



**SWINDON**  
BOROUGH COUNCIL

## Role Profile

<b>Job Title:</b> Principal for Standards and Practice in children's community health services	<b>Role Profile Number:</b>
<b>Grade: U</b> <b>Salary:</b>	<b>Date Prepared :</b> September 2020
<b>Directorate/Group: Children Services</b>	<b>Reporting to:</b> Corporate Director Childrens Services
<b>Structure Chart attached:</b>	

### Job Purpose

As a community health leader within the Council's integrated model

You will be at the heart of improving health and well-being and tackling inequality for children, young people and their families.

The post holder will lead on service development across all the health service provided by the Local Authority as commissioned by the NHS BANES, Swindon and Wiltshire Clinical Commissioning Group (CCG) and Public Health and activities regulated by the Care Quality Commission. The role will require close partnership working with colleagues in the CCG, including the Designated Clinical and Medical Officers and colleagues in Public Health. It will provide the key point of contact with the CQC and fulfil the Local Authorities accountability function, including responsibility for regulated activities, safeguarding and inspection.

The postholder will need to organise and manage all the necessary information across a wide and diverse set of service areas to present evidence of best practice, including annual inspections and evidence the experience of service users. The role will lead and deliver service development and continuous improvement using their in depth knowledge and experience of community health services. Accountable for project implementation and delivery against priorities that are driven by our local Joint Strategic Needs Analysis (JSNA) and national policy. The post holder will be required to work within the objectives and outcomes agreed with the Director of Children's Services and will have a management and leadership responsibility to assist in decision making on a range of health care matters

supporting the development of integrated working with professional leads and service managers.

The post holder will be a member of the Children's Services Extended Management Team and will be the CQC Registered Manager for SBC regulated activities for children and young people.

This is a challenging post that will require dynamic leadership, excellent communication skills and a proven capacity and ability to work across the multidisciplinary spectrum at both strategic and operational levels.

### **Key Accountabilities**

- To be the CQC Registered Manager for SBC regulated activities for children.
- To provide specialist and expert advice and guidance to practitioners and managers particularly as an expert on health and well-being, safeguarding and best practice.
- To develop and implement appropriate arrangements for clinical supervision and accountability of health care practices in liaison with the NMC
- To be responsible for the co-ordination and completion of Clinical Audit and Quality Assurance processes and undertake case file audits in accordance with policy and practice standards taking appropriate remedial action where necessary.
- To be the accountable officer within Children's Services that manages the Council's relationship with the CCG and Public Health.
- To take the lead role in preparing for inspections by Care Quality Commission across the whole service and support the wider safeguarding and looked after children inspection processes (ILAC Inspection framework).
- To work closely with the children services performance team to develop a single case management system fit for purpose for all health practitioners to support the process of information sharing and case work management.
- Manage and coordinate the response relating to health related complaints and access to records
- Work closely with the Children's Services Management Team to embed a learning and development culture
- The post holder will work with Service Managers, Operational Managers, Professional Leads and frontline practitioners to embed a performance management and improvement culture within the multidisciplinary teams.
- To have prime responsibility for the effective management of a designated budget and keep up to date with external funding opportunities for developing high quality health care practices. Total budget in the region of 500-600k.
- Work closely with public health to ensure that services are fulfilling their public health role and function to promote healthy lives.
- Work with the Early Help Services to develop the new role of Health Visitors in building stronger local communities in partnership with voluntary and community groups, midwifery, and the development of peer support and befriending networks to provide a range of self-support and early help around health and well-being issues.

- To prepare and present reports, attend Council Cabinet Committees, Swindon Safeguarding Partnership (SSP), the Health and Well Being Board and any other groups/boards required. To actively participate in any community initiatives to raise awareness of, and involvement in, health and wellbeing across the Borough.
- The postholder will need to access people and information across the Local Authority including the DCS and DASS, the Lead Member for Children's Services, managers and frontline practitioners and Swindon Partners to discharge their duties and responsibilities.
- The post holder will be required to influence and oversee the implementation of change and quality improvements across a range of different partner organisations.
- Act as an expert resource for children and young people's health for information, advice, guidance and support for families and professionals.
- To provide leadership to staff ensuring clinical, professional development within an overall framework of clinical governance and self -regulation to continually improve the quality of service.

## **Knowledge & Experience**

*Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:*

- Confidence to influence corporate issues, such as managing risk, setting budget priorities and service reform in addition to the ability to motivate and change behaviours to promote and protect health and wellbeing.
- To ensure the provision of appropriate professional advice in the discharge of the Local Authority's and NHS statutory duties
- Demonstrate a knowledge and understanding of Child Care Legislation, Health Care Policy and Guidance, child protection procedures, Education Support and SEN guidance and other relevant policy
- Demonstrate extensive knowledge and experience at a strategic management level in order to analyse, recommend and implement best practice across all aspects of health and wellbeing
- Proven experience of successful management supervision in an integrated working setting
- Experience of successful implementation and management of service and behavioural change
- Experience of budget management and meeting financial targets
- Ability to create and lead the implementation of the workforce strategy to provide a sustained level of quality interventions, best practice and a high standard of performance
- A strong influencer with excellent communication skills – to deal with a wide variety of audiences, both internally and externally and have the ability to be recognized as a leader in their field
- Extensive experience of managing and influencing partnerships and community groups of interest
- Empathetic, approachable and engaging in order to understand and act on the views of the front line staff
- The post holder must have a strong understanding of the way in which health services identify the needs of local children and young people with SEND across the 0-25 age range.

- The post holder will also have a strong understanding of strength based local relationships to meet the needs of children, young people and their families in Swindon.

**Qualifications**

- Relevant degree level professional Health or clinical related qualification e.g. Children’s Nurse, Therapist (OT, Speech and Language Therapist, Physiotherapist)
- Extensive strategic management experience in both a health and integrated working settings.
- Demonstrable in-depth understanding of legislation and statutory guidance relating to health wellbeing and Integrated working

**Decision Making**

- Responsibility for making significant and evidence based decisions on financial, legal and statutory matters to ensure that children’s services are delivered in line with the Council’s legal responsibilities and within the requirements of the Children Act 2004.
- Responsibility for working with elected members and key members of the Corporate and Senior Leadership Team for advising, leading and responding to changes to both National and Local Government requirements (legislative, financial or regulatory).

<p><b><u>Job Scope</u></b></p> <p><b>Number and types of jobs managed</b>  <b>Named Nurse for Safeguarding</b>  <b>Quality and Assurance Manager</b></p> <p>(See Structure Chart) To be approved.</p>	<p><b>Budget Holder:</b></p> <p><b>Responsibility</b>  <b>Directly Responsible</b>  <b>– up to £600K To be confirmed.</b></p> <p><b>Asset Responsibility:</b></p>	<p>Yes</p> <p>No.</p>
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**Contacts and Relationships**

- Significant contact with directors, managers, elected members, leaders for Children’s Services and across the Council
- Effective partnership working with external partners including health, police, third and private sector care and support organisations
- Contact with the public including through engagement led by the Council as well as planned and unplanned communication with local media
- Participate in and lead relevant internal and external working groups/projects, services and initiatives to provide, information and analytical advice and expertise on behalf of the Council.

## **Values and Behaviours**

We strive to underpin our culture through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, this means in our work we are:

### **Connected: We put Swindon and its people at the heart of everything we do.**

We display a communication and behaviour style that promotes a positive Council identity in connecting with residents, customers, colleagues and other stakeholders ensuring a partnership approach to delivering our vision. Always asking, “Is what I am doing in the best interests of Swindon and its people?”

### **Resilient: We are forward thinking and work smart**

We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous organisational development.

### **Brave: We respect and work together with our colleagues and customers to achieve success**

We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest possible levels of productivity and performance.

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers Signature:</b>	Print Name::
<b>Date:</b>	