

JOB DESCRIPTION (JD) AND EMPLOYEE SPECIFICATION (ES)

Standard Template

JOB TITLE:	Short Breaks and Inclusion Co-ordinator		
GRADE:	G9	SERVICE AREA:	Children's Directorate
JOB CODE:	CHI178SHORG9		Commissioning Service
REPORTS TO:	Children's Commissioner	LOCATION:	CIVIC
SPECIAL CONDITIONS:	none		

1. Main purpose of the job role:

In conjunction with line manager and senior council officers, the post holder will:

- Ensure that Walsall Council delivers on the statutory duty to provide short breaks for children and young people with disabilities and their families.
- Ensure there is an effective delivery of Early Help interventions for children with disabilities who don't meet threshold for Children Social Care across the localities.
- Ensure effective processes and interventions are in place to continue support for children with a disability who are stepping down from Children's Social Care

2. Role specific duties and accountabilities:

1. To assist in the delivery of Walsall Council's statutory duty to provide Short Breaks for children, young people with a disability and their family.
2. To lead on the coordination of the targeted school holiday provision and oversee allocation of this provision to children with a disability who have been assessed as in need.
3. To provide advice and guidance and regular workforce development opportunities including reflective practice to family support practitioners with a SEND focus across the localities.
4. To take a lead on developing effective systems to broker, monitor impact and quality assure Short break services on behalf of Walsall Council and CCG; ensuring all Short Break activity is delivered within legislation, council policy and procedures and in principles of good practice.
5. To work closely with strategic leads including head of Commissioning, CWD group manager, Early Help managers, Commissioning Manager, chair of Complex Care and Short Break panel and SEND managers to raise good practice, identify gaps which will influence continuous development of excellent practice and services in supporting children with disability
6. To lead on brokering short break activity for all children who have been assessed by Social Work and Early Help Teams for children and young people with disabilities, in a timely and efficient way and in adherence to the Walsall Short Break Framework.

7. To facilitate efficient, accessible and cost effective universal, targeted and specialist short breaks provision in Walsall which aim to increase the quality of life for children and young people with disabilities and their families, by offering a break from caring for parents and carers, and activities/respite for young people with a disability.
8. To develop and maintain a good working knowledge of the range of services available for children and young people with disabilities and act as a first point of contact for queries around short breaks and direct payments and signpost enquiries to the appropriate information and/or other sources of support.
9. To support the commissioning of appropriate, best value services based on the needs and requirements of children and young people with a disability and their parents/carers in Walsall.
10. To support the inclusion of children and young people with disabilities in the universal service provision of short break activities, by supporting service development, in order to increase the quantity and quality of the provision of short break activities and other services.
11. To support the ongoing needs assessment and analysis to develop a more comprehensive understanding of the local short breaks market and potential providers of short breaks activities.
12. To promote short breaks to internal and external partners, parents and service providers through effective, focused marketing materials.
13. To attend Complex Needs and Short Breaks Panel and contribute to decision making in respect of short breaks and direct payments, including Parent Participation meetings.
14. To support local providers of short breaks in maintaining regulatory requirements.
15. To develop systems and process that will raise the profile of service users experience and lead to good outcomes for children and young people and promote the improvement in service quality.
16. To develop and oversee systems and processes for the collection of accurate data in relation to Short breaks activities and participation in these activities, including personal budgets, and systems that are able to generate quality information to report to funding panels, commissioners, budget holders and government.
17. To support the implementation of individual personal budgets for children with a disability with the lead commissioner.
18. To regularly audit providers and quality assure providers on the ability to provide outstanding services for children with a disability, including undertaking quality assurance visits to providers of short breaks services/activities.
19. To co-ordinate sessional/support workers in day-to-day activities?
20. Carry out the responsibilities of the post in a way that ensures service user and community participation in decisions about services, policies and plans.
21. Develop and maintain a sound knowledge of legislation, regulations, policies and procedures relevant to social care services of children and families and use this knowledge to train/advise managers/ staff and develop information systems.

22. Duties, which include processing of any personal data, must be undertaken within corporate data protection framework. Ensure the appropriate use and accurate recording of data in line with Walsall Council's Specialist Service and Data protection legislation.
23. Create and maintain a database of activities/ providers of short break activities and marketing resources related to the local offer and short break provision

Inter Agency Working

1. To establish and maintain good working relationships with staff in all other council departments; statutory agencies and organisations in the private/ voluntary sector in the development of a children's specialist service.
2. To represent the Children's Disability and Early Help Services across the council, by liaising with specialist agencies, where appropriate. This includes joining and participating in practitioner forums, early help and the private, voluntary and independent sector.
3. To liaise with parents of children and young people with disabilities and with colleagues in the council, health, education, and other parties as appropriate.
4. To seek and maintain effective contacts at a local, regional and national level as appropriate to the post holders areas of responsibility.
5. Ensure that the social care agenda for children is assertively articulated in corporate and partnership work, e.g. through the children and young people's strategic partnership.

Departmental

6. Write reports as necessary and contribute effectively in meetings and give sound advice to aid decision making.
7. To understand and actively promote the Council's Customer Service Policy, ensuring the needs of our customers are considered at all times to enable the Council to meet its customer satisfaction targets.
8. Guide and support managers in meeting their responsibilities, promoting multi agency co-ordination and other corporate initiatives.
9. Contribute to the development of training plans and strategies to increase service user take up.
10. Contribute to the development and review of the Disability Strategy.
11. Any other duties and responsibilities within the range of the salary grade.
12. Ability and willingness to adopt a flexible approach to working hours to ensure that essential deadlines are met.

3. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.

- Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.

JOB TITLE	GRADE 9	
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
Behaviours: refer to corporate behaviours document		
Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	I	3
Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	Not Applicable	
Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	I	3
Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	I	3
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	I	3
Knowledge/Experience		
Experience of working directly with and for children and young people with disabilities and their families within a statutory or voluntary sector setting	S/I	3
Experience of working with private, voluntary and statutory sector providers for services for children and young people with disabilities.	S/I	3
Experience of attending, contributing to and/or chairing panels	S/I	3
Experience of commissioning cycle and directly commissioning from the voluntary and private sectors, regarding short breaks and respite for children with a disability	S/I	3
Experience of setting up and maintaining effective systems for the collection, analysis and retrieval of data and performance information	S/I	3
Experience of developing and presenting a range of materials to a varied audience of stakeholders.	S/I	2
Knowledge of Health and Safety issues, for self and others	S/I	3
Knowledge of Human Rights Act/Data Protection Act	S/I	3
An awareness of, and commitment to equal opportunities policy and methods to promote anti-discriminatory practice	S/I	3
Able to work in a continually developing professional environment and think creatively and develop innovative solutions, and elicit the same from external providers	S/I	3
Able to contribute as an individual and as part of a wider team	S/I	3

Able to encourage the views/participation of service users, especially children and young people engaged in short break services			S/I	3
Ability to use IT effectively including Microsoft Excel and Word software programmes			S/I	2
Ability to understand and interpret government guidance and policy documents and to contribute to their implementation, for example, in respect of eligibility and equitable access			S/I	2
Ability to respond in written or oral communications in an effective and efficient manner			S/I	3
Qualification: specify type and level required (including equivalents); if any. Hold a degree level qualification in relative to childcare, health or social care, family support or commissioning.			S	
Special Requirements This post is exempt from the provision of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment. This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers.				
An awareness of, and commitment to, equality of opportunity			I	2
Awareness of, and commitment to, confidentiality and handling data			I	2
Prepared by:	David DeMay Children's Commissioner	Date:	2/9/21	