

Role Profile

Part A - Grade & Structure Information

Job Family Code	9PCS	Role Title	Children's Centre Advisor
Grade	PS9	Reports to (role title)	Children's Centre Advisory Team Manager
		Directorate	Children's, Schools and Families
JE Band	314-370	Service	CSF Commissioning and Prevention
		Team	Early Help
		Date Role Profile was created	01/11/2016

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	To support, advise and challenge children's centres to deliver high quality holistic universal and targeted services for families with young children to improve outcomes in school readiness particularly for those in need of early help services.
Work Context	<p>The Children's Centre Advisor will play a key role in ensuring that the development of good quality inclusive, sustainable community and family support services within centres across the County meet the needs and aspirations of the communities served.</p> <p>The duties of the post require building up a network of local contacts within specified geographical areas and working closely partners including statutory and voluntary agencies and Borough/District Councils.</p> <p>The post holder will have to give consideration to ensuring access by those communities whose take up of services in the past has been low. Young parents, lone parents, parents of disabled children, parents from minority ethnic families, parents with a learning or mental health problem, those experiencing domestic violence or misusing drugs, families of offenders and families in temporary accommodation.</p> <p>Willingness to attend scheduled evening meetings.</p>
Line management responsibility if applicable	Will line manage a small team.
Budget responsibility if applicable	none

<p>Representative Accountabilities Typical accountabilities in roles at this level in this job family</p>	<p>Risk Management</p> <ul style="list-style-type: none"> • Identify opportunities and risks associated with the service and escalate / report to management. • Investigate concerns, complaints and safeguarding issues to promote satisfactory and positive outcomes and protect vulnerable members of society. <p>Service Development</p> <ul style="list-style-type: none"> • Contribute towards developing professional policy, standards and procedure and / or developing and implementing team plans and monitoring and reviewing of services to enhance quality of service. <p>Planning & Organising</p> <ul style="list-style-type: none"> • Undertake care planning and manage complex cases and / or take a lead on development and project work, assisting in development and improvement of services and practice in own area. • Contribute to service plans and plan staff resources to maintain operational delivery of services. <p>Finance/Resource Management</p> <ul style="list-style-type: none"> • Assist with budget/resource/funding management in accordance with the council policies and procedures. <p>Work with others</p> <ul style="list-style-type: none"> • Liaise, communicate and build relationships with other internal departments, partner organisations, agencies and/or contractors on operational issues to share knowledge or best practice and ensure quality, integrated service delivery. • Work in partnership with service users, their families/carers. <p>People Management</p> <ul style="list-style-type: none"> • Line manage and/or supervise, guide, advise and mentor less experienced or non-professionally qualified staff on casework and provision of care services, making sure that staff act in accordance with procedures and good practice. Assist in the development of staff and in the timely provision of services. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p>
<p>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</p>	<ul style="list-style-type: none"> • Relevant professional qualification and relevant registration where required and experience, or considerable experience of working within the service area. • High level working knowledge of relevant legislation, procedural frameworks and practice standards in a specialised area of practice. • Able to assess, plan and review appropriate support. • Numerate and able to advise on effective use of budgets and resources. • Competent in a range of IT tools including MS Office and database management systems. • Proven written and oral communication and interpersonal skills with good negotiation and influencing skills, and the ability to maintain effective working relationships at all levels. • High level problem solving skills with the capacity to devise and implement innovative solutions. • Able to lead team working, and use supervision to improve personal performance and practice of junior staff. • Understanding of the principles of confidentiality and information governance and how these apply to social care. • Ability to communicate with compassion and authority in challenging situations and with resistant individuals, be able to effectively engage with people in complex situations both short-term and building relationships over time. • Satisfactory DBS clearance might be required.

<p>Details of the specific qualifications and/or experience if required for the role in line with the above description</p>	<p>Educated to at least Level 5 in a relevant field or significant relevant experience and willingness to undertake relevant qualification.</p> <p>Relevant qualification in teaching adults such as Preparing to Teach in the Lifelong Learning Sector (PTLLS) or equivalent.</p> <p>Willingness and ability to travel around the county to meet the demands of the role.</p>
<p>Role Summary</p>	<p>Roles at this level may manage a small team delivering specific front line services and/or will be an experienced professional assessing and managing a complex caseload supporting consistency and standards of practice, in a defined service or geographical area. They will require a professional qualification and experience or extensive practical experience. They usually work with a range of agencies and extended services in various settings, to provide advice and guidance to support the service user group. They will plan and ensure progress within established procedures and policy, and respond effectively to changing priorities and different situations. Forward planning could be for months ahead although the role will contribute to longer-term development. They will work largely autonomously with access to guidance from more experienced professionals.</p>

Reason for Benchmarking - please complete the appropriate Business Case below		
Reason	Guidance for Business Case	Business Case
A - Creation of a new role	Please provide context to the creation of this new role.	
B - Creation of a new role as a result of a reorganisation	Provide context for the reorganisation. Please include sufficient detail to explain the extent of the reorganisation (team level, department level, etc) as well as the impact on the responsibilities associated with this profile. How has this work been carried out previously and why this is no longer appropriate or, if there are new tasks, why do they need to be undertaken?	<p>The operating environment for local government children's services in Surrey is summarised by increased demand, reduced funding and regulatory pressure.</p> <p>This context requires the Council to change and adapt in order to meet its legal duties and residents expectations. The Council is already struggling to work within the budgets they have and currently forecasts to overspend by £22m of which £5m relates to CSF.</p> <p>Therefore, commissioning arrangements require significant join-up and establish a culture and practice of 'one team' that will transform early help services, improve the quality of practice, reduce demand and deliver value for public money.</p>
C - The profile has been reviewed to more accurately reflect the existing duties of the current role	Please explain how the responsibilities of this profile have changed and what the impact of this has been on the team/department. Please state the current grade/level of the role and why the changed responsibilities sit appropriately at the proposed level.	
Date new role profile has been agreed with the role holder(s) Reason C of the business case only		
OM Number of the position - Reason C of the business case. State all position numbers that are affected, if there is more than one position with the same role title and grade. Please note that all position holders have to agree.		
Current grade of the position - Reason C of the business case		
Manager's OM Number this role reports to - Reasons A,B, C above		20101258

Requesting manager's details

Manager's name	Manager's role title	Date request submitted to HR
Ben Byrne	Head of Early Help	Nov-16

Approval Section

Requesting manager to confirm:

1. Head of Service approval for the creation/amendment of the role
2. Senior Manager confirmation of the available budget

Please note that it is your responsibility to obtain the appropriate authorisations before the job profile is submitted for job evaluation.

Position	Name	Date of approval
Head of Service	Ben Byrne	Nov-16
Senior Manager	Sarah Gooding	Nov-16

To be completed and approved by an HR Advisor

HR Advisor to confirm that the role is at a correct level within the particular Job Family

Position	Name	Date confirmed benchmarking to JE Coordinator
HR Advisor/Senior Advisor		

To be completed by JE Coordinator

Reference Number	
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