

# Applicant Pack

## Assistant Director - Early Help and Social Care



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## Welcome letter from Alison Jeffery, Director of Children's Services

Dear Candidate,

Thank you for your interest in joining East Sussex as our Assistant Director, Early Help and Social Care.

East Sussex is a great place to live and work. It is a county of huge contrasts. The countryside is beautiful and largely unspoilt, and our towns and villages are vibrant, but we also have areas of significant need and challenge. We have strong, local communities and work closely with them and our partners from all sectors to help all to fulfil their potential.

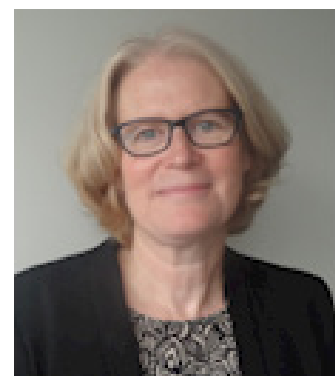
The county council has a strong reputation for good services, effective partnership working and innovation. We are committed, both politically and managerially across all departments, to serving all our residents to the very best of our abilities. Working with families, schools, carers and partner agencies to ensure that all children grow up with safe, effective care is a critical responsibility which we take very seriously. At our last ILACS in 2018 Ofsted rated us "Outstanding" but we are not complacent. We know that providing the very best services requires continuous evolution of our practice, empowering and supporting our dedicated staff to bring their compassionate hearts and their full, constantly developing, skills to their work every day. Effective partnerships are also a high priority for us, with the NHS, early years settings, schools, colleges, Police and our district and borough council colleagues.

We are looking for a leader for our Early Help and Social Care service who has significant experience of leading social care and early help services. Someone who is calm and resilient, is committed to strong, empowering servant leadership of a talented staff group and who has a deep commitment to humane, generous, effective support for families as well as the honed instincts to support difficult decisions about when children need care outside their family either for a period or the longer term. The decisions which you and your service will take are some of the most impactful in all public service and call for integrity and moral leadership of the highest order. We are also looking for a team player who will work imaginatively and energetically with colleagues across the council and the public, private and voluntary sectors to improve outcomes for children.

East Sussex provides huge opportunities for a committed leader, stimulated by working with colleagues on well managed journey of continuous improvement. I hope that, after reading this information pack, you will want to join us at East Sussex, and we look forward to receiving an application from you.

*Alison Jeffery*

Director of Children's Services





# About the Role

## The Advert

### Assistant Director Early Help and Social Care

Up to £115,000

**East Sussex is a high performing authority serving strong local communities.**

Surrounded by unspoilt countryside and coastal towns that are vibrant and inviting, many of our residents are very satisfied with their quality of life. However, many of our communities face significant challenges. Our Children's Services were judged Outstanding at our last inspection so there is a strong foundation on which to develop services. The service is recognised for innovative practice, and a commitment to a relationship-based approach for helping children and their families achieve the best possible outcomes. We are far from complacent though.

Working closely with the new Director of Children's Services, you will lead our children's social care teams and those delivering specialist services to support vulnerable children and young people and those with additional educational needs. Our opportunities and challenges require a strong and collaborative leader, able to work in partnership with other agencies and stakeholders.

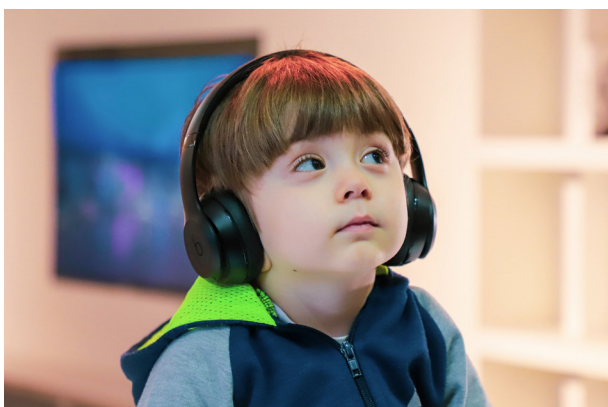
You will join a talented team that cares deeply about the families and children we work with and that is committed to further improving practice and outcomes. You are a creative and flexible social care leader with a deep understanding of the impact of the decisions you and your service take. You have integrity and moral leadership qualities of the highest order as well as a strong track record of achieving service improvements.



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For further information please visit [www.færfield.co.uk/jobs/a000057](http://www.færfield.co.uk/jobs/a000057) and for a confidential discussion, please call either Sarah Longbottom or Martin Tucker on **0121 312 3755**.



## Grade, Department, Location and Reporting

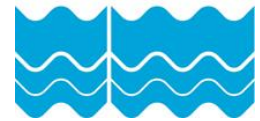
<b>Grade:</b>	Deputy Chief Officer Band A
<b>Department:</b>	Children's Services
<b>Location:</b>	County Hall, Lewes
<b>Responsible to:</b>	Director of Children's Services

## Additional benefits

The Council offers a comprehensive range of staff benefits including:

- Between 28-30 days annual leave per year for Chief Officers, depending on length of service
- Access to an online staff benefits portal, containing various offers and discounts from major retailers and service providers
- Vehicle, bicycle, rental deposit and season ticket loan scheme
- A variety of initiatives to support staff wellbeing – for example guided mindful meditation sessions
- Enhanced maternity pay
- Access to health cash plans at a corporate rate
- Access to the Dell and Microsoft Home Use programmes, as well as the O2 open scheme
- Access to credit unions and Give as You Earn schemes via payroll deduction
- A range of support for remote and flexible working
- An additional leave purchase scheme
- Access to a car leasing scheme
- Access to the Local Government Pension scheme, which offers an excellent range of benefits, including a career average pension when you retire. You can find out more on the [East Sussex Pension Fund website](#).





### EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

**JOB TITLE:** Assistant Director, Early Help and Social Care

**DEPARTMENT:** Children's Services

**LOCATION:** County Hall, Lewes

**GRADE:** Deputy Chief Officer Band A

**RESPONSIBLE TO:** Director of Children's Services

**Purpose of the Role:**

Provide strategic leadership for the Department as a member of the Senior Management Team, assisting the DCS in meeting the current and future requirements of services for children and families to improve the life chances of every child.

Lead, direct and develop strategy and resources for Children's Early Help and Social Care, and for specialist services to support vulnerable children and young people, including young people who offend.

To ensure that services comply with statutory obligations and that preparation for and conduct of regulatory activity by Ofsted including inspections, is managed competently.

**Key tasks:**

1. Develop, plan and direct all elements of children's early help, youth offending and social care services including strategies, operations and performance for the Department to provide effective service delivery and ensure high standards are maintained. To be the lead professional on supporting and advising the DCS in relation to quality and standards in child protection and safeguarding.
2. Develop strong multi agency partnerships and direct, develop and plan joint commissioning and provision of specialist health, social and educational services for the most vulnerable children and young people.
3. Manage child protection and safeguarding issues for the county, specifically prevention, early intervention and protection to meet statutory and policy requirements, ensuring issues for "at risk" children are addressed with appropriate agency intervention.

4. As part of the department's Senior Management Team to provide strategic leadership of Children's Services in East Sussex, to deliver integrated responsive services which meet children's needs, and improve their lives.
5. To manage the interface with Ofsted effectively as it relates to early help and social care services and plan and deliver services that comply with the regulatory obligations of the Council.
6. To apply consistently the principles of Equal Opportunities, as embodied in the County Council's policies and practices throughout the duties outlined above.
7. To build effective relationships with elected members and provide support as appropriate
8. To undertake available training opportunities and show a commitment to continuous development, to maximise your potential and ensure the efficient and effective delivery of County Council services.
9. To undertake any other tasks commensurate with the grading of the post

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

## The Person Specification

### EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

**JOB TITLE:** Assistant Director, Early Help and Social Care

**GRADE:** Deputy Chief Officer – Band A

#### Essential key skills and abilities

These criteria will be assessed at the application and interview stage
<ul style="list-style-type: none"> <li>• High level strategic skills in management of resources, staff, budget and partnerships in a complex multi-agency environment</li> <li>• Ability to develop practical, creative and innovative solutions to deliver organisational objectives</li> </ul>

- High level diplomatic and negotiation skills and judgement
- Highly developed interpersonal skills
- Ability to translate an understanding of quality into quality assurance systems
- Well-developed written and analytical skills
- Ability to empathise with others as well as inspire and motivate them
- Ability to define policies in relation to outcomes for children
- Demonstrable success as a team player and in building relationships with parents, carers and communities

### **Essential education and qualifications.**

These criteria will be evidenced via certificates, or at interview

- Degree or equivalent
- Qualified and SWE registered Social Worker or ability to demonstrate significant experience of managing Children's operational social care services
- Evidence of continuing professional development

### **Desirable education and qualifications.**

These criteria will be evidenced via certificates, or at interview

- Masters or equivalent degree
- Management qualification

### **Essential knowledge**

These criteria will be assessed at the application and interview stage

- Clear understanding of the relevant legislation
- Secure understanding of current national policies and recent developments in children's services including education
- Thorough knowledge and understanding of the legislation, policy and practice relating to children's early help and social care.
- Knowledge and understanding of the role and functions of local government, and of the legal, financial and political context of public sector management

### **Desirable knowledge**

These criteria will be assessed at the application and interview stage

- Understanding of restorative practice.



### **Essential experience**

These criteria will be assessed at the application and interview stage

- Successful experience of leading and managing children's social care services
- Substantial and relevant senior management experience in a Local Authority
- Experience of leading and managing large, complex services and budgets
- Experience of effective partnership and interagency work
- Track record of implementation of effective performance management
- Experience of aligning business processes and financial planning to achieve service objectives
- Track record of leading significant cultural change in organisations

### **Desirable experience**

These criteria will be assessed at the application and interview stage

- Experience of working closely with Health Services.

### **Other essential criteria**

These criteria will be assessed at the application and interview stage

- Willingness to act corporately and collaboratively
- Personal commitment to improving outcomes for children through services
- Creative, innovative and change-orientated
- Commitment to equalities in access and delivery of services
- Professional manner commanding credibility and confidence of stakeholders, including head teachers
- Ability to focus on outcomes and priorities
- Flexibility of thought and deed
- High level of energy, drive and resilience

### **Other desirable criteria**

These criteria will be assessed at the application and interview stage

- Commitment to working restoratively and promoting restorative approaches to work with families

**Date (drawn up): October 2009, revised July 2021**

**Name of Officer(s) drawing up person specifications: MD**

## Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

<b>Function</b>	<b>Applicable to role</b>
Using display screen equipment	Yes
Working with children/vulnerable adults	Yes
Moving & handling operations	No
Occupational Driving	No
Lone Working	No
Working at height	No
Shift / night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and /or vibration	No
Food handling	No
Exposure to blood /body fluids	No

## Application Process

**Closing date for applications:** Friday 8 October 2021

**Technical Interviews:** Friday 15 October and Friday 22 October 2021

**Youth Panel Interviews:** Thursday 28 October between 12:30 and 16:00

**Assessment Centre, Officer Panel and Final Member Interviews:**

Week commencing Monday 1 November 2021

**For a confidential discussion please speak to:**

**Sarah Longbottom**

Senior Consultant, Faerfield Limited

**Tel:** 0121 312 3755

**Email:** slongbottom@faerfield.co.uk

**Martin Tucker**

Managing Director, Faerfield Limited

**Tel:** 0121 312 3755

**Email:** mtucker@faerfield.co.uk

TO APPLY FOR THIS ROLE, PLEASE CLICK [HERE](#)

## About East Sussex County Council

East Sussex County Council has a strong reputation as a well led and well managed council, with positive feedback from external inspections and reviews. The Council employs approximately 4,400 people in its corporate departments, and approximately 5,900 people in its maintained schools.

The Council provides services used by all residents in East Sussex, including care and support to children, families and adults; maintaining the roads and providing library services; and working to boost the local economy. We have a long term track record for delivery, producing excellent results for the public. The Council has four overarching priority outcomes: driving sustainable economic growth; keeping vulnerable people safe; helping people help themselves; and making best use of resources.

Despite the severe funding restrictions affecting all local authorities, we have maintained our position as a well-run and high-performing council. We have met the unprecedented challenges of the Coronavirus, continuing to provide vital services to our local communities, and we will have a critical role to play, working with our local partners, in the recovery from the pandemic. We have been democratic, open and honest in determining the best quality services we can provide, within available resources, as set out in our Core Offer. In this context, the Director of Childrens Services will play a vital role in ensuring we continue to serve residents effectively.

Further information about our key plans and strategies and the County of East Sussex can be found on our website via the links below:

[Your Council](#)

[The East Sussex Community](#)

### Organisational context

Along with all other council services, the Children's Services Department is actively involved in working as One Council delivering quality services within a reduced budget. Children's Social Care and early help take a relationship -based approach using the Department's "Connected Care" model. There are a range of highly skilled in-house specialist services; there is also an integrated, partnership approach to early help which brings together NHS Health Visiting services with Council targeted whole family support. At our last ILACS we were rated "Outstanding" by Ofsted in 2018 but we are not complacent and actively seek out challenge and scrutiny in order to support continuous improvement.

We take a whole system approach to improving outcomes for children with partnership working at its heart. Strong relationships and structures for joint working with schools and academies are used to promote expert, relationship-based approaches to supporting the wellbeing of children which recognise the impact of trauma. We play an active role with NHS partners within the Sussex Integrated Care System at both Sussex wide and East Sussex levels. We work with district and borough Housing departments and with a wide range of voluntary organisations to promote effective support for vulnerable families.

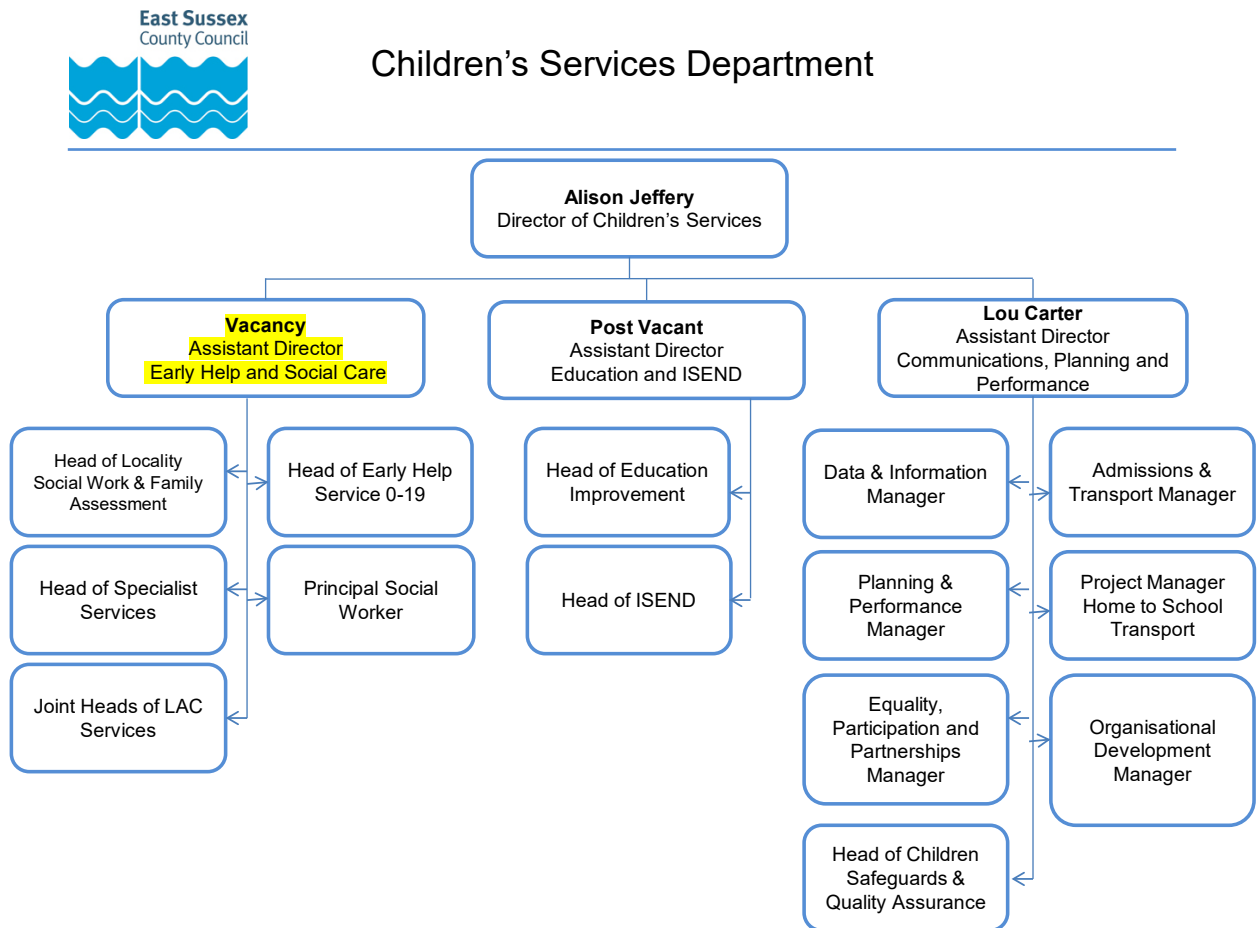
We are looking for a leader who leads authentically, with humility and empathy, who can motivate and support the skilled and dedicated teams in social care and early help and who can also be an effective team player with all our partner agencies. Strong empathy with families, children and young people is essential; we are looking for someone who will play a key moral leadership role within and beyond the service, helping everyone to



understand the underlying needs of children and families and how best to engage and work with them to meet those needs. Experience of and insight into effective restorative practice would be an advantage.

Charts showing the general structure of the service, as well as key functions, are included below.

## The Children's Services Department Structure



## The County of East Sussex

East Sussex is a great place to live and work. Not only is the countryside beautiful and largely unspoilt, but our coastlines, towns and villages are vibrant and inviting. We are a county of contrasts and also have significant areas of deprivation facing significant challenges. Across East Sussex we have strong, local communities and we work closely with them to improve their quality of life.



Located on the south coast of England we have a mild and, on average, sunnier climate than much of the rest of the UK, beautiful coastline and a number of coastal towns and villages including Eastbourne, Bexhill, Hastings, Seaford, Newhaven and Peacehaven. We have a direct link to France from Newhaven and Gatwick is our nearest international airport.



Some of the county sits within the South Downs National Park and two-thirds of East Sussex is designated an Area of Outstanding Natural Beauty (AONB), including the Sussex Downs, Ashdown Forest and the High Weald AONB. Inland there are many picturesque villages and towns such as Lewes, Rye and Battle. There are numerous and significant historic sites of interest to visit across the County, including the site of the 1066 Battle of Hastings and the Seven Sisters.

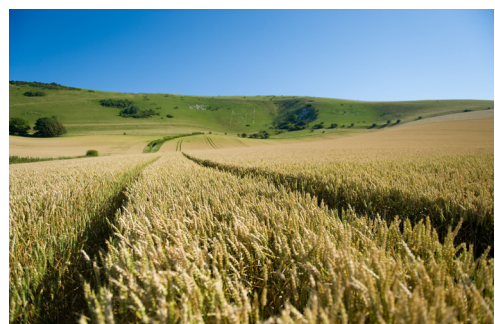


Our economy comprises a large number of very small businesses and is mainly service based consisting of public services, education, financial services and tourism. We have a higher than average proportion of residents aged over 65 and 85 and this is set to increase based on current population projections.

East Sussex, Brighton and Hove and the surrounding counties (West Sussex, Surrey and Kent) offer a variety of urban and rural settings in both coastal and inland locations in which to live. There are many sports, leisure and cultural activities. There are also good schools and public facilities for you and your family to use.



There is a variety of housing available in East Sussex, both to rent and buy. Despite the South East being above the national average for house prices, there are many thriving coastal towns that offer good value housing including Eastbourne, Newhaven, Seaford, Bexhill and Hastings as well as inland towns such as Uckfield, Crowborough and Hailsham. Brighton, Haywards Heath and Lewes are also popular places to live in Sussex and have good transport links to London and the South East.



## **Additional Information**

For additional information, please follow these links:

### **East Sussex County Council**

[Website](#)

[Core Offer](#)

### **Children's services**

[Ofsted Children's Social Care Services Report - July 2018](#)

### **Tourism**

[Visit England - East Sussex](#)

[Visit South East England - East Sussex](#)

### **Relocating to East Sussex**

[Rightmove - East Sussex](#)

[Zoopla - moving to East Sussex](#)

[ESCC School Search Page](#)

### **Living and Working in East Sussex**

[Locate East Sussex](#)

[The South-East Local Enterprise Partnership](#)

