SEND Local Area Partnership Manager

JE Code: JE2525



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| **Values – We are dedicated, respectful, collaborative, we are Milton Keynes City Council** |
| **Service:** | The post holder will work across the Local Authority and the BLMK Integrated Care Board but will be employed by the council’s Children’s Services directorate |
| **Reports to:** | Group Head, Education Services and Associate Director, Children and Maternity ICB. |
| **Job Family:** | Strategic Leadership  |
| **Grade:** | M |
| **Political restricted:** | N |
| **Date:** | April 2023 |

**Key Deliverables**

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| **1.** | Ensure that outcomes for children with SEND are maximised via a partnership approach between education, health, social care and parents/carers which is recognised and understood across the local area. |
| **2.** | To deliver a programme management approach to delivery of the MK SEND Strategy and associated plans; this will include a joint approach to risk managements and exception reporting. |
| **3.** | Take responsibility for the coordination of the MKCC/ICB approach to inspection preparation for the new SEND inspection framework. |
| **4.** | Lead on the development, management, implementation and monitoring of both specific and cross cutting projects and programmes and implementation plans using a co-produced approach. |
| **5.** | Lead on reporting on SEND performance management and assurance of delivery within agreed time scales whilst, ensuring effective service redevelopment, pathway redesign as appropriate to meet national and local objectives/outcomes. |
| **6.** | Lead the coordination and facilitation of the involvement of stakeholders to ensure that service providers, commissioners, service users and their carers have a strong voice in all areas of the SEND Strategy and work projects. |

*Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet both service and council wide needs*

**Essential Requirements (key skills & qualifications)**

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| **1.** | Experience of successful and significant programme management. |
| **2.** | Experience of working with HMI Inspectors and/or statutory frameworks. |
| **3.** | Educated to degree level or equivalent and ideally programme management qualification. |
| **4.** | Significant knowledge of SEND legislation (Children & Families Act 2014) and its practical application. |
| **5.** | Evidence of managing change in complex and adaptive partnership environments. |
| **6.** | Experience of effective performance managing and approaches to improving quality and performance. |
| **7.** | Extensive partnership management experience managing different expectations and demands. |



Job Family

Strategic Leadership

Grade M

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| **Colleagues expectations*** Be professional at all times
* Work together for the good of the team, council and local people
* Promote a supportive culture
* Challenge assumptions
* Take ownership
* Be willing to change and do things differently
* Always work in a safe manner
 | **Managers expectations*** Be a role model by displaying positive behaviours at all times
* Make well-considered decisions
* Support, coach and communicate with my team
* Be accountable for my team’s performance
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The essential characteristic of Strategic Leadership jobs is that they bear responsibility for the planning and development of the Council's approach to its statutory and elective aims, maximising efficiency, value for money and the quality-of-service delivery across entire operating functions.

### Role characteristics

At this level job holders report to a Group Head or Director and are responsible for the development and implementation of strategy relating to several Services within that Group.

Role carries significant responsibilities for finance and a range of other non-financial assets.

Job holders make autonomous decisions and lead the management of change throughout their area of influence within the Group.

### The knowledge and skills required

Job holders require advanced theoretical knowledge to make appropriate judgements and decisions at this level. In addition, job holders will maintain ongoing professional development and have a thorough understanding of external legislative and societal change, as well as a deep understanding of the Councils operational structures which both support and depend upon the job holder’s actions and advice. Roles will be professional experts, providing expert leadership across a number of Services.

### Thinking, planning and communication

Job holders will use their professional expertise to deal with highly complex, pressing issues including change initiatives and risk management across a range of services. They will also look well ahead and take a long-term, strategic view of their project and service delivery objectives over several years into the future, shaping their service’s composition, approach and operating procedures in accordance with wider goals mandated by Group management.

The information exchanged at this level will be routinely complex, contentious in nature and/or highly significant to the Council’s reputation. Job holders will have additional demands placed upon them by the need to persuade others to adopt courses of action they may not otherwise wish to take, based on evidence based and reasoned argument. This will occur in written interactions but can also be the case in face-to-face verbal exchanges where job holders will advocate the Council’s position in response to opposing opinion in a formal or informal setting.

**Decision making and innovation**

The limitations to job holders’ decision making will be only the broad policy and practice guidelines that exist at both a corporate and even national/professional level. At this level of autonomy, job holders will be the final arbiter of many escalated technical and professional disputes and problems. They will report to a Group Head or Director and will devise and implement strategic plans and policy in relation to several service areas.

### Areas of responsibility

With a diverse range of jobs being represented at this level, the precise blend of responsibilities for which the job holder is accountable will depend upon the service in which they operate.

Roles will focus on the needs of external service users or partners and will be responsible for critical day to day decisions with legal and reputational dimensions and the development of directorate level policy and functional procedures.

In addition, such roles are likely to have very high levels of responsibility for such elements as finance (very substantial budget management), information assets (council-wide systems) or premises (of extremely high value and critical operational importance).

Job holders will have full line management responsibility over several service areas, each with their own full management structure and featuring highly diverse specialties and employee profiles.

### Impacts and demands

The combination of both tactical and strategic matters that job holders deal with means that roles are inherently very complex, demanding of particularly lengthy periods of concentrated mental attention while also managing very high levels of work-related pressure from deadlines, interruptions or conflicting demands.

At this level, tasks and duties will be generally carried out in a sedentary position but there will always be a requirement for standing and walking from time to time, and the occasional need to lift or carry items.

Job holders will not be required to develop and maintain working relationships with people who, through their circumstances or behaviour, place particular emotional demands on the job holder.

Job holders at this level will find themselves very occasionally exposed to some disagreeable, unpleasant or hazardous working conditions.