

**LONDON BOROUGH OF BRENT**

**EXECUTIVE MEETING  
16.08.04**

FROM THE DIRECTOR OF EDUCATION, ARTS & LIBRARIES

NAME OF WARD(S)  
ALL

**REPORT TITLE: Appointment of Assistant Director – Children’s Partnerships**

FP Ref: EAL-04/05-0058

**1.0 SUMMARY**

1.1 This report seeks approval to the establishment of a new post of Assistant Director – Children’s Partnerships and to the Job Description and Person Specification for the post.

**2.0 RECOMMENDATIONS**

2.1 The Executive are recommended to agree the establishment of the post of Assistant Director – Children’s Partnerships (Hay 4), to agree the job description and person specification as set out in the appendix, and to authorise the Chief Executive and the Director of Education, Arts and Libraries to make any necessary amendments to the job description arising from the development of the Children Bill.

2.2 The Executive are asked to note that the appointment will be made by the Senior Appointments Sub-Committee.

**3.0 FINANCIAL IMPLICATIONS**

3.1 This permanent post will be fully funded from within existing resources; a combination of Children’s Bill funding agreed as growth in 2004/5, existing resources within EAL and DfES grant. The funding source will continue into 2005/6 and beyond.

3.2 The cost of the post in 2004/5 is part year from November / December and the full year cost in 2005/6 will be in the range for Hay 4 (£59,199 - £69,963 (pay award pending)) plus oncosts and accommodation costs, within existing resources.

**4.0 STAFFING IMPLICATIONS**

4.1 This is an additional permanent post to the establishment.

## **5.0 LEGAL IMPLICATIONS**

- 5.1 Under Standing Order 78(c) Assistant Director posts can only be created by the Executive.
- 5.2 Under Standing Order 78(f) the appointment must be made by the Senior Staff Appointments Sub-Committee.

## **6.0 DETAIL**

- 6.1 The report to the Executive on 26.4.04 on the Children Bill set out the action to be taken to plan for the implementation of the new legislation. The appointment of a Children's Services Project Manager was agreed, to be responsible to the Children's Services Partnership Board for the implementation of the Children's Bill proposals. The Children's Services Partnership Board was approved by the Executive on 6.4.04 and consists of the Council Chief Officers, Chief Executive of the PCT and two Health Trusts, Primary and Secondary school representatives and Voluntary Sector representatives.
- 6.2 It is now proposed that this post be at Assistant Director level. The Director of Human Resources has been consulted regarding this post as required by Standing Order 78. The Executive are asked to approve the job description and person specification contained in the Appendix to this report and to note that the post has been evaluated at Hay 4 (£59,199 - £69,963) in accordance with the grading structure established by the General Purposes Committee.
- 6.3 The post will be located within Education, Arts and Libraries but will be responsible to the multi-agency Children's Services Partnership Board, chaired jointly by the Director of Education Arts & Libraries and Director of Social Services. Within the Council, work on the Children Bill will be overseen by a senior member-officer group, chaired by the Leader of the Council and serviced by Chief Executive's Office. In addition, there will be a cross-council officer group for which the Assistant Director-Children's Partnerships will be lead officer. The post will have managerial responsibility for the Early Years Service and be the responsible officer for Early Years for the Council.

## **7.0 DIVERSITY ISSUES**

- 7.1 The Council is currently under represented at senior management in terms of ethnic, gender and disability background and applications are encouraged from suitably qualified women, people with an ethnic minority background and from people with disabilities.

## 8.0 BACKGROUND INFORMATION

The following papers were used in the compilation of this report:-

- i) The Children Bill
- ii) Next Steps Guidance from the DfES

Any person wishing to inspect the above papers should contact;  
John Christie, Chesterfield House, 9 Park Lane, Wembley.  
Tel 020 8937 3130, Fax 020 8937 3023, e-mail [john.christie@brent.gov.uk](mailto:john.christie@brent.gov.uk).

EXEC-16.08.04/FP Ref: **04/05-EAL0058**/PR//Lead Officer J. CHRISTIE

# Job Description

RS1



**SERVICE AREA:** Education, Arts & Libraries & Social Services      **LOCATION:**

**UNIT:**      **SECTION:**

**POST TITLE:** Assistant Director – Children’s Partnerships      **GRADE:** Hay 4

**RESTRICTED?** Yes      **POST NUMBER(S):**

## 1. PURPOSE OF JOB

- To promote the development of a comprehensive multi-agency approach to the development of Children’s Services in conjunction with other key stakeholders
- To be responsible to the Children and Young People’s Partnership Board for the development of integrated education, social care, and health services as set out in the Children Bill.
- To co-ordinate and support the work of the Children and Young People’s Partnership Group
- To manage the Council’s Early Years Services and lead on the development of Children’s Centres and Extended Schools

## 2. DIRECTLY RESPONSIBLE TO

- Children Services Partnership Board – chaired jointly by Director of Education Arts & Libraries and Director of Social Services.  
The postholder will be jointly accountable to the Director of EAL and SS for the delivery of the work programme of the post.
- For line management – Director of EAL

## 3. RESPONSIBLE FOR

- The Council’s Early Years Service
- Children’s Bill Project staff
- Additional responsibilities as the post develops

#### 4. PRINCIPAL ACCOUNTABILITIES AND RESPONSIBILITIES

- a. *The postholder must at all times carry out her/his duties with due regard to the Council's Customer Care, Equal Opportunities and Best Value Policies and incorporating the Council's Core Competencies.*
- b. *To promote the development of a comprehensive multi-agency approach to the development of Children's Services in conjunction with other key stakeholders*
- c. *To be responsible to the Children and Young People's Partnership Board for the development of integrated education, social care, and health services as set out in the Children Bill.*
- d. *To co-ordinate and support the work of the Children and Young People's Partnership Group.*
- e. *To be Lead Officer for the Cross Council Officer Group*
- f. *To manage the Council's Early Years Services and lead on the development of Children's Centres and Extended Schools*
- g. *To advise Members and Chief Officers on the development and implementation of the Children Act, integration of services, and in conjunction with other officers, on the impact on Council structures, governance and democratic arrangements*
- h. *To develop good partnership arrangements with all agencies in Brent e.g. schools and centres, colleges, Health Trusts, Police, voluntary sector, youth justice, parents etc.*
- i. *To ensure the involvement of users and key stakeholder in all aspects of service planning*
- j. *To be responsible for the development of the Early Years Strategy including Children's Centres and the mainstreaming of Sure Start*
- k. *To lead on the development of the Preventative Strategy*
- l. *To manage transitional arrangements for the Children's Fund and On-Track Projects*
- m. *To undertake other corporate and departmental policy and partnership work for the furtherance of the Council's Corporate Strategy as may be determined by the Directors of EAL and Social Services*

Jobholder's name: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Director's signature: \_\_\_\_\_ Date: \_\_\_\_\_

If the post is to be evaluated, send this form, together with form, JE1, to Ken Gaston, Room 5, Brent Town Hall, Forty Lane,  
Wembley, Middlesex HA9 9HD

## Person Specification - Assistant Director Children's Partnerships

| Assistant Director – Children's Partnerships  | Application | Interview | Assessment |
|---|-------------|-----------|------------|
| <b>Experience and Ability</b>   |             |           |            |
| A degree or Level 4 NVQ qualification   | ✓           |           |            |
| A recognised qualification in management or business administration is desirable.   | ✓           |           |            |
| A minimum of three years of senior management experience in the public sector.  | ✓           |           |            |
| Experience of leading, managing, and developing staff.  | ✓           |           | ✓          |
| Broad knowledge of current issues in the services within the portfolio.   | ✓           | ✓         | ✓          |
| Experience of Council decision-making procedures, and of writing and presenting reports to Members.   | ✓           |           | ✓          |
| Ability to make a positive contribution towards the development and leadership of the Education, Arts and Libraries department and of the Council as a whole. |             | ✓         | ✓          |
| Ability to develop effective partnerships and working relationships with a wide range of stakeholders.  | ✓           | ✓         |            |
| <b>Financial Skills</b>   |             |           |            |
| Experience of managing a substantial budget, of preparing budget plans and estimates, and of monitoring and managing expenditure within cash limits.          | ✓           | ✓         | ✓          |
| Understanding of local government financial regulations and requirements.   |             | ✓         | ✓          |
| <b>Planning and Organising</b>  |             |           |            |
| Ability to manage varied services and responsibilities, and to prioritise effectively.  | ✓           | ✓         |            |
| Ability to plan effectively, both in the long and short term.   |             | ✓         | ✓          |
| Skilled in managing and leading high level and complex projects.  | ✓           | ✓         |            |
| <b>Decision making</b>  |             |           |            |
| Highly skilled in making complex decisions and judgements.  |             | ✓         | ✓          |
| Good analytical and evaluative skills.  | ✓           | ✓         | ✓          |
| <b>Communication</b>  |             |           |            |
| Ability to advise effectively Members and senior officers on all areas within the   |             | ✓         | ✓          |

|  |   |   |   |
|--|---|---|---|
| portfolio.   |   |   |   |
| Ability to communicate complex issues clearly and effectively, both in writing and verbally, with a wide range of audiences. | ✓ | ✓ | ✓ |
| <b>Motivating and Directing others</b>   |   |   |   |
| Ability to lead and motivate staff to achieve high service standards and to improve performance.                             |   | ✓ | ✓ |
| Ability to give clear strategic direction to the division and the services within it.  |   | ✓ | ✓ |
| <b>Results Orientation</b>   |   |   |   |
| Ability to demonstrate advanced analytical and evaluative skills.  |   | ✓ | ✓ |
| <b>Other</b>   |   |   |   |
| Understanding of, and commitment to, the importance of equalitys and diversity issues in the delivery of public services.    | ✓ | ✓ |   |
| Understanding of, and commitment to, the importance of good customer care practice in the delivery of public services.       | ✓ | ✓ |   |