

PERSON SPECIFICATION

NOTE TO APPLICANTS:

Whilst all points on the specification are important, 'D' is desirable.

Those marked 'E' (essential) are the key requirements. You should pay particular attention to these essential points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

JOB TITLE: EARLY HELP FRONT DOOR MANAGER
GRADE: G 9
JE REFERENCE: A10560
DIRECTORATE: Families and Wellbeing
SERVICE: Targeted Services, Early Help

CRITERIA:

Experience

1. Demonstrate experience of successfully leading and managing multi-disciplinary teams and services, building on strengths of different disciplines, to deliver positive outcomes in relation to children, young people and families. (E) (A/I)
2. A continuous track record of identifying, influencing and building relationships with people at all levels across the Council and borough (i.e. other agencies, partners and VCSE) to achieve highly effective, early help interventions and strategies for children, young people and their families outcomes. (E) (A/I)
3. Significant experience of working in partnership with all areas across the Council, partners and external agencies to identify, develop, implement and embed highly successful early help strategies, policy and interventions. Including, negotiating with external agencies/organisations for the benefit of the service. (E) (A/I)
4. An excellent ability to identify risk and manage risk within Children's Services, the Council and across the Borough taking action to mitigate or eliminate and put interventions in place to avoid any risks reoccurring. (E) (A/I)
5. Strong evidence of leading the development of evidence based practice and ensure that programmes are delivered with fidelity. (D) (A/I)
6. Demonstrable success in supporting a multi-disciplinary team to ensure children, young people and/ families to actively engage in service planning and/or evaluation (E) (A/I)
7. Experience of leading, motivating and develop people in a performance and outcome focussed organisation. Deploying workforce development and

- employee relations interventions and strategies at an employee, operational and multi-disciplinary team level. (D) (A/I)
8. Experience of appropriately challenging the status quo at a team, organisation, Leader and Borough level to achieve the best possible outcome for children, young people and families. (D) (A/I)
 9. Extensive experience of communicating effectively both in writing and orally across a range of contexts demonstrating the ability to create and deliver concise, engaging and accurate information to a range of audiences. (E) (A/I)

Skills and Abilities

1. Ability to liaise effectively across disciplines and organisations at all levels (E) (A/I)
2. Ability to motivate, influence and negotiate with a wide range of stakeholders (E) (A/I)
3. Ability to design and implement effective monitoring and evaluation systems using results to inform service planning (D) (A/I)
4. Ability to deal effectively with competing priorities and complex workloads (E) (A/I)
5. To demonstrate excellent IT skills and highly developed presentation skills (E) (A/I)
6. Ability to understand, translate and implement relevant legislation, statutory obligations, policies and procedures to achieve performance objectives and effective outcomes for children, young people and families, have a detailed understanding of Children's and safeguarding legislation (E) (A/I)
7. Ability to supervise, lead and motivate staff (E) (A/I)
8. Ability to assess risk, create implement and review plans to both address risk and promote positive outcomes for children and young people (E) (A/I)
9. Excellent written and oral skills and the ability to communicate complex information to a variety of audiences both specialist and non-specialists (E) (A/I)
10. Effective problem solving skills (E) (A/I)
11. Experience of accurate record keeping (E) (A/I)
12. Ability to produce clear, precise and accurate specifications, documentation & reports (E) (A/I)
13. Time management and organisational skills (E) (A/I)

Education/Qualifications/Knowledge

1. Professional Qualification or Degree level with proven experience working in areas relating to project management, childcare, education, social care, youth work or health settings (E) (A, I)
2. Detailed understanding of Safeguarding practice and the Early Help agenda (E)
3. Understanding of school settings and /or school governance procedures (E)
4. Detailed understanding of the Warrington Threshold of need guidance (E)

5. Hold a relevant professional qualification relating to children, young people or families. (E)
6. Management experience and/or management qualification. (E)
1. Extensive knowledge of legislation underpinning delivery of children and family services e.g. Children Act, Working Together, and relevant childcare research (E)
2. Understanding of other organisations including their role and function (D)
3. Knowledge of wider children and young people's services including non-local authority provision (D)

Other Requirements

1. Energy, resilience and determination (E)
2. A strong commitment to personal continuous improvement (E)
3. An understanding of the Council's vision, objectives and values (E)
4. A satisfactory Enhanced DBS Disclosure (E)
5. A commitment to work outside of normal working hours as and when required (E)

Commitment to Equal Opportunities – Consider the level of understanding and knowledge required.

Ability to understand and demonstrate commitment to equality and diversity (E) (A/I)

Commitment to Service Delivery/Customer Care – Consider level of knowledge required.

Awareness of the issues surrounding customer focussed services (E) (A/I)

Able to demonstrate the high standards of integrity, honesty, fairness and equality expected in public services (E) (A/I)

Commitment to highest standards of service delivery and ensuring all service users are treated with dignity and respect (E) (A/I)

Commitment to own professional development (E) (A/I)

Methods of Assessment key:

A = Application form

E = Exercise

I = Interview,

P = Presentation

T = Test

AC = Assessment centre