**Job and Person Profile (JPP)**

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| **Job details** |
| **Job title** | Assistant Director - Inclusion |
| **Job Reference** | 17509 |
| **Grade and Salary** | Assistant Director (AD) - £85,489 - £102,448 per annumThis role includes performance related pay progression |
| **Service and Team** | Children and Young Peoples Services |
| **Location** | Based at Endeavour House, Ipswich, IP1 2BX with a requirement for frequent travel across the county - Hybrid |
| **Hours per week** | This post precludes the fixation of working hours. Notional hours will be 37 hours per week, but there will be occasions when you will be expected to work as circumstances dictate. |
| **Status** | Permanent  |
| This role may offer the following flexible working options | * *Hybrid working options, including some home working.*
* *Working from different Council buildings*
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| **About us** |

As a modern and effective council, we understand the importance of being flexible and well-connected in the ways we work. We focus our ambitions on doing what’s right for people, our partners and our communities - both now and for the future.

That’s why, as one of the largest employers in Suffolk, we believe in empowering everyone. Through career variety and collaborative working, accessible career paths and professional development.

The support and care we offer encourages and enables you to be the best you can be. To make a meaningful impact on the world around you. To achieve a unique sense of pride in what you do, why you do it and where. **Reimagine the possibilities.**

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| **Main purpose of the job** |

* To improve outcomes for the Children and Young People of Suffolk.
* To deliver the Councils strategic objectives.
* To achieve significant redesign of functions, and or services for children and families to improve outcomes and effectiveness.
* To contribute to the strategic development of public services across Suffolk and nationally.
* To be accountable for service-specific statutory roles and functions, where relevant.

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| **Typical responsibilities of a role at this level** |

#### The postholder will be a key member of the CYP Leadership team.

* To support the Director & senior stakeholders in creating a clear vision and plan for the provision of services for the people of Suffolk.
* To take lead responsibility, within specific service area, for devising, developing and embedding the policies, practice and culture necessary to ensure the best possible outcomes for Suffolk.
* Provide inspirational leadership and clear vision to a wide range of partners, stakeholders and CYP staff.
* To role model, develop and implement innovative strategies to encourage a high performance culture that delivers excellence, best value, promotes success and continuously improves.
* To be fully accountable for the delivery of the local and national agenda, statutory and legal obligations within the allocated functional service area (including health & safety).
* To develop & lead on integrated working across diverse teams & functions with varied & complex aims, cultures and interdependencies.
* To anticipate and plan for future service developments ensuring that service planning and delivery takes account of national performance standards, statutory and local performance plans and through co-production with communities and service users.
* To manage the strategic financial allocation efficiently and imaginatively
* To commission and decommission services as required actively reviewing as to the 'right source' option for their future delivery - including outsourcing, co-sourcing or insourcing to ensure the most effective and efficient delivery method for Suffolk
* To ensure services provided by voluntary, independent and private sector organisations are appropriately monitored to ensure they meet required standards and represent value for money.
* To provide support, advice and guidance to the assigned Cabinet Member at meetings such as full Council, Cabinet, Scrutiny and Audit Committees – drafting and finalising papers, preparing briefings and responding to questions.
* As a term of your employment you will be required to be involved in Emergency Planning Services. The Authority will delegate tasks to you as appropriate within the Emergency Planning arrangements. It is expected that you will participate in training exercises and emergency planning responses

In addition to contribute to and lead as appropriate on:

* Any project or programme as agreed by the Director CYP

Although this list provides examples of what you will be doing it’s not intended to be exhaustive, and you will have personal objectives linked to our People Plans and Strategies that will be discussed and agreed with your line manager when you start.

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| **Level of Autonomy and Decision Making**  |

* Postholder will be supported by and take direction from the Director CYP. Beyond this, there will be considerable freedom to determine how to achieve agreed objectives.
* Suffolk County Council’s constitution sets out the formal delegations for decision making and resource management to Chief Officers generally
* The Head of Services role has discretion to initiate policies and procedural changes within the constitution, but would be expected to consult with their Director, Chief Executive and/or Portfolio Holders on any issue that is likely to be contentious or have implications for other parts of the County Council

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| **Unique Selling Points of the Job** |

The unique appeal of the job lies in the opportunity to be a central player of a strong leadership team that will drive change for the benefit of children and their families in Suffolk on a scale and with an ambition that is unrelenting. **Every** child will exceed their potential.

At a time of significant change with the Council the posts allows for an innovative thinker who is able to challenge long held values, customs and practices whilst operating with the highest levels of leadership, management and integrity.

The post-holder will be expected to help make a considerable and measurable difference. They must think and act strategically, coordinate and direct across a complex landscape, develop and maintain outstanding relationships with many colleagues and partners and be fully accountable for the impact of their decisions and actions on the improvement in outcomes for children.

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| **Person Profile – what you will bring to the team** |

**Qualifications and professional memberships**

1. Degree or equivalent
2. Professional qualifications/registration as appropriate to the role
3. Evidence of further, relevant professional development.
4. Management qualification (Desirable)

**Values and personal qualities**

1. Demonstrates a passion for making a positive difference for Suffolk.
2. Shares our [WE ASPIRE](https://www.careers.suffolk.gov.uk/home/about/our-values) Values and strives to lead by example in relation to these.
3. A strong commitment to fairness and Equality, Diversity and Inclusion (EDI).
4. Strives to continuously improve in everything they do, taking the initiative to learn and develop.
5. Brings creativity into their work through innovation and openness to change.
6. Collaborates well with others and offers assistance and support to colleagues.

**Specialist knowledge skills and experience**

1. In-depth knowledge and understanding of the major issues facing local government and Children’s Services
2. Demonstrable evidence of high performance and achievement at a senior level within a local authority and/or large, multi-functional organisation with comparable scope, size and complexity
3. Demonstrable evidence of having successfully delivered major service redesign/improvements, driving associated cultural change to embed the improvements.
4. Proven track record of successful change and corporate management, translating strategic ambitions into achievements within a demanding and politically sensitive environment.
5. A track record of implementing policy and strategy into operational practice
6. Evidence of harnessing the strengths and talents of people at all levels, in order to support them to realise their full potential and achieve common goals
7. A record of successful resource management, budget management, monitoring and control of the performance of human, financial and physical resources in a complex/political organisation
8. Evidence of successful multi-partner and/or commercial negotiations which have had a positive impact on communities
9. Evidence of providing sound professional advice to and building effective and productive working relationships; in particular having the self-confidence and perspective to facilitate open and honest relationships with senior stakeholders, partners, agencies and staff
10. Demonstrable evidence of effective engagement with a range of partners and stakeholders (including the media) across all sectors and ongoing development of networks that foster personal and organisational credibility
11. A track record of demonstrable success in community engagement

**Additional requirements**

1. Evidence of demonstrating resilience under pressure
2. Evidence of demonstrating a strong commitment to the promotion of equal opportunities
3. Evidence of demonstrating a high degree of integrity

If you think you have what it takes to be successful in this role, even if you don’t meet all the criteria, please apply. We’d appreciate the opportunity to consider your application.

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| **Travel requirements** |

***Optional****: If travel is required in this role, please select the relevant option below:*

* **Infrequent Travel** - On occasions, there may be a requirement for you to travel using reasonable and suitable means available to you.
* **Frequent Travel Essential** - You will need to travel, so you must either hold a full, current driving licence and have access to personal transport or meet the mobility requirements of the role through other reasonable and suitable means.
* **Frequent Travel Desirable** - You may need to operate across a wide and rural area, so it would be beneficial for you to either hold a full and current driving licence and have access to personal transport or meet the mobility requirements of the role through other reasonable and suitable means.
* **Vocational Driving Essential (vehicle provided) -**Due to the nature of this role, you will require a driving licence. A vehicle will be provided.
* **Vocational Driving Essential (vehicle not provided) -**Due to the nature of this role, you will require a driving licence and access to personal transport.

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| **Our values – WE ASPIRE** |



At Suffolk County Council our WE ASPIRE values set out the behaviours we expect from everyone in the organisation regardless of who they are, what their role or grade is or where they work.

The values have been developed through feedback and input from employees at the council and underpin how we go about our everyday work. They define us and help us to be the best we can be.

Visit our [**careers pages**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) for more information on our WE ASPIRE values.

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| **Our Customer Commitment** |



In addition to our WE ASPIRE values, we also have a **Customer Commitment** which sets out a number of strong principles that help support high standards of customer service and care that we can all endeavour to consistently demonstrate.

For more information, view our [**Customer Commitment poster.**](https://sccrecruit.blob.core.windows.net/assets/SCC/Other-Docs/17.06.2020_%20CUSTOMER_COMMITMENT_POSTER.pdf)

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| **More information for recruitment applicants** |

We offer a fantastic working environment including diverse and active staff networks,

great flexible working options and many benefits, as well as the opportunity to improve the lives of Suffolk residents.

Visit the [**Suffolk County Council career website**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) to learn more, including information about adjustments to recruitment processes, our interview schemes and other commitments to equality, diversity and inclusion.