|  |  |
| --- | --- |
| **Post title:** | Placement & Fostering Manager |
| **Grade:** | SM1 |
| **Responsible to:** | Head of Children and Young People’s Resources |
| **Staff managed:** | Manages a group of managers |
| **Directorate:** | Children and Young People’s Services |
| **Service:** | Children and Families |
| **Job family:** | **SM - Senior Management** |
| **Date of issue:** | March 2024 |

|  |
| --- |
| Job context |
| To ensure the greatest possible alignment between the preventative services and more intensive interventions, the Children and Families Service Area brings together operational elements of the 0 - 19 Prevention Service together with reconfigured Children’s Social Care services. The post holder will operate in an environment of transformational change and innovation, be able to manage change in a time of financial constraints and provide clear leadership and management to enable staff to perform at their best. There are 6 key skills required for all senior managers:   * people management * transformational change and innovation * project management * partnership working * financial management * personal development * To have a commitment to shared values and the common purpose of developing a culture of interagency working, including statutory bodies, third and private sector organisations. * To ensure that strategic visions are translated into local plans in collaboration with professionals, partners and service users. * Enhanced DBS check required |

|  |  |
| --- | --- |
| Job purpose | One of the core focuses of this job is to support the Head of Children’s Resources in the delivery of the overarching Service Plan and to ensure placement sufficiency needs are identified, stability of placements for looked after children in foster care maintained and permanence is achieved. The post holder will develop an overarching strategy to ensure that placements for children are well matched, can meet need and prevent placement breakdown. The post will manage all aspects of the fostering service as the Council’s registered fostering manager, ensuring that services are effective, high quality, responsive and meet all local requirements and national statutory and good practice guidance. The post holder will do this by:   * leading on the successful recruitment of fostering and adoption parents in a timely way * provide leadership to staff to enable effective and high quality provision of services * Lead on performance and service improvement including the reporting of this against local and national timescales. * Additionally, the post will be the portfolio lead for ensuring effective use and on-going development of electronic case management system (LCS) so as to evidence required standards, performance and outcomes. * The postholder will also take a lead role for the entire Children and Families Service for driving forward workforce development. |
| Operational Management: | * Ensure delivery of the functional service area in accordance with current legislative requirements, all relevant policies and procedures and to agreed performance targets. * Ensure key professional decisions are made according to the highest standards, using an evidence base and that they stand up to scrutiny. Provide appropriate challenge to the decisions of other managers. * Oversee transition points to other areas of the service to ensure the different service areas work in a joined up way * Undertake performance management, quality assurance and ensure value for money in services delivered by the service and acts on inadequate performance as appropriate. * Set and deliver on high service standards, as defined by fostering national standards and the Ofsted inspection framework. * Make decisions regarding the placement of children and young people ensuring appropriateness for addressing needs and risk and value for money so as to safeguard significant resources associated with child placements. * Improve timelines of performance across key areas. * Operational service delivery across Performance, Standards & Commissioning * Make decisions independently when dealing with operational management and performance * Plan and organise staff and resources on behalf on the Head of Effective Practice, when appropriate to do so |
| Resource management: | * Contribute to the wider management of the Children and Families Service resources, through robust financial management of placements and fostering service budgets within agreed procedures and adhering to expenditure targets. * Contribute to the development of annual budget estimates ensuring realisation of efficiency targets whilst maximising delivery outcomes. * Ensure that the commissioning and procurement framework is adhered * Take overall responsibility for the workload and deployment of staff working within the Fostering Service * Lead responsibility on the effective use and on-going development of LCS (electronic case management system) so as to evidence required standards, performance and outcomes * Provide leadership, guidance and management both to staff within the Fostering Service but also Children’s and Young Peoples Resources to ensure delivery of high quality, effective services to children, families and carers that respect and are responsive to their needs * Promote high levels of motivation and commitment to the delivery of strategic and operational plans and performance. * Enable staff to respond productively to transformational change by developing a change culture and highlighting benefits realisation. * Promote high levels of motivation and commitment to the delivery of strategic and operational plans and performance. * Lead on HR processes and line management including recruitment, monitoring, supervision / appraisal and disciplining of staff as necessary. Lead on workforce development for the Children and Families Service area |
| Partnerships: | * Develop and maintain good internal and external working relationships with partner organisations and stakeholders around safeguarding and LAC * Support other agencies in understanding and complying with their responsibilities regarding safeguarding and LAC. * Reflect and promote the values and skills needed for good inter-agency working with statutory bodies, the third and private sectors. * Contribute to the leadership and delivery of effective integration across the Children and Young People’s service (CYPS) * Ensure that the strategic vision and priorities of the Children and Young People’s Plan (CYPP) are delivered collaboratively and that they have a high impact on outcomes * Ensure service information is shared with relevant other agencies and key stakeholders in order to ensure access to services is smooth and effective. |
| Strategic management: | * Assisting and supporting senior managers/ colleagues with the collation of data in order to identify and set performance measures / indicators. * Ensure that all performance reporting is timely and accurate so as to enable strategic and operational managers to make informed decisions. * Ensure that Strategic plans accurately reflect needs assessments and deliver on priorities in line with performance indicators and required outcomes. * Ensure that Strategic plans are reflected in operational service delivery * Take lead responsibility for compliance with national performance reporting guidance and frameworks including inspection data for the Fostering Service * Ensure that operational delivery plans are effectively monitored and tracked with adherence to formal reporting mechanisms so as to ensure delivery within timescale. * Contribute to the effectiveness of improvement activity by undertaking consultation activity around performance to ensure stakeholder views are reflected in performance improvement activity. * Support the Head of Children’s Resources in delivering transformational change and innovative solutions to service delivery and development. * Develop new projects, programmes and working practices which attract external funding and maximise benefits to children, young people, families and communities. * Maintain an evaluation framework for evidencing the outcomes of services delivered * Complete service assessments as requested by senior managers, regional or national bodies for example inspection self- assessments. * Deliver strategic plans and contribute to local and regional partnership plans. * Develop strategies, policy and procedures for delivery across placement, fostering and permanence and other areas as appropriate * Ensure stakeholders and providers are consulted on strategic priorities and mutual benefits are recognised and where relevant, realised. * Participate in an annual needs assessment which will form the basis of strategic plans. * Contribute to the delivery of strategic plans across the Children and Families Service * Contribute to the development of the service’s business plan and contribute to the wider annual planning process in line with key performance objectives, priorities and quality assurance principles. * Take lead responsibility for planning, implementing and evaluating a number of service development and quality improvement initiatives |
| Communications: | * To diverse stakeholder groups internal and external to influence and persuade in order to build continuous commitment to service development and performance. * Preparation and delivery of specialist reports which analyse, evaluate service delivery and performance, as well as making recommendations for change. * To various funding groups so as to maximise income generation. * Of aims, objectives and vision to employees, internal and external stakeholders to create dependencies to ensure on going service and performance improvement. * Inform and analyse national policy developments and communicate implications to senior and operational managers. * Promote the work of the Children and Families Service across local, regional and national forums, including media outlets, so as to ensure the development of public confidence in the service. * Deliver presentations and facilitate workshops both internally and externally in order to develop effective service delivery and stakeholder relationships. * Undertake complex and contentious negotiations with partners and commissioned services in order to ensure delivery of required outcomes and benefits. * Influence others both internally and externally to adopt policies and courses of action to gain buy-in to changes and improvements in order to achieve required outcomes. |
| Systems and information: | * Evidence and record decisions and the decision making process on electronic case management systems in order to demonstrate management oversight. * To comply with the Council’s policies and supporting documentation in relation to Data Protection, Information Security and Confidentiality. |
| Safeguarding: | * Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with. * Act as the senior professional on children’s safeguarding issues for North Yorkshire Council and the CYPS. * Assist the Director and Assistant Director (C&F) in promoting the wellbeing of children and young people and ensuring a joint focus on safeguarding. * Ensure that quality research and evidence are used to develop practice in all safeguarding services in CYPS. * Work closely and in partnership with senior managers across the Children’s Trust and CYPS to ensure joint ownership of safeguarding strategies and well-aligned use of resources * Ensure that children and young people’s views are heard on safeguarding issues, are acted on and can be shown to make a difference. |

|  |  |
| --- | --- |
| Person specification: |  |
| Essential | **Desirable** |
| Knowledge and Experience   * Extensive knowledge of Children’s Social Care statutory frameworks * Extensive knowledge and fundamental understanding of current research and good practice standards in relation to children & families and fostering at a local and national level. * Extensive knowledge of the legal framework for working with children & families, looked after children, fostering legislation and guidance * Awareness of current national developments for children and families * Performance management and improvement models * Extensive knowledge of the OFSTED inspection frameworks for fostering * Knowledge of principles and models of Quality Assurance. * Project Management methodologies. * Service Commissioning frameworks. * Substantial experience of intra and inter-agency work at senior manager / leadership level. Able to demonstrate examples of making a practical difference. * Experience of developing strategic plans based on needs assessment and delivery of required outcomes. * Experience in commissioning services for children, young people and families. * Developing and implementing new ways of delivering services and innovative working practice. * Experience of implementing and maintaining quality assurance systems across complex services * Managing, maintaining and developing practice around complex, service wide case level databases. * Experience of successful bid writing to a range of funding bodies. * Participating in consultation and participation activity. * Wide experience of contact with and presenting to Members and Director level staff and senior managers in partner organisations. * Experience of managing and delivering against performance indicators in a complex operational environment. * At least two years’ experience relevant to fostering within the last five years (in accordance with the Fostering Services: National Minimum Standards, 2011) * Proven, effective and substantial experience of the management of resources in a changing organisational environment, including human and financial resources, including budget planning, expenditure control, and identifying savings. * Experience of planning, organising and delivering training / workshops to diverse audiences. * At least one years’ experience supervising and managing professional staff (in accordance with the Fostering Services: National Minimum Standards, 2011) * Experience of successfully planning for and contributing to OFSTED inspection processes * Experience of electronic case management system and the management and development of systems. | * Experience of managing access to residential provision * Experience of leading a transformational change initiative. * Experience of responding to media enquiries. * Completing whole Service assessments and reviews. * Utilising a project management approach. |
| Occupational Skills   * Ability to manage and lead change and to support services during periods of change and development, minimising the impact on staff morale and maximising the positive outcome * Ability to monitor and evaluate services and practices to ensure agreed standards are maintained and intervene constructively where necessary * Excellent communication skills, verbal & written, including the ability to use different methods according to service users’ and professionals’ differing needs. * Good negotiation and report writing skills. * Good political skills and ability to operate effectively and promote services for children and young people in a political environment * Ability to plan, develop and implement new ways of working, including integration with other key agencies. * Leadership skills and the ability to promote and gain commitment to the organisation’s policy and objectives * Strategic planning and decision making * Excellent level of IT literacy, sufficient to manipulate and create documents and spread sheets and databases to interrogate and analyse data for measuring performance * Ability to use data to analyse service performance | * Formal project management training * Formal training/ learning in quality assurance models and processes |
| Behaviours   * [link](https://www.northyorks.gov.uk/your-council/our-role-structure-and-objectives#accordion-content-0-0) |  |
| Professional Qualifications   * Fully qualified, accredited social work professional status (CQSW, DipSW, CSS, PQCCA) * Current registration with HCPC * Degree level qualification in relevant area (required dependent on type of social work qualification) * A qualification in management at least at level 4, in accordance with the Fostering Services: National Minimum Standards, 2011 (appointees who do not have the management qualification, must be willing to enrol on a management training course within six months, and obtain a relevant management qualification within three years, of their appointment. | * A project management qualification * Formal quality assurance / auditing qualification. |
| Other Requirements   * Ability to meet the travel needs of the post. * Availability to work as necessary outside office hours |  |

|  |
| --- |
| Career progression: |
| * At NYC we value our employees, and as part of this we can provide wider opportunities to progress in your career. Through discussion with your manager identify areas of interest and consider avenues to progress to them, e.g. apprenticeships and work shadowing/coaching. * As a large council we have a range of roles, across our services, and can provide a wealth of career and development opportunities to help our employees find fulfilling career development opportunities. |

|  |
| --- |
| Structure |
|  |

NB – Assessment criteria for recruitment will be notified separately.  
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.