

CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

DEPARTMENT: Children's Services	SERVICE GROUP:
POST TITLE: Head of Service (Intelligent Client Function & Data analytics)	REPORTS TO: Assistant Director – Strategy, Policy, Partnerships & Performance
GRADE: Special E	SAP POSITION NUMBER :

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes. As a candidate/employee you will be expected to demonstrate your ability meet the special knowledge, experience and qualifications required for the role.

Please see the separate guidance information on how to complete the form located on Bradnet.

Key Purpose of Post:
Responsible for the effective governance and interface management of reports and reporting capabilities to ensure the statutory functions and duties of the Council are appropriately met as they relate to children and young people.
To have an overview of capacity and demand in the system, bringing strategic alignment to deliver required outcomes and providing a rounded understanding of the service area(s) and subject matter expertise.
To provide the partnership interface on a operational detailed level with the Trust.
Responsible for the data required to support Education, Schools and SEND services, whilst acting as the interface with the Trust ensuring a robust exchange and flow of data and key information between Children's Services and the Trust.
Main Responsibilities of Post:
1. Reporting into the Director of Children's Service senior leadership team providing oversight and scrutiny to ensure connectivity to children's strategy and delivery.
2. Ensure effective governance and overview of capacity and demand in the system and strategic alignment to ensure delivery of required outcomes.

3. To be responsible for governance and reporting to ensure the statutory functions and duties of the Council are full and appropriately met as they relate to children and young people.
4. To be responsible for the management of the service delivery contract having a pervasive understanding at a strategic, tactical, and operational level to effectively manage the service delivery contract.
5. To be responsible for the collection and management of performance, financial and trend data including the management of performance and governance schedules while having the ability to respond to any contractual issues throughout the lifecycle.
6. To be responsible for providing coordination and reporting of the support services contractually delivered to the Trust by the Council; including the collection and management of performance data in relation to support services.
7. To fully recognise the formal dependency between the Council and the support services and how this may impact the Trust ability to perform. The ability to respond to any contractual issues throughout the lifecycle.
8. To establish new governance and reporting arrangements in relation to oversight of the Trust as a Company wholly owned by the Council.
9. To ensure the Trust is operating in adherence with the Articles of Association.
10. To act as single point of contact for the Trust into the Council to ensure issues or queries are logged, tracked and resolved promptly;
11. To build relationships with a partnership-based commissioning mindset; including Elected members, the Council's Management Team and other key stakeholders in order to promote corporate leadership and strategic direction to deliver the aspirations, vision and objectives of the Council and key partnerships.
12. To ensure annual reviews are prioritised and comprehensive to facilitate the Trust growth and support incremental improvements year on year.
13. To seek the support of corporate functions to support and enable the Trust and Council like Internal Audit, Assets, Finance etc.
14. To provide strong leadership and clear direction promoting and upholding professional codes of conduct, promoting continuous professional development of staff using supervisory relationships, training opportunities and staff development schemes.
15. To undertake other duties commensurate to the nature and level of the post at initial place of work and/or any other venue

Structure	
Strategic Director of Children's Services	
Assistant Director – Strategy, Policy, Partnerships & Performance	
Head of Service – Intelligent Client Function & Data analytics Head of Service – Inspection Support & Engagement Head of Service – Traded Services, HAF & Outdoor Learning	
Special Knowledge Requirement: Will be used in short listing.	
Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.	
	Essential
Carries out the working practices, procedures and basic operations across children's services specialist areas.	x
Have subject matter expertise in children's social care, contract management and performance management capabilities and be enabled and supported by corporate functions like finance, assets and legal services.	x
Uses specialist knowledge of health, safety and environmental policies , procedures and regulations, including risk in own area and/or across other areas of work in compliance with Children's Act 2004, and Working Together to Safeguard Children and Ofsted	x
Uses a range of specialist ICT systems across own work area and or across other areas of work.	
Oversees a budget, keeping costs within agreed levels for own department and contributes to Corporate savings.	x
Uses, interprets, analyses and communicates complex information from a variety of sources.	x
Demonstrate understanding of key government policies and new legislation impacting upon the functions, leadership and organisational parameters of the Council and its partners	x
Ability to effectively develop, implement and monitor contract, performance and improvement arrangements are in place to ensure that children receive services that meet their needs and that improvements in service quality and efficiency are in place.	x
Able to work effectively in order to achieve agreed outcomes with partner organisations/stakeholders/professionals from other disciplines/council members	x
Knowledge of current local and national issues impacting upon the service and can demonstrate a clear linkage with the needs of children and young people across the district.	x
Demonstrate an ability to make difficult decisions, to be held accountable, and be comfortable managing targets and outputs.	x

Relevant experience requirement: Will be used in short listing
Three years experience in senior management capacity in a large organisation.
Experience of leading and responding to Ofsted Inspections.
Recent relevant statutory experience of managing education, schools and SEND services for children and young people.
Experience of leading, managing, supporting and developing individuals and teams and promoting a 'can do' attitude within an environment of continuous improvement and outcomes for children and young people.
Relevant professional qualifications requirement: (Will be used in short listing) Professional qualification in social work e.g. DIPSW, CQSW. Educated to degree level or equivalent. Substantial demonstrable experience at managerial level in a relevant children's social care field.
Degree and Post Graduate Qualification in Education, Social Work Management qualification
Core Employee competencies at manager level to be used at the interview stage.
Carries Out Performance Management – covers the employees capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard.
Communicates Effectively - covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information.
Carries Out Effective Decision Making - covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work.
Undertakes Structured Problem Solving Activity - covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships.
Operates with Dignity and Respect - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.
Management Competencies: to be used at the interview stage.
Operates with Strategic Awareness Our managers work with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably.
Practices Appropriate Leadership Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self interest for the sake of the team or service. They consider serving the District in all that they do.
Delivering Successful Performance Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District's vision & work to achieve Council's values & agreed outcomes.

Applying Project and Programme Management Our manager's work to ensure that outcomes and objectives are achieved within desired timescales make best use of resources and take a positive approach to contingency planning.		
Developing High Performing People and Teams Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council's values and goals.		
Working Conditions:		
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.		
Special Conditions:		
You will be informed if there is a requirement for the post to have recruitment checks such as DBS, Warner Process.		
Compiled by: Rebecca Simmonds Date: Feb 2023	Grade Assessment Date:	Post Grade: