the Joint Head of HR with research and reviews the development and implementation of HR policies and procedures with a view to delivering both councils' strategic objectives.
10. Researches, develops and presents complex reports to key stakeholders across both councils.
11. Responsible for ensuring that all HR staff and managers are trained in HR policies and procedures pertaining to learning and development policies and procedures and relevant employment legislation.
12. Ensures that the learning and development service is efficient and remains within budget.

B. PERSON SPECIFICATION

Experience and Knowledge

- Substantial experience of successfully managing a learning and development function in a comparable unionised environment.
- Knowledge and understanding of the political nature of local government, the democratic process and the HR legal framework within which local authorities operate.
- An understanding of the opportunities and challenges related to the learning and development service function in a HR Shared Service.
- Able to provide evidence of aligning learning and development activity to business need.
- Substantial experience of managing staff within a performance management culture.

- Experience of developing and maintaining effective working relationships with elected members, senior and line managers, trade unions and external partners and organisations.
- Understanding of current best practice and development across strategic HR and with particular reference to learning and development.
- Experience of successfully managing a budget.
- A relevant professional and/or management qualification with substantial relevant experience.

Key Competences

- Ability to lead the learning and development function using leadership behaviours that will enable, motivate and develop HR colleagues.
- Ability to challenge existing practices and approaches and deliver improved HR solutions.
- Ability to demonstrate high-level procurement and commissioning skills
- Ability to work with the HR senior management team, to translate council and national objectives into effective HR strategies.
- Ability to lead and manage complex projects effectively.
- Well developed and interpersonal networking, advocacy, oral, written presentation and communication skills.

Personal Attributes

- Personal commitment to the delivery of high quality, business and results focused services.
- Highly developed interpersonal skills and the ability to influence key stakeholders.
- Confidence to assist in leading strategic change in the way people are managed and developed across both councils.
- Personal commitment to both councils' policies and values.
- Evidence of continuing personal and professional development.

Education

- Member of CIPD

London Borough of Merton and London Borough of Sutton

Joint Head - Transactional Services: Job Description AND Person Specification

Job Title: Joint Head - Transactional Services across London Borough of Merton (LBM) and London Borough of Sutton (LBS)

Grade: subject to job evaluation

Responsible to: Joint Head of HR Services

Budget responsibility: £X

Staff responsibility: xx fte

HR 'Customers' – c12,000 staff within LBM and LBS and wide range of external stakeholders.

A. JOB DESCRIPTION

Purpose of Job

- Work with Joint Head of HR Services and the joint HR senior management team to formulate develop and implement HR strategy and actions that directly links with each Council's overall Business Strategy and will drive change across both councils to support employees in delivering improved organisational performance and service delivery.
- Provide high-level strategic and expert support in HR transactional services to Members, partner organisations and directorates/groups in both councils.
- Responsible for the leadership, development and delivery of a consistent high quality HR transactional service and alignment to the Councils' goals.
- Member of the HR senior management team.

Main Duties and Responsibilities

1. Work with the Joint Head of HR and other members of the joint HR senior management team on all aspects of human resource strategy, policy, practice and standards to provide an appropriate environment for full employee engagement and improved organisational performance.
2. Provides the expert lead on HR transactional services to key stakeholders including Members and senior managers.
3. Acts as the lead officer on strategic and technical aspects of

- Payroll
 - HR information systems
 - Recruitment team
 - Temporary agency workers – need a term that is acceptable to both councils
 - CRB/Disclosure services
 - Occupational Health Service
 - Employee Assistance Programmes (EAP)
4. Leads on the development of joint initiative information systems, working closely with IT and Finance to assist senior managers in anticipating and meeting future workforce data needs.
 5. Leads the HR transactional services function ensuring that a high quality, customer focused service is consistently and seamlessly delivered to all stakeholders.
 6. Leads on the development of contracts and service level agreements for the provision of HR transactional services ensuring appropriate monitoring and review systems are in place. (This includes existing contracts such as The London Boroughs' Recruitment Partnership and Medigold, as well as investigating and developing new opportunities for both councils.)
 7. Negotiates and develops key performance indicators for the HR transactional service that will deliver sustained improvement.
 8. Represents and promotes both councils at key internal and external meetings on HR transactional matters or as a deputy for the Joint Head of HR on those matters.
 9. Assists the Joint Head of HR with research and reviews the development and implementation of HR policies and procedure with a view to delivering both councils' strategic objectives.
 10. Researches, develops and presents complex reports to key stakeholders across both councils.
 11. Responsible for ensuring that all HR staff and managers are trained in any aspects of HR transactional services and employment legislation that may be relevant to them.
 12. Ensures that the HR transactional service is efficient and remains within budget.

B. PERSON SPECIFICATION

Experience and Knowledge

- Substantial experience of successfully managing HR transactional services in a comparable unionised environment.
- Knowledge and understanding of the political nature of local government, the democratic process and the HR legal framework within which local authorities operate.
- An understanding of the opportunities and challenges related to the transactional services function in a HR Shared Service.

- Able to provide evidence of aligning HR activity to business need.
- Substantial experience of managing staff within a performance management culture.
- Experience of developing and maintaining effective working relationships with elected members, senior and line managers, trade unions and external partners and organisations.
- Understanding of current best practice and development across strategic HR and with particular reference to HR transactional services.
- Experience of successfully managing a budget.
- A relevant professional and/or management qualification with substantial relevant experience.

Key Competences

- Ability to lead the HR transactional services teams using leadership behaviours that will enable, motivate and develop HR colleagues.
- Ability to challenge existing practices and approaches and deliver improved HR solutions.
- Ability to demonstrate high-level procurement and commissioning skills
- Ability to work with the HR senior management team, to translate council and national objectives into effective HR strategies.
- Ability to lead and manage complex projects effectively.
- Well developed and interpersonal networking, advocacy, oral, written presentation and communication skills.

Personal Attributes

- Personal commitment to the delivery of high quality, business and results focused services.
- Highly developed interpersonal skills and the ability to influence key stakeholders.
- Confidence to assist in leading strategic change in the way transactional services are delivered across both councils.
- Personal commitment to both councils' policies and values.
- Evidence of continuing personal and professional development.

Education

Relevant professional qualification in HR, payroll or similar

London Borough of Merton and London Borough of Sutton

Joint Head - Business Partners: Job Description AND Person Specification

Job Title: Joint Head – Business Partners across London Borough of Merton (LBM) and London Borough of Sutton (LBS)

Grade: subject to job evaluation

Responsible to: Joint Head of HR Services

Budget responsibility: £X

Staff responsibility: xx fte

HR 'Customers' – c12,000 staff within LBM and LBS and wide range of external stakeholders.

A. JOB DESCRIPTION

Purpose of Job

- Work with Joint Head of HR Services and the HR senior management team to formulate develop and implement HR strategy and actions that directly links with each Council's overall Business Strategy and will drive change across both councils to support employees in delivering improved organisational performance and service delivery.
- Develop workforce strategies for both Councils adopting a partnership approach with other organisations to provide joined-up service improvement outcomes for the Councils and their partners.
- Provide high-level strategic and expert support in HR business partner services to Members, partner organisations and directorates/groups in both councils.
- Responsible for the leadership, development and delivery of a consistent high quality HR business partner service to directorates/groups across LBM and LBS.
- Member of the HR senior management team.

Main Duties and Responsibilities

Work with the Joint Head of HR, senior managers from the Council and partner organisations and other members of the Joint HR senior management team on all aspects of human resource strategy, policy, practice and standards to provide an appropriate environment for full employee engagement and improved organisational performance.

11. Develops the HR business partner approach, through the use of best practice approaches to ensure customers' needs are understood, met and satisfied as fully as possible.
12. Provides the expert lead on HR business partner services to key stakeholders including Members and senior managers.
13. Acts as the lead officer on strategic aspects of HR business partner delivery to directorates/groups ensuring that local HR services anticipate and meet their needs in terms of all HR related workforce matters.
14. Responsible for the development of a Shared Schools' Service.
15. Leads the HR business partner function ensuring that a high quality, customer-focused service is consistently and seamlessly delivered to all directorates/groups.
16. Creates and delivers best practice HR employment relations solutions across both councils that maximise employee engagement and commitment including the use of high performance and high commitment working practices.
17. Assists the Joint Head of HR with research and reviews the development and implementation of HR policies and procedures with a view to delivering both council's strategic objectives.
18. Researches, develops and presents complex reports to key stakeholders across both councils.
19. Responsible for ensuring that all HR staff and managers are trained and developed in HR policies and procedures pertaining to relevant employment legislation.
20. Ensures that the HR business partner service is efficient and remains within budget.

B PERSON SPECIFICATION

Experience and knowledge

- Substantial experience of successfully managing a business partner function in a comparable unionised and complex employment environment.
- Knowledge and understanding of the political nature of local government, the democratic process and the HR legal framework within which local authorities operate.
- An understanding of the opportunities and challenges related to the business partner function in a HR Shared Service.
- Able to provide evidence of aligning HR activity to business need.
- Substantial experience of managing staff within a performance management culture.
- Experience of developing and maintaining effective working relationships with elected members, senior and line managers, trade unions and external partners and organisations.
- Understanding of current best practice and developments across strategic HR and with a particular reference to the HR business partner role.
- Experience of successfully managing a budget.

- A relevant professional and/or management qualification with substantial relevant experience.

Key Competences

- Ability to lead the business partner teams using leadership behaviour that will enable, motivate and develop HR colleagues.
- Ability to challenge existing practices and approaches and deliver improved HR solutions.
- Ability to work with the HR senior management team, to translate council and national objectives into effective HR strategies.
- Ability to lead and manage complex projects effectively.
- Well developed interpersonal networking, advocacy, oral, written presentation and communication skills.

Personal Attributes

- Personal commitment to the delivery of high quality, business and results focused services.
- Highly developed interpersonal skills and the ability to influence key stakeholders.
- Confidence to assist in leading strategic change in the way people are managed and developed across both councils.
- Personal commitment to both councils' policies and values.
- Evidence of continuing personal and professional development.

Education

- Member CIPD

London Borough of Merton and London Borough of Sutton

Joint Head of HR Services – Job Description AND Person Specification

Job Title: Joint Head of HR Services for London Borough of Merton (LBM) and London Borough of Sutton (LBS)

Grade: TBC

Responsible to: Director of Corporate Services (LBM) and Strategic Director of Resources (LBS)

Budget responsibility: c£5m pa

Staffing responsibility: Combined HR establishment of c120 FTE

HR 'Customers' – c12, 000 staff within LBM and LBS and wide range of external stakeholders.

B. JOB DESCRIPTION

Background to post

- The attached appendix refers

Purpose of job

- Create a strategic and business HR function that drives change across both councils to ensure that employees deliver improved organisational performance.
- As a DMT/GMT member, contribute to the strategic direction and management of the two councils.
- Provide strategic leadership, guidance and professional advice on all aspects of human resource management that will contribute to both councils' strategic intent and gain advantage from improved synergy.
- Create and implement an appropriate HR shared service framework across LBM and LBS based on mutual business needs.
- Lead, develop and direct the efficient and effective delivery of the HR shared service to anticipate and ensure that people management systems are aligned with council objectives.
- Formulate, develop and implement Council HR strategy and policy to ensure that the HR function demonstrates its added-value as a driver for service improvement.
- Provide strategic vision to identify opportunities to work in partnership **beyond** both boroughs to enhance HR services and maximise the potential for efficiency gains.

Main Duties and Responsibilities

1. Create, implement and develop an effective and efficient HR Shared Service across LBM and LBS from two existing HR functions that is fit for purpose for the future.
2. Act as the principal adviser to Members and senior colleagues on all aspects of
 - Human resource management strategy, policy, practice and standards
 - Organisational development
 - Change management and organisational design
 - Learning and development
 - Employee relations
 - Employee engagement, performance and remuneration
 - Diversity and equalities issues in employment
 - Terms and conditions of employment
 - Transactional services
 - I. Recruitment, resourcing and staff retention
 - II. Health and safety
 - III. Occupational health
 - IV. Human resource management information

Advice will be timely, current and focused on best practice and continuous improvement.
3. Work in partnership with the respective CMTs and DMT/GMTs to develop organisation cultures that are positive, forward looking, business-focused, results orientated and fulfil customer expectations.
4. Develop innovative proposals for transforming the HR service delivering measurable service improvements that lead to improved customer and stakeholder satisfaction. This will include the use of high-performance working practices.
5. Develop, maintain and review HR strategies such as a joint workforce strategy, that are consistent with best practice and supports the achievement of corporate objectives of both councils.
6. Create and deliver best HR practice solutions across both councils that will ensure that employee engagement and commitment is maximised.
7. Ensure that HR service delivery is seamless across both councils, is customer focused and represents a sound return on investment of resources.

8. Lead and maintain effective relations with the recognised trade unions and develop a collaborative climate of employee relations across both councils.

9. Provide consistent and high quality HR Shared Services – ensuring that HR solutions meet strategic corporate business needs and that all HR service (whether internal or external) are provided in an efficient and cost effective way that meet statutory requirements, council goals and key local/national performance targets.

10. Ensure that the HR budget remains within allocation and makes the best use of resources.

11. Ensure that the Councils meet all their statutory responsibilities with regard to their employees.

C. PERSON SPECIFICATION

Experience and Knowledge

- Substantial experience of management in a comparable unionised organisation within Human Resources.
- Knowledge and understanding of the political nature of local government, the democratic process and the legal framework within which local authorities operate.
- An understanding of the opportunities and challenges relating to an HR Shared Service.
- Evidence of managing and implementing significant and effective organisation-wide transformational change.
- Evidence of influencing the business agenda, aligning HR activity to business need in the role of strategic business partner and change agent.
- Substantial experience of managing staff and other resources within a performance management culture.
- Experience of maintaining successful and complex relationships with elected members, senior managers, trade unions, local authorities and other statutory and non statutory organisations.
- Understanding of current best practice and developments within strategic human resource management and organisational development.
- Practical experience of planning and managing budgets and resources both for internal services and the management of external/outsourced services.
- A relevant professional and/or management qualification with substantial relevant experience.

Key competences

- Able to provide visible challenging and supportive leadership, empowering, enabling, motivating and developing employees in a range of professional roles and at different levels.
- Ability to challenge existing practices and approaches and deliver effective HR solutions.
- Business acumen and the ability to use strategic HR as a lever for delivering on council strategy.
- Ability to translate local and national objectives into effective strategies, policies and business plans across both councils.
- Ability to lead and manage complex projects effectively.
- Highly developed interpersonal networking, advocacy, oral, written presentation and communication skills that are persuasive and influential with others.

Personal attributes

- Personal commitment to the delivery of high quality, business and results focused services.
- Highly developed interpersonal skills and the ability to make an impact at the highest level across both councils and to work effectively with key stakeholders.
- Confidence, drive, diplomacy and personal credibility to lead strategic change and to build relationships to ensure that the HR Shared Service anticipates and meets strategic objectives.
- Personal commitment to both councils' policies and values
- Evidence of continuing personal and professional development.

Education

- Chartered Fellow CIPD

NOTE: This draft was approved in principle by the project Board on 22 July 2008

Children and Young People's Learning Directorate

Job Description



POST: SENIOR EDUCATIONAL PSYCHOLOGIST
SERVICE: EDUCATIONAL PSYCHOLOGY SERVICE
DIRECTORATE: CHILDREN & YOUNG PEOPLE'S LEARNING
DIRECTORATE

Job Purpose

1. To support educational providers in meeting the needs of children and young people with SEN, and raising their achievement.
2. To provide independent educational psychological advice that meets professional quality assurance standards across a range of statutory and non-statutory work.
3. To contribute to the management of the Educational Psychology Service and supervision to the Educational Psychologists.

Main Duties and Responsibilities

All Educational Psychologists:

1. To undertake all the duties expected of members of the Sutton Educational Psychology Service.
2. To be responsible for the delivery of psychological services to named schools and education providers. These professional services can be considered under four main headings:-
 - (a) Assessment of the psychological needs of prioritised children and young people and their families. To offer psychological intervention to children, young people and their families where appropriate.
 - (b) To contribute to statutory work relating to individual pupils including the preparation of psychological advice, attendance at annual reviews and transitional reviews where appropriate and in accordance with existing legislation.
 - (c) To contribute to work in schools, developed through consultation, involving work with the school as a system, involvement in school generated projects, in-service training and contact with groups of parents and school governors.

- (d) To contribute advice and information to assist in the development and implementation of the Local authority's policies on meeting the needs of schools, children and their parents.
- 3. To be responsible for delivery of psychological services to a number of preschool children, their parents and their pre-school provision as appropriate.
- 4. To attend SEN and Disability Tribunal hearings as a witness as required.
- 5. To undertake continuing professional development and receive regular supervision and engage in peer supervision as appropriate.
- 6. To work in collaboration with other agencies within the Local Authority's Children and Young People's Learning Directorate, the Health Service including CAMHS, Adult Services, and the Private and Voluntary Sector as appropriate.
- 7. To keep appropriate written documentation using the framework set up by Sutton EPS and maintain confidentiality.

General Duties

- 1. To be familiar and comply with the requirements of the Children and Families Act 2014 and the local Safeguarding Procedures in relation to child protection and safeguarding of children and young people as this applies to Educational Psychologist's role within the Local Authority.
- 2. To be fully aware of the principles of safeguarding as they apply to vulnerable children and young people in relation to the work, and to ensure your line manager/supervisor is made aware and kept fully informed of any concerns you may have with regard to safeguarding and child protection.
- 3. To comply with Health and Safety legislation to ensure a safe working practices of all staff, public and contractors in the working environment in accordance with Local authority and departmental policies.
- 4. Promote the services of the EPS by assisting the public in person or other means of communication in a helpful and courteous manner.
- 5. Carry out all duties in accordance with Sutton's Equal Opportunities Policy with respect to staff and public.

Specific duties of the Senior Educational Psychologist:

- 1. To assist the Principal Educational Psychologist in the strategic management and development of the Educational Psychology Service.

2. To assist the Principal Educational Psychologist in the day to day management of the Educational Psychologists.
3. To undertake and lead on specialist and co-ordinating functions within the service and Children & Young People's Directorate, as requested by and negotiated with the Principal Educational Psychologist.
4. To undertake duties as delegated by the Principal Educational Psychologist or required by the responsible Executive Head.

JOB DESCRIPTION

Post: Secondary Lead Inspector
Grade: Soulbury 26 to 29 (plus 3 possible SPA points)
Hours: Full Time
Directorate: CYPLD
Division: Education, Learning and Intervention
Service Group: Improvement and Support
Service: Secondary Team
Responsible to: Head of Improvement and Support
Location: Chaucer Centre

GENERAL PURPOSE OF JOB

1. To be accountable for the quality and standards of education in the secondary phase.
2. To monitor and evaluate the quality and standards of education in all Sutton secondary schools.
3. To provide the authority, its officers and the institutions with professional educational advice relevant to the discharge of their functions and with particular reference to education across the whole secondary phase
4. To oversee the work of the Sutton Education Business Partnership (SEBP).
5. To work closely with staff in other parts of CYPLD and across the Council to ensure good provision for young people in the 14-19 age range and in particular to minimise the number of Sutton young people who are "not in education, employment or training" (NEET).
6. To lead and be accountable for the objective evaluation of the suitability of the provision for pupils educated at home
7. To act as a Link Inspector to a number of Sutton schools

DUTIES - in relation to the Secondary Phase

1. Provide the Executive Head of School Improvement with analysis and advice to inform the Authority's decisions on the exercise of its direct educational responsibilities with regard to education across the whole secondary phase.
2. Contribute to the strategic planning of the LA with regard to the provision across the whole secondary phase.
3. Contribute towards LA policy formation, implementation and evaluation for the provision of education across the whole secondary phase.
4. Undertake, from time to time, the review of specific aspects of the authority's provision across the whole secondary phase.

5. Maintain effective communication with the Secondary Headteachers' Board, senior managers in school and officers in the Council.
6. Give leadership support and co-ordination to a range of school improvement professionals in order to provide a coherent approach to provision of education across the whole secondary phase including post 16 and post 18 progression.
7. Oversee the work of the Sutton Education Business Partnership and in particular line manage the work of the SEBP Manager.
8. To liaise with staff in other services within CYPLD and across the Council to develop a co-ordinated strategy to reduce the number of Sutton young people who fall into the category of "not in education, employment or training" (NEET).
9. Represent the Council as the lead professional for secondary education when attending national events. This will require attendance at national briefing meetings, maintaining effective relationships with HMI and others who visit the LA.
10. Participate in the planning, management, delivery and evaluation of the Authority's CPD programme in relation to secondary education
11. Create and implement LA plans for school improvement as written in the Education Improvement Plan.

Duties in relation to children educated at home

58. Develop and maintain effective policy and practice in relation to Sutton children being educated at home
59. Manage a clearly defined process whereby the quality of education being provided to children educated at home is monitored and evaluated
60. Maintain a positive and constructive dialogue with individual families educating at home and groups representing home educators

Duties in relation to Link Inspector role

8. The Link Inspector will be the first point of professional contact between the school and the LA and will maintain a general awareness of the range and quality of work within those institutions.
9. As a Link Inspector, challenge, support and validate each school's self-evaluation and offer advice and support consistent with the authority's policies

10. Assist link schools at the time of Ofsted inspection and attend the Ofsted feedback to the school at the end of the inspection
11. Attend Additional Support and Intervention Programme (ASIP) meetings if required and provide additional support deemed necessary by the ASIP meeting
12. Assist with additional time and advice any link school that enters an Ofsted category
13. Participate in the appointment of new Headteachers in link schools by offering advice to Governing Bodies on their decision
14. Be prepared to undertake work in link schools beyond the core LA programme if schools wish to purchase additional time

Other Duties

1. Attend the Improvement and Support Unit Management Team (UMT) meetings
2. Attend the Sutton School Improvement Network Group (SING)
3. Participate fully in the Sutton appraisal system meeting Head of Improvement & Support for an annual appraisal and mid-year review meeting
4. Undertake continuing professional development in order to develop skills and knowledge necessary for the discharge of the role
5. Undertake other duties as deemed reasonable and appropriate by the Head of Improvement and Support Services (CYPLS) including any arising from changes in Government legislation
6. Promote the Council core values and to comply with Council policies and procedures

London Borough of Sutton	
JOB DESCRIPTION	
Job Title: Opportunity Sutton Programme Manager: Inward Investment and Enterprise projects	Group: ENVIRONMENT & NEIGHBOURHOODS
Post Number:	Business Unit/Section: Economic Renewal and Regeneration Unit
Grade: TBC	Responsible to: Head of Economic Renewal & Regeneration
<p><u>Overall Purpose of Job:</u></p> <p>To lead and direct all inward investment and enterprise schemes within the framework of Opportunity Sutton (OS) economic growth programme. Taking responsibility for strategic policy, implementation and delivery. Ensuring a coherent, consistent 'one council approach' to enterprise and growth. Maximising all opportunities arising from the programme.</p> <p>Lead and direct the: Business rate relief scheme, Town and district centre viability strategies and a range of new investment models to attract high level investment into the borough .</p> <p>Programme manage the inward investment and enterprise schemes and priority projects within Opportunity Sutton growth programme by working to the Programme Director (of Economic Renewal and Regeneration) in partnership with other priority project leads ,Executive Heads of services, Service managers, Councillors, community and business stakeholders to stimulate enterprise and investment .</p> <p><u>Duties and Responsibilities:</u></p> <p>Inward Investment and Enterprise schemes:</p> <ol style="list-style-type: none"> 1. To lead and direct town and district regeneration programmes, matrix managing the teams who deliver the Opportunity Sutton growth programme. 2. To use fine-tuned judgement to influence, negotiate and persuade a wide range of stakeholders to pursue desired courses of action that will enhance services working in collaboration with councillors, the corporate 	

management team directorates, local communities, voluntary and business organisations and other external agencies. Ensuring the provision of legal guidance best practice in order to deliver programme aims.

3. Bring high level influence to bear on the investment plans of partner organisations and private businesses to support Sutton's vision for investment and growth.
4. Use knowledge and skills of economic development, urban regeneration, and policy planning, legal contracts and economic development to inform work on the projects for the programme.
5. Working with the Strategic Director of Resources, develop a range of innovative investment models to attract investors and use to negotiate investment into the borough.
6. Develop a range of marketing and communication routes to a wide range of stakeholders and enterprise bodies.
7. Prioritise workload for self and direct and indirect reports. Managing a mix of work streams/ projects and balancing competing demands.
8. Undertake other comparable duties to meet the needs of the unit.

Programme Management

- 9.** Define specific projects in terms of business requirements in collaboration with senior management, stakeholders translating these into project objectives and plan.
- 10.** Facilitate, Chair and participate in meetings, networks, and communications mechanisms that maximise the understanding of Enterprise and Inward Investment schemes of the economic growth programme.
- 11.** Demonstrate high level judgement in relationships with colleagues and stakeholders showing ability to persuade and where necessary ensure compliance.
- 12.** Plan, manage and control multiple project schedules and oversee the completion of deliverables to cost and timescale deadlines.
- 13.** Matrix manage and monitor project members /managers allocated to the project bringing expertise, process and strong governance processes to the delivery programme table, deadlines and constraints
- 14.** Ensure sound financial management of projects, overseeing the preparation of capital and revenue budgets, monitoring reports and financial returns to the council and external funders.
- 15.** Ensure the strategic vision for the programme is consistent by making links across the OS programme managing extremely complex and politically sensitive scenarios , by ensuring effective dialogue between senior managers and councillors
- 16.** Lead the development of regeneration funding bids in relation to sustainable growth to ensure the council maximises all external funding opportunities.

Corporate Management

- 17.** Lead and motivate a team of direct reports by fostering ambition and innovation to deliver the councils priorities through appraisals, training and secondment opportunities, creating an environment of continuous improvement and development
- 18.** Champion the council's transformation and commissioning agenda reshaping the way services are delivered by working across the council managing arrange of services and contracts.
- 19.** Provide advice, written reports and briefings to MP's senior managers, the CEO representing the Head of Economic Renewal at Committees, Programme Boards and external partnerships and agencies.
- 20.** Lead on economic, social and physical regeneration issues to address diversity and equality in the business and wider community.
- 21.** Ensure that the requirements of health and safety legislation are carried out in relation to the job.

Job Activities:

(Please describe the job activities and how, when and where they are done e.g. types of decision/recommendations; type, content, degree of creativity; range of skills required)

These are addressed in the body of the JD

Responsibility for Resources:

(for which the jobholder is personally and identifiably accountable e.g. plant, equipment, vehicles, property, cash)

- Laptop and blackberry
- Budget of £1m

Responsibility for supervision/management of people:

Please give details below:

- How many employees, voluntary workers or contractors the post has supervisory or management responsibilities for: 2 x Project Managers, 1 Town Centre Manager
- If the jobholder supervise/manage posts in more than one location: yes
- If the supervision/management is shared with another post in the structure: No

Please attach (wherever possible) and/or outline below the organisational structure:

Strategic Director – E&N
Executive Head of Planning, Sustainability and Economic Development
Head of Economic Renewal and Regeneration
Programme Managers
Senior Project Manager
Project managers
Economic Regeneration Co-Ordinator
Economic Regeneration Officers

Signed by:

Post holder:

Line Manager:

Assessor: (if required)

Date:

LONDON BOROUGH OF SUTTON

PERSON SPECIFICATION

JOB TITLE: Opportunity Sutton Programme Manager: Inward
Investment &
Enterprise Projects

GROUP: E&N

The criteria below marked 'Priority 1' are necessary and the applicant **must** meet these to be appointed. 'Priority 2' criteria are also essential, but may be learned or developed further after appointment. We normally **shortlist** using only 'Priority 1' criteria.

No.	Education and/or experience	Priority 1 or 2
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1	Educated to degree –level or equivalent in one of the following: Planning, regeneration, urban design, law or economics.	1
2	Substantial experience in a programme management role, in one of these areas; regeneration, economic development.	1
3	Experience of working at a senior/complex level with corporate programmes and public bodies to deliver economic growth programmes	1
Knowledge/Skills		
4	Ensures the programme meets internal and external client expectations with respect to quality, delivery deadlines, and strategic aims.	1
5		2
6	The ability to analyse current trends and information as provided by both internal departments and external agencies. The ability to work co-operatively with colleagues and partners, developing positive, open working relationships that inspire new ideas to solve problems and achieve Council goals.	1
7	Knowledge of approaches to delivering improvements to economic development and sustainability in local government and their practical application	1
8	The ability to communicate to a high standard using different methods and styles.	1
9	The ability to apply programme and project management techniques to manage projects efficiently and effectively with a variety of stakeholders	1
10		1

	Prioritise workloads and projects, and managing a mix of projects and balancing competing demands.	
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Date: May 2013

Appointing Manager:

JOB DESCRIPTION for:

LEAD INSPECTOR - PRIMARY SOULBURY 26-29 (plus 3 possible additional assessment points)

CHILDREN, YOUNG PEOPLE AND LEARNING SERVICES ADVICE AND INSPECTION SERVICE

GENERAL PURPOSE OF JOB

6. To be accountable for the quality and standards of education in the primary phase.
7. To monitor and evaluate the quality and standards of education in all Sutton primary schools.
3. To plan and implement specific strategies to intervene in schools that are under-achieving or causing concern.
4. To plan and implement strategies for school improvement in general.
5. To lead and manage a range of school improvement professionals in order to continue to improve outcomes for children in Sutton primary schools.
6. To provide the authority, its officers and the institutions with professional educational advice relevant to the discharge of their functions and with particular reference to education across the primary phase.

ACCOUNTABILITY

7. To the Head of Improvement and Support and through him to the Executive Head of Education and Early Intervention.

DUTIES - in relation to the Primary Phase

8. Provide the Head of Improvement and Support and the Executive Head of Education and Early Intervention with analysis and advice to inform the Authority's decisions on the exercise of its direct educational responsibilities with regard to education across Key Stages 1 and 2.
9. Contribute to the strategic planning of the LA with regard to the provision for Key Stages 1 and 2.
10. Contribute towards LA policy formation, implementation and evaluation for the provision of education across Key Stages 1 and 2.
11. Analyse the performance of schools, ensure challenging targets are set and ensure resources are allocated according to need across Key Stage 1 and 2.

12. Undertake, from time to time, the review of specific aspects of the authority's provision across Key Stages 1 and 2.
13. Maintain effective communication with The Sutton Primary Headteachers' Group, school staff and officers in the Council.
14. Hold termly meetings with Primary headteachers/I&S colleagues.
15. Give leadership, support and co-ordination to a range of school improvement professionals in order to provide a coherent approach to provision of education across Key Stages 1 and 2.
16. Ensure that all members of I&S UMT are well informed about primary issues using all available knowledge about schools and their performance.
17. Represent the Council as the lead professional for primary education when attending national events. This will require attendance at national briefing meetings, maintaining effective relationships with HMI and others who visit the LA.
18. Oversee the line-management of primary advisers for teaching and learning.
19. Oversee the line-management of the team of primary behaviour support officers
20. With the Head of Improvement and Support, oversee the management and co-ordination of Link Inspectors for Sutton primary schools.
21. Participate as a member of the Unit Management Team of I&S.
22. Identify, secure and quality assure any brokerage across Key Stages 1 and 2 as required to enable the implementation of The Education Improvement Plan and the Children and Young People's Plan

DUTIES – as a Link inspector

23. Act as the Authority's link inspector for a number of schools. The link inspector will be the first point of professional contact between the institution and the department and will maintain a general awareness of the range and quality of work within those institutions.
24. Challenge, support and validate school self-evaluation.
25. Participate in activities by means of which I&S monitors and evaluates education in Sutton. These activities include:

- involvement with the school's senior management team and staff in the formulation of its management and development plan and the evaluation of its implementation;
- classroom observation;
- systematic recording of observations;
- analysis of information on schools' work - both the inspectorate's information and that originating from other Council departments.

26. Report the results of monitoring and evaluation exercises.

27. Offer advice and support to educational institutions consistent with the authority's policies and guidelines where appropriate.

28. Promote education inclusion in accordance with the Sutton Inclusion Policy.

DUTIES - general

29. Participate in the planning, management, delivery and evaluation of the Authority's CPD programme.

30. Take part in the agreed system of performance management.

31. Work towards achieving an agreed work profile. This might include participation in external work if required.

32. Provide the Executive Head of Education and Early Intervention with advice to inform the Authority's decisions on the exercise of its direct educational responsibilities.

33. Contribute to the strategic planning of the LA with regard to the provision of education in Sutton schools.

34. Contribute towards LA policy formation, implementation and evaluation for the provision of education in Sutton.

35. Implement the relevant LA plans for school improvement as written in the Education Improvement Plan.

36. Represent the Executive Head of Education and Early Intervention or the Strategic Director of Children, Young People and Learning Directorate at meetings, including Governing Body meetings, and to undertake further training, both which may entail evening and/or weekend work.

37. Carry out all duties with due regard to the Council's Equal Opportunities Policy.

38. Ensure that effective practices are identified and disseminated to schools and officers of the Council.

39. Maintain effective working approaches with our neighbouring authorities.

40. Undertake other duties as may reasonably be expected.

JOB DESCRIPTION



JOB TITLE: LSCB and Children's Learning and Development Manager

GROUP: Children, Young People and Learning Directorate

SERVICE UNIT: Quality Assurance

RESPONSIBLE TO: Head of Quality Assurance

PLACE OF WORK: CARSHALTON

GRADE:

JOB PURPOSE

1. To support the operation and ongoing development of the Local Safeguarding Children Board, a statutory, multi-agency body responsible for co-ordinating local safeguarding practice and monitoring the effectiveness of work to safeguard and promote the welfare of children and young people.
2. To manage the Children's Business and Professional Development Team which oversees the commissioning and delivery of learning and development programmes for the LSCB, Social Work, Foster Carers and Early Years negotiating with universities, government departments and others to influence related national developments
3. Directly responsible for a number of high profile projects across children's services the impact of which are critical to safeguarding and the reputation of the council.
4. Responsibility for a range of budgets related to sector specific training and LSCB.
5. Implementation of social work developments in relation to Child Protection and Social Working CPD.
6. To take the lead in the Inspections of the LSCB.

7. To have responsibility for developing the annual workforce strategies and associated training action plans across children's services covering social work, child protection, early years and child care.

SPECIFIC DUTIES

Services

1. To lead and be responsible for the development and management of the Children's Professional Development and LSCB staff team, providing high quality supervision and appraisals and ensuring the smooth running and operation of Learning and Development and LSCB functions.
2. Lead on all business planning against priorities agreed by the Board, in conjunction with the LSCB Chair and manage the production and timely delivery of an Annual Report.
3. Keep abreast of changes and developments in Government policy, guidance and research, to ensure that professional practice across all agencies with regard to safeguarding children in the borough is well informed and up to date.
4. Develop and promote good working relationships with LSCB partners and with other interested agencies and take a lead role overseeing the effective functioning of sub-groups.
5. Identify and monitor the progress of relevant strategic initiatives across the multi-agency partnership in liaison with LSCB Executive and produce reports for the LSCB in order to monitor and improve inter-agency practice.
6. Co-ordinate statutory processes for Serious Case and Child Death Reviews, ensuring compliance with statutory guidance and London Child Protection Procedures.
7. Ensure that appropriate processes are in place to monitor the implementation of procedures and oversee inter-agency practice. Contribute to current audit processes and the setting of standards in multi-agency safeguarding practice.
8. Oversee the development and delivery of the LSCB multi-agency training programme and advise on the content of learning initiatives to evaluate the quality and measure the outcomes of the multi-agency training programme.
9. Act as the single point of contact for partner agencies, members and the public on matters relating to the LSCB and its work.

10. Create and maintain good relationships with other LSCB Business Managers and liaise with managers in other boroughs on specific issues such as cross-borough Serious Case Reviews.
11. Link with other strategic groups within the council and partner agencies that have an impact on the work of the LSCB. Represent the LSCB on some of these groups as required and appropriate.
12. Manage the pooled budget for the LSCB ensuring its most effective deployment, adhere to Best Value principles, control cost and enhance value.
13. Ensure that partner agencies contribute towards the running costs of the LSCB.
14. Consider ways in which the views of children and young people may inform and influence the work of the LSCB
15. Publicise the LSCB and its work among partner agencies, private, voluntary and independent sector organisations, community and faith groups and the general public, through face to face meetings, presentations and a range of media.
16. Oversee the development and maintenance of the LSCB website, ensuring that materials are up to date and relevant to a wide range of audiences.
17. To have responsibility for the Children's training and development budgets and ensuring they are kept within the allocated resource and are used to commission value for money effective training.
18. To act as the expert to offer advice on all training matters related to children's services to Executive Heads, Heads of Service and relevant others.
19. To represent CYPLD training and development locally, regionally and nationally as required at national events, meetings and government departments.
20. To ensure that training is commissioned to provide high quality, value for money training and development and that wide links are made to learning providers to maximise opportunities.
21. To be responsible for the LSCB annual training programme and annual conference reporting to the Local Sutton Safeguarding Board (LSCB) to ensure identified safeguarding needs of the council and key partners are met.

22. To ensure the training and business functions support child-centred and evidence based practices that can demonstrate their effectiveness to improve outcomes
23. To ensure there is an annual training framework and performance management system which are reviewed for the learning and development of all qualified social workers and social work managers working with children and their families.
24. To lead the delivery of the training and development needs of all social work trainees/students and qualified practitioners supporting compliance with their organisational, personal and professional mandatory obligations.
25. To ensure that policies and procedures relating to Practice Development and Learning are kept updated
26. To ensure accurate and secure database for internal reporting and auditing requirements, ensuring that this is in accordance with the Council's data requirements.
27. To ensure that there is close working with other agencies; statutory, voluntary, independent and private, involved in associated developments to ensure a consistent and joined up approach to develop a more seamless approach for children and young people.
28. To lead on relevant local implementation groups and projects and represent the Council on relevant national and cross border meetings with other Local Authorities and Government departments

Quality & Equality

29. Ensure that the LSCB addresses the need to safeguard children with particular vulnerabilities.
30. To undertake all work activities ensuring that the Council's policies and procedures (including Equality and diversity and Health and Safety) are adhered to and that the organisation's values are upheld.
31. Undertake any other duties consistent with the basic objectives and duties of the post.
32. Responsibility for Resources – nil

33. Line management – 5 FTE

London Borough of Sutton
Person Specification



JOB TITLE: DEVELOPMENT OFFICER CHILDREN'S
SOCIAL WORK

DEPARTMENT: CHILDREN, YOUNG PEOPLE AND LEARNING
SERVICES

		Priority 1 or 2
1.	To hold a recognised Social Work, Teaching, Nursing or equivalent Professional Qualification. Qualified or Degree Level and be registered with the relevant professional body.	1
2.	Experience in a Management Role within an environment with a Safeguarding and Child Protection focus.	1
3.	Demonstrable experience of effective partnership and inter-agency work.	1
4.	Management or supervisory experience	1
5.	Experience of working in an urban, multi-ethnic and multi-cultural community.	2
6.	Experience of using quality assurance systems to monitor and evaluate the work of partner agencies.	1
7.	Sound knowledge and understanding of safeguarding children legislation and guidance and how it impacts on the range of services provided by LSCB partner agencies.	1
8.	Excellent ITC, written and verbal communication skills including experience of writing and presenting complex reports to Senior Officers and Members.	1
9.	An excellent knowledge base of social work theories and extensive knowledge and experience of the social work task and work with children, young people and families	1
10.	Ability to work across professional boundaries and with a range of partners at both a strategic and operational level	1

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London Borough of Sutton	
JOB DESCRIPTION	
Job Title: Opportunity Sutton Programme Manager: Major Economic Schemes	Group: ENVIRONMENT & NEIGHBOURHOODS
Post Number:	Business Unit/Section: Economic Renewal and Regeneration Unit
Grade: TBC	Responsible to: Head of Economic Renewal & Regeneration

Overall Purpose of Job:

To lead and direct two major area economic growth schemes within the framework of Opportunity Sutton (OS) economic growth programme. Taking responsibility for strategic policy, implementation and delivery. Ensuring a coherent, consistent 'one council approach' to regeneration and growth. Maximising all economic growth opportunities arising from the programmes.

Programme manage the Tramlink and Life Science Cluster major growth schemes and priority projects within OS growth programme by working to the Programme Director (of Economic Renewal and Regeneration) in partnership with other priority project leads ,Executive Heads of services, service managers, Councillors, community and business stakeholders to lead regeneration.

Duties and Responsibilities:

Tramlink and Life Sciences Cluster schemes :

22. To lead and direct the major Tramlink and Life Sciences Cluster scheme, matrix managing the teams who deliver the Opportunity Sutton growth programme.
23. To use fine-tuned judgement to influence, negotiate and persuade a wide range of stakeholders to pursue desired courses of action that will enhance services working in collaboration with councillors, the corporate management team directorate's local communities voluntary and business organisations and other external agencies ensuring the provision of legal guidance best practice in order to deliver programme aims.
24. Bring high level influence to bear on the investment plans of partner organisations and private businesses to support Sutton's vision for investment and growth.
25. Use knowledge and skills of economic development, urban regeneration, and policy planning, legal contracts, economic development to inform work on the projects for the programme.
26. Working with the Strategic Director of resources, develop a range of innovative investment models to attract investors and use to negotiate investment into the borough.
27. Develop a range of marketing and communication routes and materials for a wide range of stakeholders, audiences and enterprise bodies.
28. Prioritise workload for self and direct and indirect reports. Managing a mix of work streams/ projects and balancing competing demands.
29. Ensure that the requirements of health and safety legislation are carried out in relation to the job.
30. Undertake other comparable duties to meet the needs of the unit.

Programme Management

- 31.** Define specific projects in terms of business requirements in collaboration with senior management, stakeholders translating these into project objectives and plan.
- 32.** Facilitate, Chair and participate in meetings, networks, and communications mechanisms that maximise the understanding of the major schemes of the economic growth programme.
- 33.** Demonstrate high level judgement in relationships with colleagues and stakeholders showing ability to persuade and where necessary ensure compliance
- 34.** Plan, manage and control multiple project schedules and oversee the completion of deliverables to cost and timescale deadlines.
- 35.** Matrix manage and monitor project members /managers allocated to the project bringing expertise , process and strong governance processes to the delivery programme Table deadlines and constraints
- 36.** Ensure sound financial management of projects, overseeing the preparation of capital and revenue budgets, monitoring reports and financial returns to the council and external funders.
- 37.** Ensure the strategic vision for the programme is consistent by making links across the OS programme managing extremely complex and politically sensitive scenarios , by ensuring effective dialogue between senior managers and councillors
- 38.** Lead the development of regeneration funding bids in relation to sustainable growth to ensure the council maximises all external funding opportunities.

Corporate Management

- 39.** Lead and motivate a team of direct reports by fostering ambition and innovation to deliver the councils priorities through appraisals, training and secondment opportunities ,creating an environment of continuous improvement and development
- 40.** Champion the councils transformation and commissioning agenda reshaping the way services are delivered by working across the council managing arrange of services and contracts
- 41.** Provide advice ,written reports and briefings to MPs senior managers , the CEO representing the Head of Economic Renewal at committees, Programme Boards and external partnerships and agencies.
- 42.** Lead on economic, social and physical regeneration issues to address diversity and equality in the business and wider community.

Job Activities:

(Please describe the job activities and how, when and where they are done e.g. types of decision/recommendations; type, content, degree of creativity; range of skills required)

	These are addressed in the body of the JD

Responsibility for Resources:

(for which the jobholder is personally and identifiably accountable e.g. plant, equipment, vehicles, property, cash)

- Laptop and blackberry
- Budget of £1m

Responsibility for supervision/management of people:

Please give details below:

- How many employees, voluntary workers or contractors the post has supervisory or management responsibilities for: 2 x Project Managers, 2x ED officers
- If the jobholder supervise/manage posts in more than one location: yes
- If the supervision/management is shared with another post in the structure: No

Please attach (wherever possible) and/or outline below the organisational structure:

Strategic Director – E&N
Executive Head of Planning, Sustainability and Economic Development
Head of Economic Renewal and Regeneration
Programme Managers
Project managers
Economic Regeneration Co-Ordinator
Economic Regeneration Officers

Signed by:

Post holder:

Line Manager:

Assessor: (if required)

Date:

LONDON BOROUGH OF SUTTON

PERSON SPECIFICATION

JOB TITLE: Opportunity Sutton Programme Manager Major Economic Development Programmes

GROUP: E&N

No.	Education and/or Experience	Priority 1 or 2
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1.	Educated to degree –level or equivalent in one of the following: Planning, regeneration, urban design, law or economics	1
2.	Substantial experience in a programme management role, in one of these areas; regeneration, economic development.	1
3.	Experience of working at a senior/complex level with corporate programmes and public bodies to deliver economic growth programmes	1
Skills and Abilities		
4.	Ensures the programme meets internal and external client expectations with respect to quality, delivery deadlines, and strategic aims.	1
5.	.The ability to analyse current trends and information as provided by both internal departments and external agencies.	2
6.	The ability to work co-operatively with colleagues and partners, developing positive, open working relationships that inspire new ideas to solve problems and achieve Council goals.	1
Skills, Abilities and		
8.	Knowledge of approaches to delivering improvements to economic development and sustainability in local government and their practical application	1
9.	The ability to communicate to a high standard using different methods and styles.	1
10.	The ability to apply programme and project management techniques to manage projects efficiently and effectively with a variety of stakeholders	2
10.	Prioritise workloads and projects, and managing a mix of projects and balancing competing demands.	1

Date: December 2012

Appointing Manager:

Criteria marked Priority 1 are necessary which applicant **must have** to be appointed. Priority 2 criteria are also essential, but may be learned or developed further after appointment. We normally **shortlist** using Priority 1 criteria.

JOB DESCRIPTION

Post: Principal Lead for Education Safeguarding and Wellbeing
Grade: **Soulbury 16 to 19 (plus 3 possible SPA points)**
Hours: Full Time
Directorate: **CYPLD**
Division: **Education and Early Intervention**
Service Group: **Improvement and Support**
Service: **Education Safeguarding and Wellbeing**
Responsible to: Executive Head of Education and Early Intervention
Location: **Chaucer Centre**

General Purpose of Job

1. To effectively manage, support and measure the impact of the Education Safeguarding Team in their support, advice and training for schools in Sutton
2. To monitor and evaluate the universal quality of PSHE /SMSC provision for all children and young people in Sutton schools with a specific focus on SRE, Drugs and issues related to bullying.
3. To monitor, evaluate and measure the impact of all education interventions in relation to Safeguarding in line with schools' statutory duties and effective practice
4. To support schools' assessment and identify measurable outcomes of their contribution to 'Pupil Well-being'.
5. To work in partnership with Public Health to support schools in addressing health related issues that impact on children's, young people and their families learning.
6. To work with schools that are underachieving in outcomes that are relating to Safeguarding including Anti-bullying Policies and Practices.
7. To support schools to identify and analyse local health data to inform the development of their provision and contribute to reducing health inequalities in Sutton as set out in the CYPP and Local Area Agreements.
8. To support schools to further develop meaningful partnerships with external agencies, both statutory and non-statutory in order to increase the impact of their provision to meet national / local targets relating to Being Healthy and Staying Safe.

Duties in relation to schools

9. Analyse the performance of schools in relation to their provision for PSHE Education based on impact evidence provided by SEF's or school equivalent and most recent Ofsted reports.

10. Analyse the performance of schools in relation to provision for SMSC Education based on impact evidence provided by Ofsted reports.
11. Support schools in completing their annual Safeguarding Compliance Checklist in line with LA section 11 duties and the duties set out by Ofsted in the current inspection framework
12. Maintain good communication with relevant members of schools' communities to ensure that universal provision for health is high quality and relevant to children and young people.
13. Ensure effective links with other PSHE/SMSC/Safeguarding national / local strategies and reflect this in action planning and multi-agency/partnership working across the schools.
14. Attend regular meetings with relevant advisers / consultants, officers of the council, governors, teachers and other professionals in relation to PSHE/Mental Health/SMSC/Safeguarding.
15. Maintain effective communication with the primary and secondary head teachers' boards, school staff and officers in the council as it relates to Health and Safeguarding Education.
16. Ensure all members of AIS, School Improvement, the Group Management Team and Executive Management team are informed regarding Health/Safeguarding Education and PD Development.
19. Provide a forum for Sutton secondary school councils/pupil voice to meet
to further develop their interschool partnerships, discuss, debate and have the opportunity to access council officers, MP's, Councillors and others in order to promote the concepts of pupil voice and their role in school improvement.
20. Support the development of and maintain the Young People's Safeguarding Board in partnership with the LSCB Business Manager, LA Youth Adviser and Sutton SVSC

Duties – general

21. Participate in the planning, management, delivery and evaluation of the Service's INSET programme.
22. Take part in the agreed system of appraisal.
23. Provide in relation to Strategic Director of Children, Young People and Learning Services with advice to inform the Authority's decisions on the exercise of its direct educational responsibilities.

24. Implement the relevant LA plans for school improvement as written in the Educational Improvement Plan.
25. Carry out all duties with due regard to the Council's Equal Opportunity Policy.
26. Ensure that effective practices are identified and widely disseminated to schools, partner agencies and officers of the council.
27. Maintain effective working approaches with our neighbouring boroughs.
28. Undertake other duties as may be reasonable expected.

JOB DESCRIPTION



JOB TITLE: MANAGER COMMISSIONING TEAM

GROUP: CHILDREN, YOUNG PEOPLE AND LEARNING
SERVICES

RESPONSIBLE TO: HEAD OF SERVICE COMMISSIONING,
TRAINING AND
DEVELOPMENT

RESPONSIBLE FOR: UP TO 10 PEOPLE

PLACE OF WORK: THE GROVE CARSHALTON

GRADE: SM1

SERVICE RESPONSIBILITIES

To support the Head of Service in the development and delivery of the Commissioning Agenda across CYPLS.

To lead the development and implementation of a commissioning team and associated functions

To work closely under the direction of the Head of Commissioning with Executive Heads and Heads of Service to develop commissioning and procurement processes to support the implementation of integrated services across CYPLS and contribute to meeting strategic priorities identified in the Children and Young People's Plan and related strategies and service plans.

To be an expert in the field of commissioning and provide strategic leadership and advice to Heads of Services across CYPLS

To deputise for the Head of Service and in their absence on their behalf make decisions in the service area related to both staffing issues and resources.

To undertake specific issues and projects delegated by the Head of Service relevant to commissioning.

To ensure that commissioned services deliver agreed quality and standards, value for money and best use of available resources to achieve priorities for outcomes for children, young people and their families.

To work within and be responsible for a substantial commissioning budget in excess of several million pounds and ensure no overspend of any commissioning budget.

To lead on developing an annual commissioning and procurement plan.

To work with partners and across the council to identify opportunities to implement more efficient and effective commissioning, new ways of working and identify new funding streams.

MAIN PURPOSE OF JOB

To develop, working with the Heads of Service, a high quality, value for money, strategic commissioning and procurement service which contributes to meeting the council and CYPLS vision and strategic priorities

To lead the development and management of a commissioning staff team and all associated commissioning and contracting functions with related budgets and grants.

To work within the set budget and to ensure no overspend of any commissioning budget

To lead the implementation of outcomes based commissioning across CYPLS to demonstrate impact towards improving outcomes for children, young people and their families.

To be responsible for all the elements of the commissioning process working with and supporting managers in service areas.

To work with a range of partners and providers including schools, children's centres, the private, statutory, voluntary, independent sector and other local authorities to ensure an efficient and effective service offering effective targeting to use resources most efficiently to offer best value and highest impact.

SPECIFIC DUTIES & RESPONSIBILITIES

1. To lead the development of an integrated and consistent approach to commissioning by working with the Head of Service to implement strategic commissioning through the successful development of a highly skilled staff team, offering a high quality commissioning service.
2. To ensure CYPLS commissioning processes meet legislative and policy requirements and standards as well as council wide requirements in relation to commissioning and procurement.

3. To deputise for the Head of Service across this specific service area as required.
4. To identify and make efficiencies in the commissioning process.
5. To ensure a consistent approach to all specifications and contracting across CYPLS and that correct procedures are followed, for external and directly provided provision.
6. To use financial and performance management information to continually deliver improvements in quality and cost through more effective commissioning, best use of available resources and the focus on outcomes with quality based contract monitoring, through appropriate monitoring.
7. Undertake option appraisals to inform procurement and purchasing plans.
8. Develop commissioning plans for service change, commissioning and de-commissioning of services and as agreed support any public consultation and negotiation as required for implementation.
9. Establish and develop liaison and partnership arrangements with other relevant council departments, agencies, sectors and local authorities to develop new and creative ways to use resources most effectively and efficiently to benefit children, young people and their families.
10. Investigate, analyse and feedback issues, challenges and service pressures arising from commissioning to inform future service developments and commissioning processes.
11. Compare performance and costs with other authorities and analyse variances to inform planning.
12. Use audit and performance information to ensure consistent decision making and eligibility criteria across CYPLS and a culture of continuous improvement.
13. To be responsible for ensuring quality assurance, business and financial systems are in place to performance manage the commissioning, procurement and quality assurance processes for all CYPLS contracts and agreements.
14. Implement agreed commissioning standards and develop outcome based measures, with quality indicators built into contracts and monitored.
15. Be accountable for and monitor agreed budget spend on commissioning activity.
16. Contribute to strategic plans and ensure an annual commissioning plan fits with strategic and corporate priorities.

17. Be responsible for recruitment and induction of staff.
18. To ensure the contracts register is kept up to date.
19. To develop the commissioning process to ensure full participation of children young people and their families in the design of commissioned services as well as the outcome process.
20. To proactively keep abreast of opportunities to bring new monies into Sutton and bid accordingly.
21. To build and develop capacity in the local market.
22. To work where appropriate with other boroughs to consider where appropriate to develop innovative ways to join up service delivery most efficiently.
23. To represent the Council for children's commissioning in national meetings and at partnership and council meetings as required.
24. To identify and report gaps and challenges in relation to commissioning and procurement to senior managers.
25. To work closely with other commissioning managers and corporate procurement in the Council to ensure a joined up efficient approach to commissioning.
26. To ensure all staff have annual appraisals which are reviewed and identify training needs which are collated to inform the service training needs analysis to inform the annual training plan.
27. To work with relevant others to support the evolving and changing role of the Council to a commissioner of services.

OTHER

28. To undertake such additional duties as are reasonable within the responsibilities of the post required by the line manager.
29. The post holder will carry out their duties and responsibilities in accordance with the Council's Core Value's, Equality and Diversity Policy, Health & Safety Policy and all relevant borough and service groups' policies and procedures.

**Children, Young People and
Learning Services**

Person Specification



JOB TITLE: MANAGER COMMISSIONING TEAM

**DEPARTMENT: CHILDREN, YOUNG PEOPLE AND LEARNING
SERVICES**

	Education/experience	Priority 1 or 2
1.	Educated to Degree Level or equivalent	1
2.	Substantial leadership and management experience.	1
3.	Commissioning and or management qualification desirable.	2
4.	Evidence of relevant continuous training and personal development.	1
5.	Experience of strategic planning, commissioning and procurement of services in a statutory setting, preferably related to children's social care services.	1
6.	Experience of managing change successfully, to motivate and retain staff to develop a high quality service	
7.	Experience of managing complex and significant budgets, including grant funding, financial planning and budgetary control.	1
8.	Experience of partnership working across a range of statutory, voluntary, independent agencies.	1
9.	Experience of mapping existing service provision and developing options to make better use of available resources.	1
10.	Experience of outcomes based commissioning desirable.	2
11.	Experience of involving and engaging users, including the more vulnerable groups, and communities creatively in commissioning processes.	1
12.	Experience in analysing and using performance data to drive improvements in service delivery.	1

13.	Experience of project management and developing strategies, policies and procedures.	1
Skills, knowledge and abilities		
14.	Detailed knowledge and understanding of the legal, policy, political and financial framework within which the Council, NHS and Children's Services operate.	1 1
15.	Excellent knowledge of social care and safeguarding and what works for effective and safe provision of services for some of the most vulnerable children, families and carers.	1
16.	A clear understanding and ability to use relevant techniques of performance management, monitoring and evaluation.	1
17.	Ability to successfully network with a track record of positive relations with a range of stakeholders.	1
18.	Good written and oral communication skills with the ability to write high quality reports and present complex information, clearly and succinctly in a variety of formats, to meet the diverse needs a range of audiences.	1
19.	Strong interpersonal skills with an ability to solve problems and work in partnership beyond organisational boundaries.	1
20.	Good level of numerical and financial competence, including IT competence to manage significant budgets and evaluate service performance	1
21.	Demonstrate the ability to think independently and analytically to use financial and performance data to constructively challenge the way services are provided, identify gaps and work with others to develop alternative models for provision.	1
22.	Ability to be self motivated, creative and able to work effectively with uncertainty in a changing environment.	1
23.	Excellent influencing and negotiation skills to work effectively nationally and locally at a senior level within the council and with key stakeholders.	1

24.	Ability to analyse and interpret qualitative and quantitative data, to inform commissioning and decommissioning.	1
25.	Ability to work effectively with partners and peers at all levels inside and outside the council.	1
26.	Skills to influence and negotiate successfully with a wide range of stakeholders and to secure positive service outcomes and change for service users.	1
27.	Ability to translate strategy into detailed plans and targets.	1
28.	Ability to work as a member of a management team and lead and manage a staff team.	1
29.	Ability to work independently, prioritise and adhere to required deadlines and be highly motivated with a flexible approach to respond promptly to changing demands and priorities.	1
30.	Ability to maximise the use of new technology to enhance both personal and team performance.	1
31.	Ability to manage a commissioning service within a framework of diversity, promoting inclusion, fairness and equal opportunity.	1
32.	Ability to undertake appraisals and training needs analysis.	1
Other		
33.	<i>The post holder may be required to work at any Council site in line with service need.</i>	1
34.	<i>The post holder will carry out their duties in accordance with the borough's Equalities and Diversity policy and all other borough and departmental policies.</i>	1
35.	<i>To undertake such additional duties as are reasonable within the responsibilities of the post and which the line manager may require.</i>	1

JOB DESCRIPTION

JOB TITLE: Principal Educational Psychologist

GROUP: Children, Young People and Learning Services

RESPONSIBLE TO: Head of Improvement and Support Services

Grade: Soulbury Scale B 8-11
Currently £51,912 - £55,159 + OLA £1,914
(plus possibility of 3 SPA points to £58,447 + OLA £1,914)

Service Responsibilities

The Service provides high quality Educational Psychological advice direct to schools and settings. This advice is targeted to support children and young people in their educational development. The service will provide a core statutory level of support for all state-funded schools and an enhanced level of support for maintained schools.

The service carries out the statutory assessments for children and young people with special educational needs.

Main Purpose of the Job

To provide leadership of the Educational Psychology Service within the Improvement and Support Services section of the Education, Learning and Intervention branch of Children, Young People and Learning Services.

Specific Duties and Responsibilities

1. To be responsible for setting and monitoring service objectives.
2. To lead service innovations which enable children and young people to receive timely and effective support and interventions in Sutton schools and other appropriate state-funded schools.
3. To provide support, supervision and leadership for colleagues and manage the supervision for all Educational Psychologists.
4. To lead the service in directly supporting populations of children and young people within the Local Authority giving advice and support to their carers, teachers and schools.
5. To provide advice to the Local Authority and to assist the LA in fulfilling its duties under current legislation.
6. To lead the contribution of Educational Psychologist expertise in areas of special educational needs and learners with Learning

Difficulties and Disabilities to complement the range of expertise in these areas across the LA.	
7.	To contribute to the leadership of the Improvement and Support Services section providing direction and drive to the service under your control to facilitate an integrated approach to support and intervention.
8.	To lead the training and development of all Educational Psychologists.
9.	To carry out all duties with due regard to the Council's Equal Opportunities Policy.
10.	To undertake such other duties of a leadership nature as may be required from time to time.
11.	To be registered as an Educational Psychologist with the Health Professionals Council.
Contacts and Relationships:	
<ul style="list-style-type: none"> • Maintain and develop relationships with schools and settings. • SEN and LLDD departments • All menus in 'Improvement and Support Services' section • External education providers • External and internal stakeholders • All LA initiatives for early intervention including mental health 	
Responsibility for supervision/management of people	
<ul style="list-style-type: none"> • Supervision of senior Educational Psychologist(s) and leadership of supervision process 	
Responsibility for Resources	
<ul style="list-style-type: none"> • Management of budget assigned to the Educational Psychology department 	
Work Environment:	
<ul style="list-style-type: none"> • Office based and able to work in schools and settings and in all other venues consistent with carrying out the full range of duties 	
Work Demands:	
<ul style="list-style-type: none"> • National responsibilities of a Principal Educational Psychologist 	

Physical Demands:
None specifically

LONDON BOROUGH OF SUTTON	
JOB DESCRIPTION REVISED OCT 2008	
Surname and Initials of Job Holder:	Post No: 10 1546
	Job Title: Safer Sutton Partnership Manager
Job Title & Post No of Person to whom Job Holder normally reports:	Job Grade: SM3
Head of Partnership	Group: Chief Executive's
Post No: TBC	Unit: Sutton Safer Partnership Service
Date JER signed: TBC	Section: Safer Sutton Partnership Service

Job Profile

This high profile senior management post is fundamental to the leadership, management and success of the Safer Sutton Partnership and to the success of key indicators for Sutton under the Government's National Performance Framework.

This post works closely with the Head of Partnership to develop strategy and is responsible for delivering this strategy tactically and operationally.

This post works jointly with and alongside the Chief Inspector Partnership to manage all aspects of the SSPS and its 160+ staff and officers.

- 1 To be the lead Council Officer for all community Safety, Crime, Disorder, Drug and Alcohol related matters.
- 2 To assume selective Executive Head responsibility as commensurate and appropriate to the unique management arrangements of the SSPS on behalf of the Head of the Partnership as appropriately delegated.
- 3 To have a direct or shared responsibility for managing all aspects of the strategy and operations of the SSPS including:
Safer Neighbourhood Teams, Drug Misuse Services, Emergency Planning, Schools and Youth Crime Unit, Police Licensing, Alcohol Misuse Services, Crime Prevention Design Advisers, Prolific and Priority Offender Management, Safer Parks Teams, CCTV, Domestic Violence Services, Hidden Harm, Police Volunteers, Traveller and Wildlife Liaison, Special Constables, Civic Security and Emergency Response, Communications and Media Unit, Sutton Partnership Liaison, Sutton Life centre, Anti Social Behaviour Unit, Mental Health Liaison, Counter Terrorism, Prevention of Violent Extremism.
- 4 To take primary responsibility for the £8 million signature project to build the Sutton Life Centre.
- 5 To be a highly visible leader, managing a dynamic multi agency partnership team that will make Sutton a safer place.
- 6 To deliver and commission an effective and value for money range of diverse services that will impact upon the Local Area Agreement and the National Indicators arranged under the Safer and Stronger Heading.
- 7 To be a member of the Police Senior Management Team, with joint responsibility through that group of managing policing within Sutton.

Job Function

- 8 To Manage the Safer Sutton Partnership Service.
- 9 To lead the ongoing development and implementation of the strategic assessment, SSPS Strategy and SSPS business planning.
- 10 To facilitate the Safer Sutton Partnership Board Themed Partnership.
- 11 To be an effective member of the Police Senior Management Team for Sutton.
- 12 To be responsible for implementing the Governments National Drug and Alcohol Strategies in Sutton.

- 13 To be responsible for implementing the provisions of the Crime and Disorder Act in Sutton.
- 14 To represent and promote the views of Sutton and the Safer Sutton Partnership with local, regional and national agencies and in relevant local and regional partnerships and networks.
- 15 To manage and develop complex relationships within the Borough with the key partners of the Council and the Police.
- 16 To be the Project Owner of signature projects being led by the SSPS (Life Centre).
- 17 To meet targets set and deliver successful outcomes against the National Performance Indicators arranged under 'Safer and Stronger' and the Local Area Agreement.
- 18 To be responsible for the management of the Police's Management Information Unit.
- 19 To identify funding and revenue generation opportunities, and bid for them successfully.
- 20 To be responsible for the effective financial management of the Partnership and all of its activities.
- 21 To undertake problem solving, project management and trouble-shooting activities on behalf of the Chief Executive across directorates and partner agencies as required.

POLITICAL RESTRICTION

This post is politically restricted by virtue of the Local Democracy, Economic Development and Construction Act 2009

Job Dimensions

- 22 Budget: up to £20 million
- 23 Staff: directly 22, with a joint partnership responsibility for a further 160+.
- 24 Contacts: The Safer Sutton Partnership Board, Metropolitan Police, Metropolitan Police Authority, elected councillors, council services, MP's, local authorities, regional bodies, particularly Government Office for London and Association of London Government, Central Government Departments particularly the Home Office, the National Treatment Agency, Police Community Consultative Group, community and voluntary organisations, local businesses, residents (note: references to 'Police' below refers to the Metropolitan Police Sutton Borough Command Unit and to 'Council' to the London Borough of Sutton).
- 25 To jointly ensure effective review and evaluation of incident management within community policing, safer parks policing and anti social behaviour policing and activity and develop strategies for improvement in line with police and council policy.

- 26 To provide strategic management for the Safer Sutton Partnership Service, across both Police and Local authority activity and operations specifically Finance and Resources, Communications and Coordination, Policy and Planning, Commissioning and Services Management.
- 27 To strategically manage Sutton's DAAT (drug and alcohol) services.
- 28 To lead and manage for the Council and the Police communications with the local community (residents and businesses) with respect to drug and alcohol issues, crime, safety and in response to specific problems and major incidents.
- 29 To lead on media strategies designed to reduce fear of crime and to manage the Police public relations function.
- 30 To manage the integration of police and council functions in order to achieve improved performance.
- 31 To lead the implementation of Section 17 of the Crime and Disorder Act, in order to achieve the mainstreaming of crime prevention and crime reduction in statutory functions across all public sector working within Sutton.
- 32 To lead an effective data analysis service that is to support and guide the Crime and Disorder and Drugs and alcohol strategies, and supporting operational policing.
- 33 To support the Head of Partnership to map the strategic direction of the SSPS, attending and advising the Council Corporate Management Team and Executive Team as necessary.
- 34 Through membership of the Police Senior Management Team contribute to the strategic direction of policing in Sutton.
- 35 To represent the Head of the SSPS and, from time to time, the Police Borough Commander as required.
- 36 To be responsible for Counter Terrorism Initiatives in Sutton.
- 37 To be responsible for developing a strategy for Sutton for preventing violent extremism.
- 38 To be responsible for the Emergency Planning Function in Sutton, with responsibility to ensure that Sutton are able to respond effectively to a major incident or pandemic.
- 39 To be responsible for the management of the Council's Town Centre CCTV system, its management, operation and monitoring.
- 40 To be responsible for the performance management of the Anti Social Behaviour Unit.

Performance Management

- 41 To lead and manage all of the Safer Sutton Partnership Service in order to meet the objectives of the Safer Sutton Partnership Board in accordance with relevant police and council policies.
- 42 To be responsible for the preparation and management of budgets held in the service, ensuring that the requirements of Government funding are met, that spending is within allocation and best use is made of resources.

- 43 To lead on programme management to enable change management to be effectively organised, activities and projects to be managed to enable skills and resources to be matched to incoming work streams, and planning is undertaken to impact changes to policy.
- 44 To achieve continuous improvement in quality, cost, cost effectiveness and fair delivery.
- 45 To lead on the preparation and implementation of the service business plan, strategic assessment, drug treatment plan, alcohol strategy, domestic violence strategy and all other relevant documents.
- 46 To contribute to the success of the Council and its key partners through the delivery of the Governments National Performance Indicators, and by making Sutton safer.
- 47 To be performance managed directly through the Police SMT, the Sutton Partnership, GOL, the National Treatment Agency, the SHA and the PCT.
- 48 To maintain a balanced scorecard approach to personal performance and achievement.

Employee Management

- 49 To lead, motivate and manage employees across organisational boundaries to deliver service objectives by generating a shared sense of purpose.
- 50 To be responsible for staff and managers that operate within highly complex and technical areas that have no equivalent or support elsewhere within the local authority or its partners (drug services treatment and provision, Alcohol services treatment and provision, anti social behaviour, CCTV, crime reduction, emergency planning, counter terrorism, and as described in section 2).
- 51 To lead and develop employees to perform to the best of their abilities and manage the integration of staff across the developing service
- 52 To appraise and set objectives for employees, which meet service objectives and identify and meet related employee development needs.
- 53 To manage both Council and Police Staff directly.
- 54 To be an effective partnership manager, with clear management responsibilities beyond the scope of direct line management, as required through the Police Senior management Team and the SSPS.

Personal

- 55 To promote equality, diversity and human rights in working practices by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and contributing to developing equality of opportunity in working practices
- 56 To carry out other comparable tasks as may reasonably be required.

LONDON BOROUGH OF SUTTON

JOB DESCRIPTION

SENIOR AUDIT MANAGER



Surname and Initials of Job Holder: **Post No:** S2000865

Job Title: Senior Audit Manager

Grade: SM1

Job Title & Post No. of Person to whom Job Holder normally reports: **Group:** Resources

Unit: Group Finance

Chief Internal Auditor

Section: Governance

Date JER signed:

General Purpose of the Job

- 1 To work with the Chief Internal Auditor and alongside other Audit Managers to co-ordinate, direct and supervise the delivery of the annual internal audit plan and ad hoc audit work in line with the CIPFA code of practice on Internal Audit,

the standards set out in the Audit Manual/Procedure Notes and other professional/legislative requirements.

- 2 To supervise Principal/Senior Auditors and ensure that individual audits are properly planned, executed and reported within time budgets, meeting internal quality standards.
- 3 To make a significant contribution to the development of the annual audit plan, audit strategies (e.g. Risk Management, IT, anti-fraud and schools audits), work programmes and audit methodology to ensure that the service remains fit for purpose and in line with leading edge practices.
- 4 To assist the Chief Internal Auditor in the further development of specialist and complex areas of audit work, namely:
 - Extension of consultancy and value added audit work and development of a methodology framework and in-house capacity.
 - Data Quality, Comprehensive Area Assessment and Housing Benefits.
 - Developing the profile of internal audit in relation to project support and new initiatives
- 5 To provide risk management support across the Council on a planned and ad-hoc basis. To provide a high quality, pro-active and responsive service to all internal audit customers, including Members, Officers, Schools, partners, contractors and other stakeholders.

POLITICAL RESTRICTION

This post is politically restricted by virtue of the Local Democracy, Economic Development and Construction Act 2009

SPECIFIC DUTIES

Internal Audit and Governance

- 1 To work with the Chief Internal Auditor and alongside other Audit Managers to co-ordinate, direct and supervise delivery of the annual internal audit plan for the Council and Sutton Housing Partnership, including service audits, EMAS, FMSiS and NFI.
- 2 Assist the Chief Internal Auditor in development of consultancy/value-added work including putting a place an appropriate methodology and procedures for undertaking such work.
- 3 Co-ordinate and lead on the complex areas of audit work including Data Quality, Comprehensive Area Assessment and Housing Benefits.
- 4 To assist the Chief Internal Auditor in developing the internal audit's role as a 'critical friend' to the Council through project support or involvement in new initiatives.

- 5 To provide Council wide support on risk management, namely maintenance of the Council's risk management strategy, corporate risk register and the provision of expert risk management advice.
- 6 Allocate staff to audit assignments according to their level of proficiency and expertise, directly undertaking audit assignments where the complexity of the work demands this.
- 7 Ensure that individual audit assignments are properly scoped audit briefs agreed in advance of audit work being undertaken.
- 8 Provide and document evidence of supervision, review and guidance during each audit assignment.
- 9 Ensure that working papers are adequate to support audit findings, conclusions and the overall audit opinion.
- 10 To review draft audit reports to ensure that audit findings are properly recorded and that recommendations are appropriately formulated reflecting the objective of continuous improvement.
- 11 To maintain technical proficiency and an up to date knowledge of cutting edge developments in audit generally by undertaking relevant continuing professional development.
- 12 To assist the Chief Internal Auditor in developing, maintaining and promoting audit strategies and work plans for Risk Management, IT audits, Schools audits and Anti-Fraud work.
- 13 Carry out investigations into suspected irregularities, report findings, and liaise with appropriate managers, outside agencies and police.
- 14 Prepare evidence and liaise with the external auditors and inspectors on the managed audit, information sharing, data quality, audit planning, and governance issues, and recommend corrective action to Groups if needed.

Advice and Support to Officers and Members

- 15 Ensure that suitable advice and timely support is given to Council officers and Members on corporate governance, risk management, internal controls, IT security, financial regulations and other audit and governance issues.
- 16 To attend any meetings, committees, working groups etc, where an audit presence is required or deemed helpful.
- 17 Prepare draft reports under the direction of the Chief Internal Auditor as necessary on audit and governance matters.

Management and General Duties

- 18 To assist the Chief Internal Auditor in managing the service as a business unit, including planning, client liaison, marketing, monitoring and evaluation of the service, to meet CIPFA standards, the highest CAA requirements and other best practice standards.
- 19 To assist the Chief Internal Auditor in managing and developing the service to meet Council objectives, such as through business planning, appraisal, Investors in People, EMAS and accountability.
- 20 To contribute and assist in the delivery of technical audit briefings and governance training for the internal audit team, Council Officers, Members, Schools and other stakeholders.
- 21 To supervise Principal/Senior Auditors, trainees and agency staff as and when required, providing guidance, coaching and undertaking appraisals.
- 22 To ensure that all time is recorded promptly on a weekly basis in the timesheet system.
- 23 To actively promote and comply with the Council's Equal Opportunities Policy, Core Values and other corporate policies.
- 24 To deputise for the Chief Internal Auditor as and when required, including co-ordination of reports for the Audit Committee and attendance at its meetings
- 25 Undertake such other comparable duties as may be required by the Chief Internal Auditor, Executive Head, or Strategic Director of Resources.

LONDON BOROUGH OF SUTTON

PERSON SPECIFICATION

SENIOR AUDIT MANAGER



Education and Experience

- 1 Extensive experience in audit and risk management
- 2 A working knowledge of corporate governance in the public sector, including Comprehensive Area Assessment, Data Quality and Project Management
- 3 Experience of effective corporate working in complex public sector organisations

Priority

- 1
- 1
- 2
- 1

4	Experience and knowledge of modern internal audit, corporate governance and risk management	
Skills and Abilities		
5	Able to develop and draft best practice strategies on key areas of audit activity such as IT audit, anti-fraud and risk management	1
6	Able to demonstrate personal effectiveness by managing and delivering competing priorities under pressure	1
7	Effective and concise communication skills, showing a strategic perspective on issues	1
8	Able to lead, manage and develop people to achieve service objectives	1
9	Able to develop and manage the implementation of plans, projects and programmes to agreed outcomes, budgets and timetables	1
10	Able to develop creative and innovative solutions to meet stakeholder needs	2
11	Projects a professional image of the service to senior officers, members, partners and other stakeholders	1
12	Pro-active and responsive approach to meeting customer needs	1
13	Understands and supports the Council's diversity and equality policies.	2

Criteria marked Priority 1 are necessary for an applicant to have if they are to be appointed. Priority 2 criteria are also essential, but may be learned or developed further after appointment. We normally shortlist using Priority 1 criteria.

LONDON BOROUGH OF SUTTON

STRATEGIC DIRECTOR: PEOPLE

JOB DESCRIPTION

POST TITLE: Strategic Director of People

Grade: HAY1

Directorate: People

Location: Council Offices

Responsible to: Chief Executive

Responsible for: Adult and Children's Social Services, Early Intervention, Public Health, Education and Wellbeing (including the Statutory Libraries Service).

Post number: 601601

Date: December 2014

MAIN PURPOSE

- To be the Council's Statutory Director of Adult Services and Statutory Director of Children's Services.
- To be professionally responsible and accountable for the effectiveness, availability and value for money of the Council's Statutory Children and Families Services and Safeguarding functions, specifically:
 - o The Council's functions in its capacity as a Local Education Authority under the Education Acts except certain functions relating to further education, higher education and adult education;
 - o The Council's Social Services functions within the meaning of the Local Authorities Social Services Act 1970.
 - o Any health-related functions exercised by the Council on behalf of an NHS body under section 31 of the Health Act 1999; The Health and Social Care Act 2012 and The Care Act 2014.
 - o The Council's functions as a Children's Services Authority as set out in the Children Act 2004, in particular building and leading the arrangements for inter-agency co-operation and
 - o The [Safeguarding Vulnerable Groups Act 2006](#) and [The Children Act \(1989\) and \(2004\)](#)
 - o To ensure compliance with all relevant Statutory requirements.
- To ensure the development, implementation and evaluation of services and support responsive to clients' needs, that are sufficiently dynamic to respond to changes in government direction and legislation.
- To manage the provision of quality services that reflects Sutton's PRIDE values.

- To proactively drive and contribute to the Corporate Management of the Council.
- To be professionally accountable for other aspects of corporate services across the Council, from time to time, as determined by the Chief Executive.
- To act as the lead commissioner for all People services.
- To manage the directorate within available financial resources.

MAIN DUTIES AND RESPONSIBILITIES

General

- In collaboration with the Council's Corporate and Senior Management team, to undertake corporate management of the Council and contribute to the preparation of both short and medium-term plans in co-operation with Members, and other stakeholders, as required.
- To lead People Services within the Council, directing and overseeing the work of the Directorate management team to ensure achievement of Directorate business plan priorities, and active contribution to corporate business plan priorities.
- To work closely with lead members in undertaking these duties.
- To ensure the development of effective working relationships between the Directorate and other colleagues across the Council and externally.
- To evaluate the performance of the Directorate against stated objectives, developing performance measures and ensuring feedback to staff on the Directorate's performance in meeting targets and objectives.
- To promote sound Directorate management practices and to be responsible for effective recruitment, retention, motivation and development of staff.
- To lead the transformation of Children's and Adult Services by creating a sharper focus on prevention and early intervention, while strengthening protection and improving achievement and educational attainment for all children and young people.
- To ensure a corporate approach to safeguarding across the whole Council, as the lead professional for all safeguarding services.
- To work collaboratively with partners, including residents, carers, the VCS and education providers.

- To manage the financial resources of the Directorate within agreed budgets.

Specific

- To provide accurate and timely advice to the Council, its committees, elected Members, the Chief Executive and Strategic Directors on developments, trends in the areas of Children, Schools, Safeguarding, Adults Services, Wellbeing Services (including libraries, arts, leisure and heritage services) and all matters relating to the strategic planning of those services. To provide this to the lead Members and other Members in relation to decision-making.
- To develop, implement and evaluate policies and programmes for the provision of cost-effective, high-quality services which accord with the Council's policy objectives and meet both Statutory and local needs.
- To identify and implement any necessary efficiencies and cost-savings measures, including commissioning of services, within available budgets.
- To ensure that appropriate arrangements are in place to promote co-operation between the Council and its partner organisations to improve the well-being of people in the Borough as well as safer neighbourhoods.
- To ensure that the Council's functions are discharged regarding the need to safeguard adults, children and young people and promote their welfare.
- To ensure that the Council's statutory functions are discharged for adult social care, including the provision of advice, information, prevention and early intervention, responsibilities for Mental Health, the Mental Capacity Acts and the requirements under the Care Act towards self funders.
- To lead services that support the transition from childhood to adulthood, particularly with respect to children with special educational needs
- To maintain and develop productive links with schools' headteachers and governors based on mutual respect, shared goals and shared responsibility for the improvement of standards within the Borough.
- To ensure that the Council's Statutory responsibilities concerning provision of school places, access, monitoring of standards and children with special needs are met through the provisions of the Children and Families Act 2014.
- To establish, maintain and effectively operate a database of basic information on all children and young people in the Borough or if another body has the statutory duty to create a database or databases,

to participate in its operation to ensure adequate safeguarding data and action.

- To support the Independent Chair of the Local Safeguarding Children Board (LSCB) and the Independent Chair of the Adult Safeguarding Board to coordinate the boards members' activities for the purpose of safeguarding the welfare of children, young people and adults in the Borough.
- To promote the educational achievement of looked after children within the broader requirements of the Council as a corporate parent.
- To provide the Secretary of State for Education, if so directed, with information on individual children and young people.
- To coordinate statements of proposed action in the light of any relevant inspections relating to the Directorate, and to exercise a key role in monitoring and evaluating implementation of the proposed action (subject to consultation and relevant legislation and regulations)
- To build and lead robust partnership arrangements under which public, private voluntary and community sectors work effectively together in relation to the planning, commissioning and provision of services which improve outcomes for children and young people and place them at the centre of service provision, and ensure safer neighbourhoods in Sutton.
- To lead the Council's public library, heritage and leisure services and ensure all statutory and policy objectives are met.
- To harness the distinctive contributions of children, young people and their families and carers and vulnerable adults in designing and delivering services and in evaluating how effectively services improve outcomes.
- To direct the operation of the Council's contracted and commissioned Children and Adults and Wellbeing services provision where applicable through the establishment of suitable arrangements for performance management
- To support the Director of Public Health to implement an effective public health function in accordance with the statutory and national guidance.
- To represent the Authority to external agencies such as: central government, regional and national public bodies, any other public sector partners such as the health service and the police, private sector organisations and the voluntary and community sector, developing effective relationships to advance the Council's corporate objectives.

- To ensure the effective implementation of the Council's Equal Opportunity and Health and Safety policies in all aspects of the Directorate's work.
- To act as nominated deputy in the absence of the Chief Executive and to undertake any other duties as directed by the Chief Executive.
- To undertake duties, roles and responsibilities of the post and the methods of working as may be amended from time to time by the Chief Executive.

LONDON BOROUGH OF SUTTON

PEOPLE DIRECTORATE

PERSON SPECIFICATION

POST TITLE: Strategic Director: People

Grade: Hay 1

Date: December 2014

1. Knowledge

- Educated to degree-level and qualified as a social worker which meets the requirements for registration with the Health and Care Professional Council (HCPC) (or any successor body or arrangement).
- An understanding of the legislative framework governing the work of the Directorate. Understanding of issues impacting on service delivery within a multi-cultural environment of both urban and suburban character.
- A clear understanding of the workings of local government and the wider environment in which it operates.
- Understanding and demonstrable experience of the roles of Statutory Director of Adult Services and Statutory Director of Children's Services.
- Proven ability in securing efficiency and effectiveness of service delivery within council budgeted resources

2. Skills

- Ability to demonstrate a clear vision of the future for Local Authority children, schools and families services and the challenges facing those services in the short and medium term.
- Ability to demonstrate a clear vision for Adult Social Care and Health.
- Ability to oversee and deliver corporate services not specifically aligned with social care that have a cross-organisational focus, demonstrating corporate strategic leadership.
- Well-developed analytical skills and proven ability of setting/achieving strategic objectives through performance management and of evaluating and achieving service quality.

- Ability to communicate effectively, negotiate and network through highly developed written, oral and presentation skills.
- Ability to develop innovative solutions whilst maintaining continuity of services through setting of clear goals/targets.
- Ability to manage and lead Leisure, Arts, Library and Heritage services
- Ability to lead, motivate and inspire individuals and teams within a rapidly changing environment, and in multi-agency settings
- Ability to work effectively within a political environment and to manage the member/officer interface.
- Commitment and ability to implement the Council's Equal Opportunities policies in service provision and employment.
- Commitment to working in partnership with a wide range of bodies both internally and externally, including the integration of services, in particular with the NHS.

3. Experience/Training

- Significant Senior Management experience in the provision of public sector children services and/or adult social care services within a multi-racial urban community. Experience of participation at senior management level in the corporate affairs and decision-making of a large complex organisation.
- A successful track record of consistent achievement at senior management level (second tier or above) in a local authority, or other large complex organisation.
- Experience of managing, motivating and developing a multi-disciplinary workforce and harnessing the talents of employees at all levels.
- Experience of successfully leading service transformation.
- Experience of working in co-operation and partnership with a wide range of internal and external bodies including statutory agencies/organisations.
- Experience of having successfully managed substantial budgets through rigorous control procedures, as well as delivering budget options within a corporate framework.
- Experience of establishing and implementing business planning processes and performance management systems to ensure appropriate and cost effective service delivery.
- Demonstrable ability to work collaboratively with senior officers in the Council.

4. Others

- Fully satisfactory Enhanced Disclosure and Barring Service Clearance.

Job Description



HEAD OF THE VIRTUAL SCHOOL FOR LOOKED AFTER CHILDREN

Scale: SOULBURY 16-19 plus OLW
Salary: £51,534 - £54,883 (pay award pending)
Contract: Full-time
Location: Stonecourt Cottage

Unit: IMPROVEMENT & SUPPORT SERVICE
Directorate: CHILDREN AND YOUNG PEOPLES LEARNING SERVICES (CYPLD)
Responsible to: Head of Improvement and Support

General Purposes of the Job

To provide strong and inclusive educational leadership to ensure that children in our care achieve high standards of attainment and progress. To lead our Virtual School service and work with schools and other Council services to track and evaluate their progress, challenge provision, co-ordinate support, remove barriers and advocate on their behalf in all educational setting both within and outside the borough.

Main Duties and Responsibilities

1. Provide the vision and the professional leadership to continue to develop the service in order to raise standards of attainment and narrow the gap of children in the care of Sutton.
2. Work closely with colleagues within the council and external agencies as part of an integrated, multi-disciplinary approach to supporting looked after children, taking the lead in ensuring that educational considerations remained central in care planning and reviews of plans.
3. Work directly with the local authority's Improvement and Support Services and schools to drive up standards of education and attainment for children in care, including providing professional leadership and development for designated teachers.
4. Work in partnership with Designated Teachers to ensure that the Pupil Premium is used by the school to the benefit of the Looked After Children's educational needs as described in their Personal Education Plan.

5. Monitor the quality of Personal Education Plans, ensuring that targets and school support are designed to meet the child's educational needs, are based on their prior attainment, and will move this forward.
6. Manage resources so as to promote and secure the achievement of Looked After Children.
7. Work closely with social workers to raise their awareness about the importance of education for children in care and ensure they treat it as a high priority, providing training as appropriate.
8. Be proactive in engaging and collaborating with virtual school heads in other authorities.
9. Work closely with relevant data colleagues and school improvement officers to ensure robust data can be accessed and shared effectively to track the educational progress of children in care through the work of the Virtual School's Assessment and Quality Assurance Manager.
10. Ensure that reports, briefings, presentations, analyses and statistical and management information are produced by the Assessment and Quality Assurance Manager, as required by the Head of Improvement and Support/Executive Head of Education & Early Intervention.
11. Monitor the work of the Virtual School within current legislation, regulations, guidance, practice, standards and national and local priorities, evaluating the effectiveness of the Virtual School's procedures and systems.
12. Produce an annual Self Evaluation of the work of the Virtual School, including an assessment of the progress of Sutton's LAC.
13. Engage in an Annual Conversation with the Inspector for Inclusion to gauge and monitor the impact of the work of the Virtual School.
14. Develop and Implement an annual Virtual School Improvement Plan based on, and to address the findings of 9 – 13 above and designed to achieve attainment targets for LAC in line with/higher than national.

15. Be responsible for a caseload of approx 60 Looked After Children, liaising with and advising individual Designated Teachers and Social Workers, ensuring that PEP meetings are organised, PEPs written by the Designated Teacher are of a high quality and attending PEP meetings when necessary.

Responsibility for Resources:

This postholder will be responsible for the management of a budget of c£200,000.

Responsibility for supervision/management of people

This postholder will have full line management responsibility for the Assessment and Quality Assurance Manager and the administrative officer in the LACES team

Organisational structure:

	Head of Improvement & Support	
	LAC Virtual Headteacher	
	Assessment and Quality Assurance Manager	
	LACES Administrator	

JOB DESCRIPTION

Job Title: Strategic Director: Environment and Neighbourhood
Department: Environment and Neighbourhood
Location: Any Sutton location
Reports to: Chief Executive

Job Purpose:

- Council lead for environmental and neighbourhood services, including all statutory functions, advising Council Members and senior managers, as well as other key partners and stakeholders.
- A member of the Corporate Management Team and ensure the delivery of high-standard services across the Council and in Environment and Neighbourhood, in particular ensuring compliance with statutory and regulatory standards.
- Manage all financial resources and physical assets allocated to the Environment and Neighbourhood Directorate.
- Maintain overall accountability for the provision of environmental and neighbourhood services, whether provided in-house, via partnerships or via outsourced or commissioned solutions.
- Champion communication, consultation and engagement with service users and the wider community, including the delivery of services in neighbourhoods.
- Deliver economic, social and environmental solutions to the community within available resources.
- Engage with Members to realise political direction and priorities through a strategic vision and action plan for Environment and Neighbourhood.
- Assume corporate responsibility for projects and services that are consistent with Chief Officer duties.
- Respond to major emergency situations affecting the community as required.
- Undertake any other reasonable duties and responsibilities that may be required from time to time.

Job Title: Youth Offending Manager

Service Group: Learning for Life

Division: Cypls

Reporting to: Service Manager, Family Support Service (Young People)

Responsible for: The Youth Offending Team

Description of Service Area

This post is responsible for managing the development and overall operation of the Youth Offending Team. 30 members of staff. (Approximately).

The Youth Offending Team is a multi-disciplinary team based within the Children & Families Service but is accountable for its work to the Youth Justice Board via the Safer Sutton Young Peoples Group and the Safer Sutton Partnership Board.

The Team is responsible for all work with young people who are 'at risk' of offending and all those you have offended within Sutton.

The YOT Manager is also responsible for seconded YOT staff placed in the young womens' detention centre 'Downview' in the area.

The YOT delivers joint work with the Police, Courts and other adolescent services, particularly Joint Adolescent Service and Leaving Care and Looked After Children Teams

Main Purpose of Job

1. To manage and lead service development in respect of the Youth Offending Team
2. To work with a range of partner agencies in the delivery of the Service
3. To contribute to the strategic planning for Young Peoples Services.
4. To directly manage the Operational Managers of the Youth Offending Team and seconded staff at Downview [YWDTC]
5. Have responsibility for the health & Safety of staff and service users working from/visiting Montague Gardens
6. To deputise for the Service Manager Family Support Service Young People, in their absence or as required.

Principal Duties and Responsibilities

Service Development

1. To use information about the needs of young offenders and vulnerable adolescents - and evidence from research findings - to specify, shape and develop the services provided by the YOT.
2. To ensure relevant legislation and guidance is implemented including, in particular, the Crime and Disorder Act.
3. To link the work of the YOT with that of other key partner agencies in the statutory and independent sectors, and create effective partnerships.
4. To plan and manage projects which will result in improved outcomes for service users.
5. To ensure effective arrangements are in place to measure the quality of work being done and that relevant standards are met.
6. To ensure effective arrangements are in place for collecting and reporting on relevant management information.
7. Represent the department at key national and local meetings in relation to Youth Offending.
8. Recruiting Staff and retaining staff

Operational responsibilities

1. To be a member of relevant multi-agency groups and the Children & Young Peoples Partnership.
2. To link directly with the Youth Justice Board and service and report to Sutton YOT Steering Group
3. To access funding opportunities to enhance and develop the service

Management and Financial Responsibilities

1. To directly manage the Team Managers of the Youth Offending Team.
2. To directly manage the seconded staff at Downview
3. To ensure that annual appraisals are completed on these staff.
4. To take appropriate action within Borough and Departmental procedures where performance in the teams falls below acceptable standards.
5. To have direct responsibility for the budgets of the Youth Offending Team

General

1. To carry out the duties and responsibilities of the post in accordance with the Council's Core Values, Equal Opportunities Policy, Health and Safety Policy, and all borough and Departmental procedures.
2. To undertake any duties appropriate to the post identified by the Service Manager.
3. To work flexible hours.
4. To work from any appropriate location within the Borough boundary as required.

LONDON BOROUGH OF SUTTON - JOB DESCRIPTION

Job Title: <u>HEAD OF SOCIAL CARE CATEGORY MANAGEMENT</u>	Group: <u>People</u>
Post Number:	Unit/Section/Place of Work: Social Care Category Team
Grade: SM2	Responsible to: HEAD OF QUALITY ASSURANCE

Overall Purpose of Job:

- Managing the Social Care Category Team and sub-teams
- Leading and influencing strategic direction across all social care categories relating to adults and children
- Managing all aspects of commissioning for social care including market shaping and management, needs assessment, strategic commissioning, procurement, service review and development, performance monitoring and quality assurance
- Responsible for driving up performance and securing good value for money while improving social care outcomes for adults and children
- Responsible for direct council commissioning within a current portfolio of services costing £80m, while managing reputational and financial risk to the council

Main Duties and Responsibilities:

- Enabling the effective development of the social care provider market (including social care services not directly commissioned by the council) in order to:
 - Ensure that a sufficiently diverse range of services are available that prevent, delay or reduce the need for statutory care and support
 - Ensure that these services offer quality, outcome-focused, social care to the council (where directly commissioned), to personal budget holders and to self funders
- Leading the strategic management of social care markets including:
 - Maintaining an effective and robust relationship with providers
 - Directing the market to meet the strategic priorities of the council and the projected social care needs of Sutton's residents (including the use of regularly updated market position statements)
 - Oversight of the quality of the services offered by providers in order to ensure continuous improvement
 - Using market intelligence to maintain oversight of the long term sustainability of markets and market providers
- Robust cost management for the council including the delivery of cashable savings and efficiencies to enable the council to achieve budgetary targets on external expenditure

- Ensuring that the social care needs of both children and adults are addressed within the Category Team at all times by an appropriate balance of resources, knowledge and skills within the service.

Job Activities:

Strategic Development, Commissioning and Category Management

- Influencing the service strategic planning process within the People's Directorate and ensuring the Management Team are advised of national, regional, local priorities, category development and appropriate strategies together with relevant action plans
- Managing the development and implementation of long term strategic plans for all categories across adult and children social care services. Strategies will include:
 - Priorities for market development e.g. addressing current gaps in the market
 - Priorities for specific service development
 - Priorities for provider development and improvement
 - Specific performance and efficiency targets and plans to deliver these
- Agreeing strategies with the relevant internal stakeholders and senior management team including operational managers of children and adults social services in order to meet the needs of residents, the wider council plan and policy objectives whilst adhering to EU & UK legislation at all times
- Working with providers as partners in the development and delivery of social care services including:
 - Sharing market data and social care needs data from the Joint Strategic Needs Assessment in order to ensure that services are developed and delivered in keeping with the social care needs of Sutton's residents
 - Encouraging and stimulating provider workforce development to ensure that appropriate skills are developed to meet this objective
 - Jointly enabling and managing the continuous improvement of services
- Developing, managing and maintaining an excellent framework for commissioning practice including:
 - The delivery of high quality planning, commissioning, performance management and improvement processes to drive change, innovation and excellence in social care commissioning in line with national and local priorities
 - Ensuring all category teams have relevant and robust information relating to the client group, to develop and maintain the understanding of local need
 - Partnership with social care operational managers, peer commissioners and managers (including health and public health) to secure data, intelligence and evidence to inform commissioning processes
 - On-going market development work to engage providers in council priorities, strategies and aspirations
 - A strong focus on involving users and carers in service design and performance management
 - Leadership of all major tenders and procurements

- Strategies which support the delivery of high quality services and where appropriate de-commissioning and service re-design for all social care services
- Strong performance monitoring and data quality mechanisms and processes, including audit of performance in line with national standards and performance measures
- Ensuring that the team and all procurement activity complies at all times with the council's Standing Orders

Provider Management

- Leading the team in order to improve supplier and contract management of the key, strategic commercial relationships; leading the Senior Category Managers in their responsibilities for the direct contract management and overview of both internal and external provision
- Leading and managing cost and performance negotiations with service providers, other councils and partners to secure best value and deliver savings in line with planned efficiency targets for all categories; ensuring that maximum value is always derived from internal/external suppliers, delivering market-leading performance on cost, service and quality.
- Developing, implementing and maintaining a service and quality assurance and improvement framework for all social care services (including those purchased by self funders) with a focus on:
 - Embedding a performance management culture and the promotion of continuous service improvement across all social care services being delivered in Sutton
 - Ensuring safeguarding investigations are robust and lead to actions to address the performance of the relevant provider
 - Integrating quality improvement processes with health commissioners where possible
 - Providing open and transparent service quality information available to Sutton's residents to aid their selection of social care service provision

Leadership

- Providing strong and effective leadership and motivation to the Category Team(s) including:
 - Vision and direction for the development of social care markets within each Category, ensuring each Team has robust performance and financial targets in place
 - Ensuring that each Team is a source of sound commercial expertise, guidance and support to key groups and individuals within the organisation.
 - Ensuring that each Team has an evidenced based approach to commissioning as well as a strong outcomes based focus in order to reduce costs and improve service delivery for residents
 - Ensuring that each team has a positive and constructive relationship and two-way dialogue with key operational managers in children and adult social care

- Driving continuous quality improvement within all the category teams and wider services by challenging existing practices and actively seeking ways to achieve better outcomes for residents
 - Guiding, coaching, developing and mentoring staff to achieve a high quality service
 - Ensuring they receive appropriate support; training and development to achieve their potential and achieve the goals of each category and area of responsibility, ensuring clear targets are set and reviewed regularly.
- Ensure that the team understand and are capable of delivering the business objectives, ensuring that meaningful appraisals are completed on time and that all team members have appropriate and relevant learning and development plans in place; implement effective performance management within the team ensuring clear targets are set and reviewed and poor performance is managed positively and effectively in accordance with council policy
 - Create and develop a culture within the team that delivers a successful and positive working environment; ensure all team members receive the appropriate level of communication to maintain engagement with the council's vision, priorities and activities.
 - Leading and actively developing excellent and effective collaborative relationships with the relevant operational teams, other key stakeholders and supporting departments

Financial Management

- Lead, develop and implement plans to reduce areas of high spend in line with the plans, aspirations and targets set by operational budget holders; deliver cashable savings in support of the delivery of financial targets through annual expenditure plans and review
- Regularly review relevant budgetary information for each expenditure area. Use such data to make informed, strategic proposals and decisions to relevant budget holders and provider

General

- The post holder may be required to work at any council site in line with the service needs
- The post holder will carry out their duties in accordance with the borough's Equalities and Diversity policy and all other borough and departmental policies
- All staff have a responsibility to participate in a Performance Appraisal Scheme and to contribute to their own development and the development of any staff that they are responsible for appraising
- This job description describes responsibilities, as they are currently required. It is anticipated duties will change over time and the job description may need to be reviewed in the future
- To undertake such additional duties as are reasonable within the responsibilities of the post and which the line manager may require

Contacts and Relationships:

The post-holder will be managed by the Head of Quality Assurance

Key relationships will be as follows:

- Council members and senior management within the Council
- Social care operational managers and team members – adults and children
- Senior and operational contractor and supplier representatives where relevant, including partnering bodies at director level
- Commissioners and managers in Sutton CCG
- Service users / residents and their representative bodies

Responsibility for supervision/management of people

The post-holder will be responsible for the direct management of 4 people: 2 Senior Category Managers, a Category Manager and a Business Systems Manager

Responsibility for Resources:

General office equipment

Work Environment:

Office based, senior management.

Work Demands: Normal responsibilities of a senior management post.

Physical Demands: None specifically

CONFIDENTIALITY

In the course of your employment you will have access to confidential information relating to the Council business. You will be required to exercise due consideration in the way you use such information and should not act in any way, which might be prejudicial to the Council interests. Information that may be included in the category, which requires extra consideration, covers both access to the general business of the Council and information regarding individuals. If you are in any doubt regarding the use of information in the pursuit of your duties you should seek advice from your line Manager before communicating such information to any third party.

DATA PROTECTION

The Council and the PCT is registered under the Data Protection Act 1984. You must not at any time use the personal data held by the Council for a purpose not described in the Register entry or disclose such data to a third party. If you are in any doubt regarding what you should or not should do in connection with the Data Protection Act then you must contact your Line Manager.

HEALTH & SAFETY

Employees must be aware of the responsibilities placed on them under the Health & Safety Act (1974) to maintain a healthy and safe working environment for both staff and visitors. Employees also have a duty to observe obligations under Health & Safety policies and to maintain awareness of safe practices and assessment of risk in accordance with the Risk Management Strategy.

FINANCIAL REGULATIONS

All staff are responsible for the security of the property of the Council and the PCT, avoiding loss or damage of property and being economical and efficient in the use of resources. Staff should conform to the requirements of Standing Orders, Standing Financial Regulations, or other financial procedures including the Code of Conduct and Accountability and the Fraud and Corruption Policy.

TO BE COMPLETED BY THE JOB HOLDER (or job holders representative).

I agree the above job description

Signature

Date.....

TO BE COMPLETED BY THE LINE MANAGER TO WHOM THE JOBHOLDER IS RESPONSIBLE TO.

Signature

Date.....

Job Title

PERSON SPECIFICATION

Job Title: Head of Social Care Category Management	Group: People
Grade: SM2	Unit/Section/Place of Work:
Post Number:	Responsible to: Head of Quality Assurance
<p>Criteria for short listing is based on the requirements for the roles meeting: Priority 1 (an essential requirement) or Priority 2 (a desirable requirement).</p> <p>These will be tested by at least one of the following methods: a= Application form b= Interview c= Assessment/test</p>	

	Education and/or Experience	Priority
1	Evidence of continuing professional development	1 a
2	At least 5 years experience in strategy development, market management, commissioning, procurement, service management, contract negotiation and commercial-related roles	1 a/b
3	At least 5 years experience within social care with significant understanding of the key issues for local authorities and service users	1 a/b/c
4	Significant experience of leading teams (including partnerships and joint working) to achieve strategic goals and service improvements	1 a/b
5	Experience of developing and delivering strategies to reduce spend and create efficiencies	1 a/b
6	Experience of successfully using a range of methods to influence and negotiate with suppliers and contractors & of successfully challenging and driving commercial benefits from the entire contracting process	1 a/b
	Knowledge, Skills and Abilities	Priority
7	Excellent communication, negotiating and influencing skills along with the ability to influence (including excellent presentation and report writing skills)	1 a/b/c
8	Proven ability to provide excellent leadership, performance management and motivation to a team working in a challenging environment with multiple and conflicting priorities	1 a/b

9	Excellent and proven project management skills including the ability to successfully manage several tasks to a successful outcome	1 a/b
10	Proven ability to plan strategically and develop high quality services with ability to lead activity including high quality provider, stakeholder and service user involvement	1 a/b/c
11	Excellent IT skills including project management software and Excel.	2 a
Personal Style and Behaviours		Priority
12	"Can do" positive attitude Demonstrating a commitment to delivering real outcomes and improvements, changing work practices and processes and a willingness to try new ways of working or thinking.	1 b
13	Customer Focus Demonstrating that all activity must be customer focused and outcome oriented	1 b
Other		Priority
14	Willingness to implement and promote the Council's Core Values, Health and Safety Policies and all other relevant policies and procedures.	1
15	Willingness to work flexibly across service areas to meet the service needs-	1

Date: February 2015

Appointing Manager: