

Job Description

Children's Services Governance Manager

Role Profile	Specialists Grade L
Service/Team	Performance, Governance and Systems
Reports to	Head of Performance, Governance and Systems
Number of posts	1
Post Number	
Grade	BCP L

Job overview

My job improves the quality of life for the people of Bournemouth, Christchurch & Poole Council by providing oversight on all matters relating to the quality of practice, leadership, and management oversight of Childrens services, and working with the senior management team to ensure good governance across the organisation.

Key accountabilities

1. Provide technical advice, expertise and practical support to Children Services in relation to all aspects of governance, ensuring that Children Services are administered appropriately, and that statutory and good practice arrangements are complied with.
2. To manage and organise all Childrens Services Governance meetings/boards including Childrens Services BCP Scrutiny and Committee meetings, CS Improvement Boards, Children and Young Peoples Partnership Boards. Managing the workflow into an annual cycle of business for meetings, ensuring purposeful agendas which takes account of Children Services matters and is focused on improvement working with the Chairs of each Board, across the partnership.
3. Work with colleagues to develop the implementation of the Quality and Governance Strategy across the directorate.
4. Devise and manage Information Governance Systems, supporting the corporate Senior Information Governance (IG) Lead in monitoring systems and compliance General Data Protection Regulations (GDPR) and internal policies and procedures.
5. To be the Childrens Services lead and Corporate link for all matters relating to for example Emergency Planning, Business Continuity, Resilience planning, Service Planning, Risk management etc.
6. Provide quality reports in line with reporting timetables and ad hoc requests to support the Service and evidence performance management and improvement.
7. Develop and implement effective lasting solutions to problems, creating and managing complex action plans that report into the Department for Education and other government departments.

Specific Qualifications and Attributes

1. Advanced relevant qualification or equivalent level experience in particular in Governance and/or Local Authority experience.
2. Ability to take personal initiative and respond independently to unexpected problems and work on own initiative.
3. Proven experience of ability to manage conflicting priorities, working under pressure within given timescales and deadlines and prioritise work accordingly.
4. Reviewing and monitoring services against specified requirements and identifying opportunities for improvements.
5. Experience of managing performance improvement and governance activity in a social care field.
6. Experience of successfully managing change.
7. Demonstrable experience of project management and/or managing and implementing programmes of change.

8. Demonstrable experience of working with Senior Leaders for example Chief Executives, Councillors and Directors within the Local Authority setting and/or through partner agencies handling complex issues and contentious objections developing strong partnerships.
9. Demonstrable commitment to diversity issues in both service provision and employment practices and evidenced achievement of positive outcomes.
10. Experience of writing detailed qualitative and quantitative analytical reports with clear recommendations and actions to improve practice and services.

Personal Qualities and Attributes

1. High level of resilience, attention to detail, emotional intelligence, ability to work calmly and methodically under pressure etc.
2. A self-starter with ability to work independently, and as part of a team, to a high standard to demanding timescales.
3. Excellent written communication skills including production of analytical reports, briefing notes etc for a range of audiences.
4. Excellent verbal communication skills ensuring effective working with senior management level professionals, children, young people and families.
5. Excellent analytical skills.
6. Ability to research and understand detailed information on new areas of work.

Job requirements

1. Must be able to travel, using public transport or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own car or pool car.
2. To be able to work in the office base of BCP Civic Centre to a minimum of 2 days a week, may be more depending on business need

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