

Job Profile

Position Details	
Post	Head of Service – Early Help & Prevention
Service Area	Chief Executive/Children & Young People's Service/Early Help & Prevention
Reports to	AD – Early Help & Prevention
Grade	HC1A
Job Family	To be completed by HR

Role Purpose
<ul style="list-style-type: none"> To provide leadership and work across the system to deliver improved outcomes for Children & Young People Services under the Borough Plan. To lead and manage the Early Help and Prevention Service, to implement service delivery, re-design and organisational change. To enhance the Early Help provision, and evidence the impact of early help and its positioning within the continuum of need for children, young people and families. To engage key partners and stakeholders to build sustainable strategic partnerships that will enhance collective capacity and delivery to reduce demand on crisis services.
Main Responsibilities
<ol style="list-style-type: none"> To lead, commission, develop and manage effective locality and targeted early help and prevention services to deliver agreed outcomes for children and young people. To ensure the commissioning and delivery of appropriate high quality, evidence based activities, interventions and services. To ensure commissioned services deliver agreed outcomes for children & families. Be accountable for budget, savings and workforce resources. Ensure that services are managed effectively within existing resources and make the most effective use of allocated budget, adhere to best value principles, to control cost and enhance value and impact. Lead and make significant contribution to delivering the People Priority of the Borough Plan. Maximise collaborative opportunities to increase visibility and impact of partnership working. Ensure that work across the services are carried out within the appropriate legislative framework and in line with OFSTED's 'Good' standards and beyond.

Generic Responsibilities
<ol style="list-style-type: none"> Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies. Knowledge and experience of using IT. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
<ul style="list-style-type: none"> ▪ Significant experience developing and sustaining effective multi-agency and partnerships 	E
<ul style="list-style-type: none"> ▪ Ability to work innovatively and use new thinking to evidence the impact of alternate approaches to recurring and emerging challenges 	E
<ul style="list-style-type: none"> ▪ Extensive partnership experience of multi-agency work and multi-disciplinary practice, including demonstrable LSCB and Early Help experience 	E
<ul style="list-style-type: none"> ▪ Effective leadership of teams 	E
<ul style="list-style-type: none"> ▪ Effective management of budgets, assets and people 	E
<ul style="list-style-type: none"> ▪ Comprehensive experience of Ofsted inspection and regulatory requirements for statutory children's social care services, including demonstrable experience of leading, managing and/or supporting the same, with evidence of direct responsibility for service improvement 	E
<ul style="list-style-type: none"> ▪ A recognised qualification; (Social work, health, youth & community) or demonstrable experience of impactful leadership of Early Help/Early Intervention; 	E
<ul style="list-style-type: none"> ▪ A leadership qualification and/or a relevant development programme(s). 	D
<ul style="list-style-type: none"> ▪ Skills to provide reflective supervision with coaching and / or mentoring qualifications, experience and /or expertise. 	E

Main Contacts & Other Information
<p><u>Main Contacts:</u></p> <ul style="list-style-type: none"> ▪ AD-Early Help & Prevention ▪ Director, Children Services ▪ Early Help Service/Team Managers – across the Locality Teams ▪ CSC – Service/Team Managers, Children's Social Care ▪ Partners – Schools, Clinical Commissioning Group, Police, Homes for Haringey ▪ Commissioning Service ▪ Public Health ▪ Community Safety ▪ Members <p><u>Other Information:</u></p> <p>This position requires the postholder to undergo a DBS (Disclosure and Barring Service) check.</p>

Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
				✓
Are the staff based at the same work location?				No
Will the post holder be responsible for contract / agency / project staff?				Yes

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties	Yes		Use of a computer	Yes	
Audio typing	No		Crisis or conflict situations	Yes	
Walking more than a mile.	No		Manual handling	No	
Working alone or in isolation.	No		Working in confined spaces	No	
Driving a car, van or minibus.	No		Preparing or serving food	No	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	No		Working in awkward positions, e.g. stooping, bending, and reaching	No	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	No		Operating heavy or hazardous machinery including forklifts, diggers or cranes	No	
Regular and repetitive movements.	Yes		Working shifts / unsocial hours, nights.	No	
Outdoor work involving uneven surfaces.	No		Standing or sitting for prolonged periods.	Yes	

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.	No		Working at heights / on ladders, roof work.	No	
Teaching, or responsibility for, children.	No		Outdoor work involving extremes of temperature.	No	
Electrical hazards.	No		Control and restraint.	No	

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
TBC
Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
NO
Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
NO
Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
NO
Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:
NO
Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:
NO