

JOB DESCRIPTION

Job title:	Executive Director: Children and Education
Grade:	EXD
Managed by:	Chief Executive
Responsible for:	Allocated Heads of Service
Accountable for:	<ul style="list-style-type: none"> • Children and Families Services • Education and Skills

Purpose of the job

This is a senior leadership role and as such the purpose, accountability and outcomes can change in accordance with organisational requirements.

Be an active member of the council's Corporate Leadership Board with responsibility for the managerial leadership of the Children and Education Directorate; encouraging a collaborative organisational culture focused upon improvement and high performance.

To lead, develop, manage and direct services relating to children's social care, commissioning and operations, and education & skills.

To have executive accountability for looked after children and the safeguarding of all children and young people in the city.

As the council's statutory Director of Children's Services, to advise the Chief Executive, Mayor, relevant Lead Member, Corporate Leadership Board and council on the following matters:

- Children's safeguarding and social care
- School's services and special educational needs
- Youth services and youth offending
- Early intervention and prevention
- Complex families

Work alongside the Chief Executive, to enable corporate responsiveness to elected members; be responsible for best approach to managing its financial resources and address concerns over budgetary matters; and making sure we fulfil our legal and moral obligations; and enhance the reputation of the City of Bristol as a place.

Job-specific outcomes / accountabilities

- Provide visible and strong leadership to the city’s children’s and education workforce which ensures every child belongs and every child gets the best start in life, whatever circumstances they were born in to.
- Directly accountable to the Chief Executive for the delivery of local authority social services functions listed in Schedule 1 of the Local Authority Social Services Act 1970 (other than those for which the Executive Director of Adult and Community Services is responsible) and education functions as set out in Section 18 of the Children’s Act 2004.
- Ensure all statutory responsibilities are effectively discharged, particularly with regard to safeguarding.
- Leading our corporate parenting strategy ensure the same standard of care as any good parent, with high aspirations and being a strong advocate for them.
- Ensure that the city’s education providers improve educational outcomes, value diversity, and reduce educational inequality at all stages of education.
- Work with partners to ensure that Bristol schools close the attainment gaps between boys and girls, Free School Meal Students (FSM) /non-FSM, Black, Asian and Minority Ethnic Students (BAME) /non-BAME, Special Education Needs (SEN) /non-SEN so they are minimal or non-existent.
- Ensure that commissioned services are cost effective and children and young people receive high quality support.
- Deliver agreed savings in accordance with the council’s Medium Term Financial Plan and ensure financial spend does not exceed approved budget.
- Build and develop long-term, mutually-beneficial relationships with key partners to successfully deliver the key outcomes of the Corporate Strategy.

Core job outcomes/accountabilities

- Work collaboratively with Executive Directors and Directors in the development and delivery of the council's strategic objectives.
- Work with the Mayor, Cabinet, elected members and other managers in the achievement of business plans.
- Lead on strategy development, policy planning and policy formulation within the professional disciplines covered by this role.
- Provide strong and inspirational "one council" leadership, promoting a culture of high performance, continuous improvement, innovation and customer focus.
- Be responsible for significant delegated financial budgets and resources ensuring they are allocated effectively for the delivery of high quality services, in a manner that demonstrates value for money and compliance with relevant policies and guidelines.
- Develop long-term, mutually-beneficial relationships with key partners to successfully deliver the key outcomes of the One City Plan.
- Enable a high-performing, diverse, inclusive and engaged workforce to deliver the council's strategic plans. Support and challenge others in developing, sourcing and deploying talent whilst promoting health and safety and employee wellbeing.
- Lead and embed a team and individual performance management approach that underpins effective operational performance.
- Lead and demonstrate personal commitment to an inclusive and respectful culture in which colleagues act with integrity at all times.
- Ensure that the council operates within constitutional, legal and regulatory requirements.
- Act as a positive ambassador for Bristol and the council, promoting an excellent reputation locally, regionally and nationally.

Corporate accountabilities

Leadership qualities

These are the attributes that we most need from our leaders in order to achieve our vision. Leadership Qualities identify how I go about the work of a leader:

- Integrity
- Connected
- Empowering
- Visionary

Leadership behaviours

These set expectations of how managers lead their teams and service and are for senior leaders to adopt and role model:

- Solving problems effectively
- Operating with a strong results orientation
- Supporting others
- Seeking different perspectives

Organisational values

Role model and live the values in everything you do and celebrate successes through others:

- Ownership – we take personal accountability
- Collaborate – we come together to find the answers
- Dedicated – we strive to make a difference
- Respect – we value everyone
- Curious – we ask questions and explore possibilities

Volunteering

To volunteer three days per year to support a local initiative that contributes to improved outcomes for Bristol as a city and its residents.

PERSON SPECIFICATION

Essential
<ul style="list-style-type: none"> • Relevant professional qualification or management qualification to support knowledge and experience.
<ul style="list-style-type: none"> • Proven track record of consistent and demonstrable leadership achievement at a strategic level within an organisation of a comparable scope and complexity.
<ul style="list-style-type: none"> • Ability to build and develop strategic relationships, influencing and negotiating at the highest levels with a wide range of stakeholders and partners to achieve outcomes.
<ul style="list-style-type: none"> • Experience of leading diverse activities across multiple service areas within set budgets to meet agreed targets and strategic objectives.
<ul style="list-style-type: none"> • Proven track record of applying creative and business-like approaches to addressing demands for services to deliver quality outcomes with cost-effective and efficient results.
<ul style="list-style-type: none"> • Highly visible and inspirational leadership skills with experience of operating at a strategic level with stakeholders and of inspiring others to give of their best.
<ul style="list-style-type: none"> • Knowledge and understanding of the challenges that cities like Bristol and the wider public sector face – and creative ideas of how we could meet those challenges.
<ul style="list-style-type: none"> • Experience of developing and sustaining a culture that meets the needs of and engages with customers and staff within a safe, open and high-performing working environment.
<ul style="list-style-type: none"> • Demonstrable track record of leading, motivating and managing teams to achieve high-performing, significant and sustainable service improvements and outstanding results through internal and external partnerships.
<ul style="list-style-type: none"> • Demonstrate the capability and capacity for evidence based critical thinking and ability to apply this insight in a practical and engaging manner.
<ul style="list-style-type: none"> • Experience of working within an education or children’s social care environment.

- Demonstrable experience of managing complex budget environments, including managing demand to reduce operating costs in line with finite envelope.
- Experience in working in or leading community-based services.