

APPENDIX 1



JOB DESCRIPTION

TITLE: Children's Workforce Integration Manager

POST NO:

DEPARTMENT: Children and Learning Department

RESPONSIBLE TO: Partnership Commissioning Manager

GRADE: M3 (to be confirmed)

PURPOSE OF POST: Within the wider context of the Children's Workforce Strategy, to work collaboratively with a range of stakeholders to ensure the Council and the Director of Children's Services fulfils the government's commitment to reform the children's workforce, as set out in Every Child Matters. To take a lead on the facilitation of change across the children's workforce, to support the development of integrated services in accordance with the Council's Progressing Integration Partnership (PIP) and the framework established by the Children's Workforce Development Council (CWDC).

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:

- | | <u>%</u> |
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| 1. Develop strategies and action plans for the development of the children's workforce, reflected in the Council's Children's Workforce Strategy. | 30 |

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| 2. | Using the CWDC self assessment tool work across a number of stakeholders to develop and lead on the Council's Integrated Working/Workforce Reform Action Plan, as agreed and supported by the CWDC's network for the Eastern Region. Broker support for integration and remodelling with the CWDC. | 20 |
| 3. | In accordance with national developments and occupational standards, develop strategies to support the remodelling of the children's workforce. As part of the Children's Workforce Strategy, collaborate with colleagues to extend roles and job profiles in the establishment of career pathways, in accordance with the national framework and occupational standards, promoting wider opportunities to the children's workforce and those seeking employment with children. | 10 |
| 4. | Play a co-ordinating role on the Children's Workforce Strategy Implementation Group, accountable to the Children and Young Persons Board. Support the development of a holistic entitlement to induction, training and development across Luton's children's workforce. Within this context, participate in appropriate 'task and finish' groups established by the Implementation Group and forge links with Sector Skills' Councils, the LSC, Health and other stakeholders, brokering training opportunities and accessing LSC funding, for workers in the wider children's workforce. | 10 |
| 5. | Collaborate with the co-ordinator for the Workforce Strategy Partners Programme (WSPP) across the private, voluntary and independent sectors, multi-agency partners (including health, HE, FE) and Council colleagues with a remit for workforce issues (including HR, Training and Development, Extended Schools and Early Years), ensuring a coherent developmental approach to workforce remodelling and integrated working. | 10 |
| 6. | Research, identify and develop appropriate and cost effective strategies to support the transformation of the workforce. This will include the identification, dissemination and celebration of good practice in relation to strategies, which are already working in Children's Services. The co-ordination of support and training to workers to facilitate reform and development. Working in collaboration, support partners in identifying training needs to support integration across the workforce and commission training which meets their needs, maximising the use of external funding. | 10 |
| 7. | Monitor success and achievement of integrated working through communication across all stakeholders, in accordance with the Children and Young Persons Strategic Board (CYPSB) on progress, and producing reports and statistics as required. Adapt policies and strategies for the ongoing development of workforce reform and identify these and targets, thus providing data for bids for further funding to support the functions of the post. | 5 |
| 8. | Work collaboratively with other LA facilitators of integration and workforce reform, through the local/national support networks provided by the CWDC, to ensure that there is regional capacity and best practice is shared and developed and that all available funding to support the | 5 |

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management of change is accessed by the Council.

DIMENSIONS:

Supervisory Management: None
Financial Resources: grant funding as allocated
Physical Resources: None
Other: None

CONTEXT: As part of the government's vision, as set out in Building Brighter Futures: Next Steps for the Children's Workforce, the Children's Workforce Development Council(CWDC) has been asked to develop a range of initiatives to support local delivery. Some of these initiatives are across the wider children's workforce, to embed integrated working. Accordingly, CWDC has offered the Council support to embed integrated working and progress workforce reform.

This postholder will be the lead link to the CWDC in respect of this initiative. The CWDC will support the Council in a self assessment, which will identify an action plan and support needs, which will be brokered with the CWDC.

The Council has in place a Children's Workforce Strategy and is committed to a major remodelling programme to develop further integrated working across all partners in Children's Services, culminating in its programme for organisational change – the Progressing Integration Project (PIP). This postholder will play a key role in the facilitation of this project. It is important, therefore that the postholder is self driven and motivated, with lots of ideas and determination to achieve results and make that difference.

Much work has already been done to start workforce reform in Luton. It will be essential that this postholder quickly establishes constructive and collaborative working relationships with colleagues and takes a partnership approach to moving initiatives forward. The post is situated in the Change for Children Unit.

Physical Effort: Not applicable.

Working Environment: This post is office-based in a standard office environment.

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Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Demonstrable experience of collaborative working in developing, implementing and evaluating a major initiative.	1,2	Some experience of children's workforce issues, eg career development, human resources, recruitment, training and development.	1,2
	In depth experience within a training and development, HE, FE or education setting, with some experience of change management.	1,2		
		1,2		
Skills/Abilities	In depth oral and written communication skills in order to be able to liaise effectively and convincingly with a wide range of multi-agency partners and a diverse group of workers.	1,2	Able to identify HR implications of employment actions.	1,2
	Able to make effective presentations to a wide audience	1,2, 5	Ability to use IT as an effective communication tool.	1,2
	Demonstrable ability to manage and facilitate change.	1,2		
	Able to work with a minimum of supervision, to take decisions and to respond on one's own initiative.	1,2		

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	<p>Able to facilitate training and development activities within the wider context of a commitment to cpd.</p> <p>Able to use IT for the production of reports, statistics, internal and external communication, and to present these to a variety of stakeholders</p> <p>Ability to manage budgets, monitoring income, expenditure and commitments and making accurate forecasting.</p>	<p>1,2</p> <p>1,2</p> <p>1,2</p> <p>1,2</p>		
Equality Issues	Demonstrable knowledge and understanding of equality issues and legislation – able to integrate equality policies into business plans, strategies, service delivery and employment practice.			
Specialist Knowledge	Demonstrable broad and up to date understanding of current issues affecting children's services.	1,2,5		
Education and Training	Recognised qualification in training and development, adult learning or education, or equivalent experience.	1,2,4	Degree level qualification. Substantial experience of effective change management.	1,2,4
Other Requirements	<p>Able to travel across the Borough and beyond on a daily basis.</p> <p>Willingness to work flexibly to meet the demands of the service, including attendance at some evening meetings (circa 6 per year).</p>	<p>1,2</p> <p>1,2</p>		

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(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998)