

JOB DESCRIPTION

JOB TITLE: Birmingham Children and Young People's Partnership – Programme Manager

JOB NO:

GRADE: 6 (*consultation grade - subject to formal evaluation under the Pay Equity Review*)

DIVISION: Children & Families

NO OF POSTS: One

SECTION:

POST REQUIRES POLICE / CRIMINAL RECORDS BUREAU CLEARANCE: **YES**

1.0 JOB PURPOSE

The postholder will:

- 1.1 Support Directors within the Council Children and Families Directorate and in our partner organisations within the **Birmingham Children and Young People's Partnership** by managing governance and the strategic implementation programme across the Partnership, including UNICEF Child Friendly City Initiative.
- 1.2 **Provide strong leadership and expertise to support Birmingham Children and Young People's Partnership to deliver its strategic programme activities.**
- 1.3 Communicate with and effectively influence colleagues at all levels to improve strategic partnership working and to support core partnership children, young people and families.
- 1.4 Lead the business management for the strategic programme of the **Birmingham Children and Young People's Partnership Board and Strategy Groups, providing coordination and reporting on programme activities, including delivery of the UNICEF Child Friendly City initiative;**
- 1.5 Act as the key link person between the Children and Families Directorate directorate and our key partner organisations within the Integrated Care System, **Police, Birmingham Children's Trust**, the voluntary sector and our schools and education settings.
- 1.6 Act as the link person with support teams across the Council and in our partner organisations to ensure that the Children and Families Directorate and our partners can plan and manage resources effectively to deliver our strategic partnership programme.
- 1.7 Act as link person between Council and partners organisations, legal departments, communications, commissioning departments, working effectively with data teams across the our stakeholder organisations, and managing HR (recruitment) and budget matters, as required.
- 1.8 Provide and coordinate comprehensive and high-quality support for Directors and Chief Officers, and their Leadership teams, to operate effectively across the strategic partnership programme.

2.0 DUTIES AND RESPONSIBILITIES

- 2.1 The postholder is a member of the Children and Families Directorate and will represent the Directorate with a range of wide range of stakeholders across our Council and partnership.
- 2.2 Establish and sustain effective partnership working with our internal and external stakeholders **within and outside the children and young people's services system**
- 2.3 Provide accurate and up-to-date reports for and with Directors/Chief Officers and Heads of Service within the Council and our partner organisations, so that there is clarity on strategic programme delivery to date, including spend, where appropriate.
- 2.4 Ensure that there are clear lines of delegated authority for decision making in the context of the strategic partnership programme and UNICEF Child Friendly Cities initiative
- 2.5 Provide professional expertise, skills and guidance to other employees within the service to ensure that relevant standards are maintained, and statutory duties are met
- 2.6 Ensure that systems, information and processes are continually updated in line with relevant national and statutory requirements and that these requirements are implemented to fit within the Birmingham system/context.
- 2.7 Support the efficient operation and development of systems for extracting and presenting information using the NEXUS/Impulse/Oracle systems as necessary.
- 2.8 Ensure all documents and directorate communications are accurate, consistent, and well presented, including reviewing and updating the intranet (and local offer) pages for the directorate.
- 2.9 Effectively manage the working arrangements for the directorate with the Legal, Commissioning and data relationships/Team Managers, and with HR and finance, as appropriate.
- 2.10 Support the development of systems for the service to enable accurate recording, monitoring and evaluation when measured against national, regional and local performance indicators.
- 2.11 Support the accurate recording of data to monitor the team(s) performance, ensuring it is regularly updated, comprehensively and accurately maintained and reported via agreed timeframes.
- 2.12 Maintain strong relationships with the Director's Leadership Team to support them in their day-to-day work.
- 2.13 Work closely with Heads of Service to learn from feedback, implement improvements to practice and be a champion of excellence.
- 2.14 Ensure clear reports are generated to assess the performance quality and identify where improvement is required.
- 2.15 Identify risks and report these to the Director and Senior Leaders, taking a solution-based approach and proactively managing mitigations to those risks.
- 2.16 Liaise with leaders and professionals from different disciplines to co-produce effective systems that contribute to delivering operational impact.

OBSERVANCE OF THE CITY COUNCIL'S EQUAL OPPORTUNITIES, SAFEGUARDING AND DATA PROTECTION POLICIES WILL BE REQUIRED (AMONG OTHERS)

3.0 SUPERVISION RECEIVED

3.1 SUPERVISING OFFICER JOB TITLE: Director of SEND and Inclusion

JOB NO:

3.2 LEVEL OF SUPERVISION

- ~~1. Regularly supervised with work checked by supervisor.~~
2. *Left to work within established guidelines subject to scrutiny by supervisor.*
3. *Plan own work to ensure the meeting of defined objectives.*

4.0 SUPERVISION GIVEN (excludes those who are INDIRECTLY supervised i.e. through others)

POST TITLE	GRADE	NO OF POSTS	LEVEL OF SUPERVISION*
Officer	GR4	TBC	2,3

*Use 1,2 or 3 as in 3.2

5.0 SPECIAL CONDITIONS

DBS check required for the post	Yes			
Level of check required	Standard			
	Enhanced			Yes
	Enhanced with barred list check - Adults			Yes
	Enhanced with barred list check - Children's			Yes
	Enhanced with barred list check – Adults & Children's			Yes

Date:	Name:	Signature:
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Person Specification

JOB TITLE: Birmingham Children and Young People's Partnership – Programme Manager

Post: Grade: 6

Division: Section:

Directorate: Children and Families

Method of Assessment (M.O.A.) A.F. = Application Form; I = Interview;

T. = Test or Exercise; C. = Certificate; P. = Presentation.

CRITERIA	ESSENTIAL	M.O.A.
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Education/Qualifications NB: Full regard must be paid to overseas qualifications.	A degree and/or a relevant professional qualification (or demonstrable evidence of relevant experience). Evidence of continued professional development in relevant areas	A.F./C/I
Experience (Relevant work and other experience)	<p>Demonstrable experience in managing resource allocations based on robust data.</p> <p>Demonstrable experience of interpreting varied and complex data and information, proposing strategies and solutions for medium and long-term plans.</p> <p>Demonstrable experience of presenting technical information effectively to a range of audiences.</p> <p>Able to work independently within clear guidelines, regularly using initiative to make decisions, and referring to more senior officers for advice when necessary.</p> <p>Demonstrable experience of creating and evolving internal and external procedures.</p> <p>Demonstrable experience of providing guidance on internal and external policies and procedures relating to employees and interpreting them based on the needs of individual situations.</p> <p>Demonstrable experience of using customer data and other intelligence to drive service development and strategic planning.</p> <p>Demonstrable experience of liaising with leaders and professionals from different disciplines to co-produce effective systems that deliver operational impact.</p>	I/P

<p>Skills & Ability e.g. written communication skills, dealing with the public etc.</p>	<p>Demonstrable ability to take a significant role in developing policies and procedures to meet the operational and strategic needs of the directorate and partner organisations.</p> <p>Must be able to influence and support colleagues to improve systems and processes.</p> <p>Must be able to co-produce effectively and genuinely with colleagues and all stakeholders.</p> <p>Must be able to use diplomacy to support and work through issues with children, young people, families, communities that are served by the directorate and partners.</p> <p>Knowledge, skills and experience of research and information techniques, including statistical and qualitative data analysis, the interpretation of findings and effective presentation of results.</p> <p>Advanced IT skills, including Excel, databases, and presentation software</p> <p>Strong ability to pay attention to detail and use initiative to proactively respond to day-to-day priorities.</p> <p>Able to maintain a high level of self-motivation, with the capacity to reflect upon and review own effectiveness and engage in the process of continuing professional development.</p> <p>A good understanding of the principles of data quality, data protection and information sharing and how to apply them.</p> <p>Knowledge of local authority / public sector performance management and inspection regimes.</p>	I/P
<p>Training</p>	<p>Ideally, you will have experienced some form of:</p> <ul style="list-style-type: none"> i) Leadership Training ii) QA and performance monitoring training; iii) Audit system training; iv) Training or experience in inspection regimes; v) Any form of training for HR matters <p>We expect you to be able to evidence continuing professional development and how it has improved your practice and that of a team you have worked within.</p>	
<p>Other</p>	<p>A strong moral compass and a commitment to the public sector values aligned to servant leadership are essential.</p>	

All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.

Date:	Name:	Signature:
Date reviewed:	Name:	Signature: