**OXFORDSHIRE COUNTY COUNCIL**

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| **Children, Education and Families Directorate** |

**JOB DESCRIPTION**

**Job Title:** Disability Services Development Manager

**Service:** Children’s Social Care

**Team:** Disabled Children Management Team

**Grade:** 13

**Hours: 30 Hours**

**Job Type:** Permanent

**Responsible to:** Disabled Children Manager

**Responsible for:** Disability Services Support Officer

Disability Information Officer

**Key Relationships/Functional Links:** Disabled Children and Area Social Care Teams, Early Intervention Hub Teams, Social and Community Services, Community Health staff, Voluntary and Community Sector

**Budget responsibilities:** Short Break budget

**MAIN PURPOSE(S) OF THE JOB:**

* To ensure a broad range of short break services and other support services is available for disabled children and young people and their families, working in partnership with Early Intervention, SEN and Health Services.
* To develop, commission, monitor and evaluate specialist short break services for disabled children and young people with sever/complex disabilities, in consultation with all stakeholders.
* To contribute to the development and improvement of key transition points within children’s services, across adult services and health
* To contribute to the operational management and strategic development of the Service as a member of the Disabled Children Service Management Team
* This post holder is responsible for ensuring that all relevant County policies and procedures are adhered to and concerns are raised in accordance with these policies

**MAIN DUTIES/ACCOUNTABILITIES:**

1. To review the needs analysis and further develop the short breaks and other disability support services strategies to ensure these meet the diverse needs of disabled children and their families, including those with intense support needs
2. To work with provider services to ensure that all short break and other support services have appropriately skilled and trained staff in place
3. To work in partnership with other CEF, SCS, Health and voluntary sector staff to ensure best use of available resources, including use of pooled budgets
4. To ensure that disabled children, young people and their families are fully involved in the planning, commissioning and delivery of short break services
5. To work with minority ethnic groups to develop appropriate accessible services
6. To work in partnership with the Family Information Service/Customer Services Unit/Voluntary Sector to ensure that all professionals and families of disabled children have access to appropriate information about short breaks services and other support services
7. To work with the voluntary and community sector to improve transition between children’s and adult services for disabled young people and their families
8. To develop local performance indicators for improving service delivery and use management information effectively to ensure services meet these indicators and improve outcomes for children and their families
9. To manage allocated budgets and support the Disabled Children manager in contract and grant allocation and contract monitoring
10. Responsibility to manage and supervise the work of Disability Services support staff as required, including effective performance management
11. To contribute to the operational management and strategic development of the Service as a member of the Disabled Children’s Services Management Team
12. To undertake such duties relevant to the post as may be required from time to time
13. Health and safety responsibilities – You must ensure you are all fully aware of your responsibilities for Health & Safety, and the relevant activities expected of you as a Manager including the need to ensure:

* All new employees that you manage, are fully briefed at induction
* Your team are regularly reminded of key issues and responsibilities
* Your staff are set appropriate targets at appraisals
* Your staff undertake appropriate health and safety training, including refresher training as necessary
* You carry out risk assessments and implement them for processes, operations and activities under your control
* Health & Safety is a regular topic at Team Meetings

**For all staff** – You have specific responsibilities under Health & Safety legislation to ensure that you:

* Take reasonable care for your own health and safety and that of others affected by what you do, or do not do
* Cooperate on all issues involving health and safety
* Use work items provided for you correctly, in accordance with training and instructions
* Do not interfere with or misuse anything provided for your health, safety or welfare
* Report and health and safety concerns to your line manager as soon as practicable.

**OXFORDSHIRE COUNTY COUNCIL**

**SELECTION CRITERIA**

**Job Title:** Disability Services Development Manager

**Service:** Children’s Social Care

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| **PERSON SPECIFICATION** | | |
| **Education, Training and Work Qualifications** | | **Method of**  **Assessment** |
| **Essential:**   * Educated to degree level or equivalent * Evidence of continuous training and personal development | **Desirable:**   * Post graduate qualification * Project management qualification | Assessment  Documentation  References |
| **Knowledge** | | **Method of**  **Assessment** |
| **Essential:**   * Knowledge of relevant childcare legislation, guidance and regulations and Working Together to Safeguard Children 2010 * Understanding of government policy agenda and emerging proposals for the future, with specific focus to matters relating to disabled children * Understanding of and commitment to equal opportunities and diversity in service delivery and employment | **Desirable:**   * Understanding of the aims of the Children’s Workforce Development Council and the supporting tools (such as the Common Core) | Application form  Interview  Assessment |
| **Experience** | | **Method of Assessment** |
| **Essential**   * Experience of developing services in the child care field, particularly for disabled children, both statutory and non-statutory * Experience or working in partnership with other agencies, including voluntary and community sector, to develop services * Experience managing staff and workforce development | **Desirable:**   * Experience of developing performance management systems and processes | Application form  Interview  Assessment |

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| **Job related competencies** | | **Method of Assessment** |
| * **Active Communication** –able to actively consult and support the flow of communication through the organisation, providing a compelling vision to others   Analytical Skills – must be able to understand and work with statistics   * **Improving Performance** –ability to manage staff towards high performance * **Motivating and influencing** –ability to influence and motivate others to achieve goals and embrace change * **Decision-making** – ability to make clear management and financial decisions that take full account of cost management, efficiency and risk * **Delivering results** – ability to deliver stretching objectives through effective prioritisation, project management and efficient use of resources * **Customer focus** – ability to retain responsibility for high levels of external and internal customer service through active feedback and strong understanding of diverse customers * **Strategic awareness** – ability to develop effective internal and external relationships and networks that enable the understanding and delivery of broad organisational goals * **Personal effectiveness** – demonstrable ability to act with high levels of trust and personal accountability and respond positively to change and opportunities for personal development | **Desirable:**   * Strong project management * Experienced in service, business, risk and resource planning and management | Application form  Interview  Assessment |

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| **Personal qualities** | | **Method of Assessment** |
| **Essential**:   * Able to work collaboratively and manage complex partnership relationships * Committed to delivering improvements in public service | **Desirable:** | Application form  Interview  Assessment |
| **Special requirements** | | **Method of Assessment** |
| **Essential:**   * Satisfactory enhanced Criminal Records Bureau disclosure | **Desirable:** | Receipt of clear CRB disclosure documents |
| **Equal Opportunities** | | **Method of Assessment** |
| **Essential:**   * Commitment to and understanding of the principles of Equal Opportunities for all in employment and the delivery of services | **Desirable:** | Application form  Interview  Assessment |

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| **Other requirements** | | **Method of Assessment** |
| **Essential:**   * Able to travel throughout the county and elsewhere as required * Flexible working hours and provision of out of hours advice, guidance and decision-making as required | **Desirable:** | Application form  Interview  Assessment |