

Job Description Template

Job Description

JOB TITLE:	Practice Development Lead
GRADE:	Grade K
POST NUMBER:	TBC
DIRECTORATE:	Children's Services
SERVICE:	Supporting Families or Young Tower Hamlets
RESPONSIBLE TO :	Head of Learning Academy or Group Manager (Youth Participation and Operations)
RESPONSIBLE FOR:	• Management of volunteers and temporary assigned staff
DBS REQUIREMENTS:	This post requires a DBS check: • Enhanced with Barred list check (Both Adult and Child Workforce). This post is not politically restricted.
JOB SUMMARY:	This post will be responsible for leading on arrangements related to quality assurance, workforce development and learning reviews across Young Tower Hamlets and Youth Justice Service as part of achieving the best standard of service delivery for children, young people and families.
ROLE REQUIREMENTS:	
1.	To develop, embed and review a quality assurance framework incorporating universal, detached, sports, targeted youth support and youth justice.
2.	To coordinate and undertake quality assurance activities across the service areas as part of understanding the quality of practice and informing continuous development.

3.	To produce comprehensive analytical reports regarding quality assurance activities as well as presenting information at a service, division and directorate level.
4.	To develop, embed and review comprehensive audit tools informed by relevant national and local practice.
5.	To contribute to the implementation of workforce and succession planning including the recruitment, selection and induction of staff as required.
6.	To ensure that the service is outward looking and innovative as well as having a focus on identifying improvements in practice and service delivery.
7.	To review case management pathways and processes to ensure there is alignment to provide consistency in practice and highlight opportunities for further developments.
8.	To develop, implement and maintain relevant policies and procedures as well as ensuring they are translated into practice with support and training.
9.	To contribute to the development of strategies and delivery models including the effective implementation and evaluation of these.
10.	To collaborate with learning and development teams to identify the training needs for practitioners and managers as well as developing effective learning solutions.
11.	To lead on the design, organisation and delivery of practice workshops and learning events.
12.	To produce reports associated with this role, presenting reports where appropriate to a range audiences and forums and make recommendations for improvements to senior management as required.
13.	To maintain personal and professional development to meet the changing demands of the role and participate in appropriate workforce development activities including the council's performance, development and review scheme.
14.	To ensure that all duties and responsibilities are discharged in accordance with the council's policies and procedures, Code of Conduct and relevant regulations and legislation. To comply with the council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.

15.	To undertake additional duties that may arise from time to time commensurate with the grade of the post.
CORPORATE RESPONSIBILITIES	
16.	Actively contribute to the council's priorities and outcomes in a way that promotes a 'one organisation' approach.
17.	Develop and maintain positive relationships with colleagues, stakeholders and communities to ensure the council and the directorate strategic priorities are effectively implemented.
18.	Promote equality among all staff and ensure that services are delivered in a non-discriminatory way, that is inclusive of all disadvantaged groups.
19.	Support organisational change and learning, following and implementing appropriate systems of self-development, communication and engagement, quality measures, monitoring and review in delivering the functions of the role.
20.	Promote sustainability, including encouraging a culture of innovation and accountability amongst all council staff.
PEOPLE	
21.	To be responsible for modelling and embedding practice which is underpinned by the Council's and service ethics, values, beliefs and principles.
22.	To work collaboratively as part of the service to ensure that effective partnerships are made and maintained with internal and external stakeholders. This includes supporting the Head of Service and Group Manager to achieve representation of the service.
23.	To ensure that in the service area effective recruitment, induction and line management of all staff and volunteers from a range of professional backgrounds reflecting the diversity of the community are well managed and that they are effectively undertaking the duties assigned to them as well as applying the Council's associated policies and procedures (e.g., probation, managing performance, appraisal, attendance management and disciplinary).

24.	To take joint responsibility in collaboration with others in the planning, delivery and evaluation of in-house training.
25.	To take a lead on implementing and responding to local, regional and national developments and priorities regarding youth work, sports and youth justice.
FINANCE	
26.	To be responsible for planning, monitoring and controlling of the budget within the team and contribute towards the overall financial process of the service.
27.	To support the Head of Service and/or Group Manager in identifying and applying for external sources of funding to enhance the service offer.
28.	To be accountable for undertaking all duties according to the Council's agreed policies and procedures, standing orders and financial regulation.
29.	To use the council's electronic procurement system - Proactis, issuing requests for quotation (RFQ) for procuring supplies, services or works as well as awarding contracts. Complying with the Local Authority Transparency Code 2015 and Best Value Improvement Plan which devolves responsibility to key people engaged in the procurement process.
SERVICE	
30.	To be responsible for coordinating the planning, implementation and evaluation of the workforce development strategy and plan for staff and volunteers in the service areas to ensure that everyone has the relevant qualifications, knowledge and skills to effectively perform their roles.
31.	To be responsible for ensuring that quality assurance and workforce development delivery is informed by national frameworks and tailored to meet the needs of service delivery locally.
32.	To be responsible for leading alongside the wider leadership and management team a culture of continuous learning that enables staff to achieve their full potential and therefore improve outcomes for children, young people and families.

33.	To support the ongoing development and updating of local policies and practice guidance.
34.	To be responsible for supporting the Head of Service or Group Manager to ensure that any action plans which comprise part of the strategy, quality assurance activities and performance data are carried out and contribute to driving up the performance of the service.
35.	To disseminate good practice and learning from quality assurance, workforce development and learning reviews
36.	To improve and assure quality of practice across the service through robust, regular and purposeful scrutiny of practice.
PERFORMANCE	
37.	To be responsible for supporting services areas to provide robust evidence of outcomes and impact linked to quality assurance activities, performance data, self-assessments and reviews.
38.	To support all inspection activity, including readiness for inspection and support during inspections including Ofsted (Children's Services), HM Inspectorate of Probation (Youth Justice Service) and the Special Educational Needs and Disabilities Local Area Inspection.

OTHER CONDITIONS:

To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the council's 'My Annual Review' scheme.

To engage and develop all staff in the team to ensure they have clear personal development plans.

Ensure that all duties and responsibilities are discharged in accordance with the council's policies and procedures, Code of Conduct and relevant regulations and legislation.

To comply with the council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.

To undertake additional duties that may arise from time to time commensurate with the grade of the post.

As and when required, to be able to work evenings and weekends with appropriate notice.

Job Description Template

Requirements	Person Specification for the Post of	Essential (E) or Desirable (D) (if applicable)	Method of Assessment A= Application Form T= Test I= Interview
Knowledge	- Working knowledge of youth work and youth justice operational delivery as well as the framework underpinning practice (e.g., national legislation, guidance & policies). - Thorough understanding of quality assurance and an ability to integrate this understanding into practice. - Understand how to drive and embed change at all levels within an organisation. - Experience of carrying out auditing activities and performance monitoring in relation to Children's Services - Demonstrable experience of evaluating practice quality leading to timely, sustainable and measurable improvements	E E E E E	A / I A / I A / I / T A / I A / I / T
Qualifications & Experience	- A relevant degree or equivalent professional qualification (e.g., Social Work, Probation, Youth Justice, Youth Work, Health or Teaching). - Experience in transformation within a Local Authority setting. - Experience of implementing quality	E E E	A / I A / I A / I

Job Description Template

	assurance frameworks and reporting cycles. • Have a proven ability to effectively engage and deal with stakeholders at all levels in the delivery of programme outcomes. • Bring a structured approach with appropriate rigour. • Bring clarity and pace to delivery in a complex environment. • Ability to plan, programme, deliver and monitor projects and programmes of work, in line with agreed timescales and outputs; ability to contribute to cross-service/agency projects. • Good organisational skills and be capable of achieving agreed deadlines and targets, whilst staying motivated and focused. • Clear verbal and written communication skills to write reports for statutory purposes, particularly case recordings. • Ability to bring creative solutions to problems. • Experience of successfully managing budgets/financial resources.	E E E E E E E E	A / I A / I A / I A / I A / I A / I A
Living the TOWER Values sets out the essential behaviours required of all staff.		They are aligned to the organisation's five TOWER Values	

Job Description Template

We work TOGETHER across boundaries and with partners to achieve the best outcomes for Tower Hamlets	Builds effective alliances with a wide range of stakeholders and partners to achieve better outcomes.	E	A / I
	Looks for ways to collaborate with others early on, to achieve the best outcomes.	E	A/I
We are OPEN and transparent	Thinks about the people they communicate with and adjusts their style accordingly.	E	A / I
	Uses effective listening and questioning techniques to understand the needs of others and act accordingly.	E	A/I
We are WILLING to challenge, innovate and be accountable	Takes accountability for delivering clear goals and targets, whilst setting high standards, for self and others.	E	A / I
	Respectfully challenges others, using data and observation to drive improved outcomes.	E	A/I
We empower each other to be EXCELLENT and go the extra mile	Delivers to clear objectives, expectations and roles to motivate their team towards delivering the vision, as well as inspiring their team to achieve their best.	E	A / I
	Gives others the space to take positive risks, whilst being on-hand to provide support and guidance.	E	A/I
We RESPECT all communities, they are the heart of everything we do	Uses customer feedback data to make improvements to how we work, to achieve the best outcome.	E	A / I
	Ensures that they and others value the diversity of all people they work with and takes this into account in developing the service.	E	A/I

Job Description Template

Additional Requirements	Willingness to work outside of contracted hours in the evenings and weekends subject to notice. To comply with the requirement to carry out a DBS check on this role.		
--------------------------------	--	--	--