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|   **Job Family Profile** | **Head of Early Years and Early Help Strategy****Leadership – Role A**  |
| **Organisation Level**  | **Tier 4 1375BM** |
| **Job Family Description** |
| Shaping services to achieve priorities through leadership of people and management of resources. Setting or influencing the future direction of the wider organisation. Role modelling corporate values and behaviours.   |
| **Work Level Attributes** |
| * Operational managers coordinating work, systems and processes of multiple teams to deliver services. Targets are measurable. Adapts priorities / juggles competing requirements to achieve results.
* Making change happen at this level entails the continuous improvement of existing resources, services and systems. Responsible for development and empowerment of subordinates.
* Works collaboratively with peers across group disciplines/functions to improve performance or service delivery.
* Leads on response to changes imposed by the external world (e.g. a legislative change). May collaborate with peers outside of the organisation.
* Accountable for delivering against annual plans with major contribution to plans for subsequent years. Acts as lynchpin between overall strategic direction and practical deployment of resources to achieve agreed outcomes.
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| **Key Responsibilities** |
| * Be accountable for operational delivery of high quality customer-focussed services working with service users, partners and stakeholders
* Be fully accountable for the development and management of devolved operational and capital budgets for the area managed, including developing and agreeing business plans, and contribute to development of strategy for the whole service
* Lead service transformation, motivating, developing and managing staff through change
* Develop and maintain effective collaborative working relationships with key strategic partners including Members, government agencies, suppliers, third sector and council departments
* Lead the Service in developing best practice, setting objectives and performance measures
* Be accountable for compliance with statutory duties, internal and external audit requirements and service standards
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| Role Specific Accountabilities |
| * Strategic leadership and management of early years, childcare and early help strategy activities as outlined in the Directorate plan, Early Years Strategy and Early Help Strategy.
* Responsibility and accountability to improve outcomes for children under five and their families with particular focus on disadvantaged families by delivering integrated services in partnership with other organisations.
* To secure sufficient early education places for eligible two, three- and four-year olds and childcare places for children 0-16 and up to 25 for young people with SEND.
* To ensure early years and out of school childcare providers across the city provide high quality early years and childcare provision, particularly for disadvantaged children.
* To act as the Ofsted nominated person for the Council nurseries and ensure they follow the Early Years Foundation Stage and Ofsted guidance and operate within budgets to improve outcomes for young children.
* Accountability for management and leadership of significant internal council and external grant funding including funding for the free early years’ entitlement.
* Responsibility and accountability for strategic leadership of early help in the city including commissioning the Supporting (Troubled) Families Programme and working collaboratively with the Early Help Partnership
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| **Key Personal Attributes** |
| * Experience of leading and managing multidisciplinary teams, enabling others, dealing with problems and developing people - including setting objectives and managing performance.
* Ability to make change happen and implement transformation programmes and keep staff motivated through the change
* Experience of contract management and commissioning of services or demonstrable equivalent knowledge
* Demonstrable knowledge of the issues facing local authorities and statutory and regulatory frameworks, policies and procedures relating to the area managed
* Experience of managing large and complex budgets
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| **General Accountabilities** |
| * Uphold and promote the aims of the Council’s Equality and Diversity policies to ensure non-discriminatory practices in all aspects of work. Ensure that equality and diversity are embedded in the way the directorate is led, managed and its services are delivered.
* To be accountable for safeguarding and effective exploitation of all data and information systems within the area(s) managed in line with corporate risk management protocols, and in collaboration with services across the organisation.
* To ensure that all operations are conducted in accordance with the council’s Health & Safety policy and all relevant legislation, demonstrating leadership and commitment to continuous improvement in health & safety performance.
* Uphold the Nolan Principles, which are the basis of the ethical standards expected of public office holders.
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| Role specific attributes |
| * Knowledge and understanding of the needs of early years children and families including those experiencing disadvantage.
* Knowledge of the Early Years Foundation Stage and Ofsted guidance for early years and childcare providers
* Knowledge and understanding of early years and childcare legislation, statutory duties, and Government guidance on the early years’ free entitlement
* Knowledge and understanding of early help and the Supporting (ex-Troubled) Families Programme
* Experience of working collaboratively with early years providers including schools, private, voluntary, and independent providers
* Experience of working collaboratively with services for children and families including family information, SEND, midwifery, health visiting and speech and language therapy and employment services.
* Knowledge and understanding of the early help system.
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