

## **Job Description**

### **Head of Service - Aspire Adoption**

**Role Profile** Leadership BCP Band P

**Service/Team** Aspire Adoption

**Reports to** \_ Director Commissioning, Resources and Quality

**My job improves the quality of life for the people of Bournemouth Christchurch and Poole by** providing effective and impactful leadership of quality services that secures positive outcomes for children and young people.

#### **Job Overview**

To lead the delivery of Adoption Services to deliver against objectives and ensure that agreed service outcomes are met

- To provide leadership and vision for the continuous development of Aspire Adoption – the combined adoption service for Bournemouth, Christchurch & Poole & Dorset Councils.
- To lead the strategic planning, development and management of all aspects of Aspire Adoption to ensure compliance with legislative, government, Ofsted and council requirements.
- To ensure the delivery of high quality and effective Adoption Services consistent with agreed service objectives.
- To develop the strategic plans for Aspire Adoption in conjunction with other partner organisations who provide services to Children in Care /Adopted children to ensure high quality service provision for children and adults engaged with the service

#### **Key Responsibilities**

- To provide strategic and managerial support and direction to managers and staff within Aspire Adoption.
- To lead the delivery of high performance and quality of practice within Aspire Adoption against agreed standards targets and priorities.
- To act as the Registered Manager for the service and take lead responsibility for inspections of the local authorities funding Aspire by Ofsted and other regulatory bodies (e.g. ICO, DBS).
- To ensure effective quality assurance and performance management systems, which meet expected local and national standards and drive continuous improvement.
- To ensure that services are delivered and developed through effective integrated and joint working with partner agencies and service providers.
- To ensure that key performance data is monitored regularly and reported to the Aspire Adoption Operational Board and that the required quarterly data is supplied to the Aspire Adoption Strategic Board (AASB).
- To manage the Aspire Adoption service budget ensuring that monies are appropriately used in accordance with relevant grant conditions and that the service remains within budget.
- To produce the annual Adoption Agency report and implement improvement plans as appropriate to maintain and develop services to a high standard.

- To ensure that services, design and development has the effective and ongoing involvement of service users – adoptive parents, adopted adults, birth family members and children and young people.
- To respond to policy initiatives in relation to Adoption at a national/regional level.
- To maintain an up-to-date knowledge of current and forthcoming legal requirements and service standards and to incorporate these into the practice of Aspire Adoption.
- To ensure the appropriate level and mix of Aspire Adoption staff skills, knowledge and experience in order to respond to the needs of the service and deliver high quality provision.
- To ensure that suitable protocols and service level agreements with partner agencies are in place.
- To manage effectively all resources, people, property, information and finances so that service levels can be maintained and improved.
- To ensure that effective safeguarding practice is in place, including relevant agreement for effective inter-agency working, in order that the highest standards are maintained for protecting vulnerable children, young people and adults from harm.
- To actively promote the work of Aspire Adoption and manage any media interest in line with corporate communications strategies.
- To report to and advise the Aspire Adoption Operational and Strategic Boards on all aspects of Adoption performance and service delivery including regular dialogue with the Aspire Adoption Strategic Board Chair.
- To undertake and ensure the effective management of staff in accordance with Council's and other appropriate employing body's human resource, health and safety and financial, and all other relevant policies and procedures.
- To carry out the duties and responsibilities of the post with full regard to the promotion of and compliance with Council's policies.
- To adhere to the Council's Equality and Diversity Policy, both in delivering of services and in the treatment of service users and staff.
- To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Strategy Director from time to time.

### **Specific Qualifications and Experience**

- Degree in Social Work (SW England registered) and proven experience of strategic development in the related service area.
- Advanced relevant professional qualification (or equivalent experience) with clearly evidenced continuous professional development and understanding of industry best practice and broader commercial awareness for Adoption /Children's Services
- Management qualification or equivalent experience
- A significant amount of knowledge in a specialised field gained by education in a relevant subject or a comparable level of knowledge gained through experience.
- Knowledge of relevant national and regional policy and legislation to the public sector and to the service area.
- Leadership experience, with the ability to lead and plan a service.
- Experience of leading visible and operational/technical services relating to local authority or public services.
- Ability to lead, manage and develop an operational team to deliver high profile services.
- Influencing and stakeholder management skills and the ability to build relationships with service users, colleagues, partners and stakeholders.

### **Personal Qualities & Attributes**

- The post holder will represent the service and report to a number of key regional groups/bodies and on national forums.
- They will be part of the Senior Leadership Team within both BCP Council and Dorset Council.
- High level of resilience, attention to detail, emotional intelligence, calm under pressure etc

### **Job Requirements**

- Member of a professional body (SW England), DBS check
- Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.
- Hybrid working but must be able to be office based when the business requires.  
Office base BCP Council, Civic Centre, Bournemouth BH2 6DY

**This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.**