

## **London Borough of Lambeth JOB DESCRIPTION**

**Job Title:** Assistant Director  
**Department:** Children's Services  
**Division:** Children's Social Care  
**Grade:** SMG2  
**Responsible to:** Director, Children's Social Care  
**Responsible for:** Service Managers (up to 3)

### **Job Purpose**

- Provide organisational change leadership for Children's Social Care offering multi-agency safeguarding services for children in need and their families.
- Continually raise standards, improve and extend services in line with local and national requirements.
- Operational responsibility for the delivery of statutory services and functions.

### **Principal Accountabilities**

1. Operational management and leadership of a range of functions in Children's Social Care to support the organisational culture and practice changes aligned to community, council and national best practice.

2. Fully participate and contribute as a key player to the Children's Social Care Senior Management Team and play a corporate leadership role at the Council and with partners.

3. Provide Council Executive and Committees, and corporate leaders, voluntary and community groups with relevant data, information and reports.

4. Collaborate in the development and maintenance of partnerships within the Local Safeguarding Children's Board.

5. Oversee and manage the assigned budget, carry out options appraisals and achieve value for money for quality services. Participate in the development of the financial strategy for Children's Social Care.

6. Lead and hold responsibility for excellent safeguarding, assessment, family support and child protection services by:

- a. Offering expert advice and guidance around the development of processes and systems.
- b. Ensure that all systems, processes, practise guidelines and procedures are fully implemented and are quality assured.
- c. Ensure performance meets national and local requirements and targets.
- d. Ensure that our services align to our strategic customer care focus.
- e. Ensure that the services comply with relevant health and safety and other legislation.

7. Place a strong focus on effective supervision, appraisal, support and training to staff throughout the service group.

8. Ensure appropriate plans and priorities are agreed with other areas of the Council, partner agencies, the voluntary sector, the private sector and residents to ensure excellent children's services are provided.

**PERSON SPECIFICATION**  
Assistant Director Children's Social Care  
(SMG2)

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| <p>It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A)</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with ✓ on the person specification when you complete the application form.</p> |           |   | <b>Shortlisting<br/>Criteria</b> |
| <b>Qualifications</b>  | <b>Q1</b> | CQSW, DipSW or other HCPC recognised social care and social care qualification.   | <b>A ✓</b>                       |
|  | <b>Q2</b> | Evidence of continuous professional development   | <b>A</b>                         |
| <b>Key Knowledge</b>   | <b>K1</b> | Detailed knowledge of Children's Services national legislation and statutory requirements.                                      |                                  |
|  | <b>K2</b> | Knowledge of professional codes of practice, government guidelines as they support the delivery of safe, high quality services. | <b>A ✓</b>                       |
|  | <b>K3</b> | Knowledge of equality legislation.  |                                  |
|  | <b>K4</b> | Well-developed knowledge about the components and evidence base of excellent social work practice.                              | <b>A ✓</b>                       |
| <b>Relevant Experience</b>   | <b>E1</b> | Proven leadership and management experience in children's social care.  | <b>A ✓</b>                       |
|  | <b>E2</b> | Demonstrable track record of multi-agency delivery in children's social care.   | <b>A</b>                         |
|  | <b>E3</b> | Proven track record in organisational change management.  |                                  |
|  | <b>E4</b> | Proven experience of operating within local and national good practice guidelines   |                                  |
|  | <b>E5</b> | Strong professional practice experience aligned to personal value set.  | <b>A</b>                         |
|  | <b>E6</b> | Strong resource manager – finance and people resourcing.  | <b>A ✓</b>                       |
|  | <b>E7</b> | Proven operator in a multi-agency environment.  |                                  |
|  | <b>E8</b> | Helps to create joined up solutions in the borough.   | <b>A</b>                         |
|  | <b>E9</b> | Keeps up to speed with modern good practice nationally and internationally.   |                                  |

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| <p><b>Core Behaviours</b></p> |  | <p><b>Focuses on People</b> is about considering the people who our work affects, internally and externally. It's about treating people fairly and improving the lives of those we impact. Put people at the heart of our work, after all that's our business. It's about making our processes fit people.</p> <p>In Children's Social Care, key behaviours are:</p> <ul style="list-style-type: none"> <li>• Modelling good professional behaviours</li> <li>• Has a good understanding of strategic partnerships and forms positive relationships</li> <li>• Uses their understanding of the resource, experience and potential within their service to inform their strategy around recruitment and service development</li> <li>• Helps translate and disseminate Heart of Practice to the wider professional network</li> </ul> |  |
|                               |  | <p><b>Takes Ownership</b> is about being proactive and owning our personal objectives. It's about seizing opportunities, driving excellence, engaging with the council's objectives, and furthering our professional development.</p> <p>In Children's Social Care, key behaviours are:</p> <ul style="list-style-type: none"> <li>• Support staff to deliver on objectives and behaviours</li> <li>• Understands how to identify correct data and able to present a clear analysis which illustrates service performance</li> <li>• Has an informed knowledge of the areas of deficit within their service and has a coherent and responsive action plan to mitigate risk improve practice and performance</li> </ul>   |  |

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|  |  | <p><b>Works Collaboratively</b> is about helping each other, developing relationships, and understanding other people's roles. It's about working together with colleagues, partners, and customers to earn their respect, and get the best results.</p> <p>In Children's Social Care, key behaviours are:</p> <ul style="list-style-type: none"> <li>• Engages with the organization from an influential and invitational position; modelling and leading behaviours and values aligned with Heart of Practice and Lambeth Council</li> <li>• Is in touch with practice on the frontline and takes responsibility for the service that is offered to families within Lambeth</li> </ul>                   |  |
|  |  | <p><b>Communicates Effectively</b> is about how we talk, write and engage with others. It's about using simple, clear, and open language to establish positive relationships with others. It's also about how you listen and make yourself open to conversation.</p> <p>In Children's Social Care, key behaviours are:</p> <ul style="list-style-type: none"> <li>• Proactively and effectively communicates Heart of Practice and the vision for Children's Services</li> <li>• Has a meaningful approach which allows them to listen and respond to feedback from the whole system</li> </ul>  |  |
|  |  | <p><b>Focuses on Results</b> is about ambition and achievement. It's about making sure we are working towards the end product and considering the effect of our service. It's about making the right impact, having the right result and changing things for the better.</p> <p>In Children's Social Care, key behaviours are:</p> <ul style="list-style-type: none"> <li>• Understands the wider social and political context which impacts upon the organization</li> <li>• Formulates plans in response to the organisation's strengths and areas of risk</li> <li>• Is able to make clear, rational recommendations about spending using appropriate information and data to base decisions</li> </ul> |  |

