

Jobs and Careers



Director Job Description

Post Title: Director – Young Peoples Services	Post Number:
Reports to: Strategic Director – Education and Children’s Services	Date:

SERVICE SPECIFIC RESPONSIBILITIES

1. To lead the management, development and continuous improvement of all Young Peoples Services activities including relevant elements of the Integrated Children’s Services; the Integrated Youth Support Service; Planning, Partnership and Commissioning Services; Procurement and Traded Service arrangements; Catering; and Passenger and Transport services.
2. To ensure all services are organised around the needs of our children and young people.
3. To support the Strategic Director – Education and Children’s Services to provide leadership within children’s and young people’s services to secure and sustain the necessary changes to culture and practice so that services improve outcomes for all and are organised around children and young people’s needs.
4. To support the Strategic Director – Education and Children’s Services to build effective partnerships with and between local bodies, including the voluntary and community sectors who also provide children’s services in order to focus resources jointly on improving outcomes for children and young people.
5. To provide accurate, timely and relevant advice to the City Mayor, Mayoral Team, the Head of Paid Service and Senior Management Team as appropriate on those aspects of the integrated children’s services agenda for which the post holder has lead responsibility, including legislative changes and best practice/innovative approaches to improved service delivery.
6. To lead and manage the division ensuring that appropriate strategies, policies and procedures are in place to ensure the effective delivery of service and that the council’s legal responsibilities for early intervention and prevention for children and young people, in partnerships with other providers within the City, are complied with and effectively fulfilled.
7. To have lead responsibility for the development and management of preventative and targeted support services for children with special or additional needs and encourage access to provision that will support them into independent and productive adulthood.
8. To oversee the effective delivery of the school admissions and school organisation service, including ensuring that an efficient school admissions application and placement

service is in place.

9. To lead on the liaison with partners to ensure that data sharing protocols and partnership performance monitoring arrangements are developed and successfully implemented
10. To have lead responsibility for the development and implementation of a co-ordinated single entry point for information and communications on service access.
11. To carry out additional responsibilities and projects as assigned by the Chief Operations Officer.

KEY CORPORATE RESPONSIBILITIES

1. To support the City Mayor, Mayoral Team, and Head of Paid Service to deliver the vision and preferred direction of travel for the City and the Council, and to provide clear and visible leadership to the division when doing so.
2. To be accountable for the effective planning, organising, delivery and continuous improvement and efficiency of the division, its resources and allocated budgets, through divisional service delivery, efficiency and improvement plans as required. Services must be driven by quality and customer focus and be determined by the needs of the people and different communities of the City.
3. To work with the City Mayor, Mayoral Team, the Head of Paid Service and Senior Management Team as required to develop and implement strategic programmes of activity, ensuring where necessary the operational alignment of services, to increase outcomes in the priority areas for the Council and the Leicester Partnership and ensure operational alignment of services.
4. To develop and promote strong partnerships with local residents, local businesses and voluntary and community sectors for the benefit of the City, to improve the quality of life of local people and to support the regeneration of the City, the Council and the effective delivery of services.
5. To support the City Mayor, Mayoral Team, the Head of Paid Service and Senior Management Team to ensure effective partnership working across all Council services and external partnerships in order to meet customers' needs, deliver corporate strategies and achieve local objectives.
6. To be responsible for the implementation of the individual performance management process within the division, and as Line Manager to be responsible for performance management and developing the capability of Heads of Service and other direct reports.
7. To ensure positive internal and external communications on divisional services, performance and initiatives, seeking and giving feedback to customers, partners and other stakeholders where necessary. This should be done in collaboration with relevant other Directors.
8. To ensure, with the City Solicitor & Head of Standards, that the Council fulfils it's legal and audit related obligations in the delivery of services and is statutorily compliant. This responsibility extends to cross divisional working.
9. Harness the benefits and respond to the challenges of Leicester's diverse population and workforce, developing and implementing strategies aimed at removing barriers to access and participation facing all the City's communities.

10. To promote equality and inclusion across all service provision and employment through policy initiatives, personal example, open commitment, clear action and direction.
11. Support and develop effective partnership working with relevant City, sub-regional, regional and national bodies.
12. To contribute as appropriate to the Council's Emergency Planning and Business Continuity arrangements.
13. To comply with responsibilities placed on directors by contract procedure rules, financial procedure rules, and the Council constitution.

Is this post classified as politically restricted, as in the Local Government and Housing Act 1989, either

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| a) because of its salary level (or) | Yes |
| b) because the postholder is required regularly to advise the Council and its Committees, or communicates with the media on behalf of the Council? | Yes |

Is this post subject to exemption from The Rehabilitation of Offenders Act 1974? **No**