



County Hall  
Cardiff  
CF10 4UW  
Tel: (029) 2087 2000

Neuadd y Sir  
Caerdydd  
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Ffôn: (029) 2087 2000

## AGENDA

<b>Committee</b>	APPOINTMENT COMMITTEE
<b>Date and Time of Meeting</b>	WEDNESDAY, 8 JULY 2015, 10.00 AM
<b>Venue</b>	LEADERS CONFERENCE ROOM, LEVEL 5, COUNTY HALL, ATLANTIC WHARF, CARDIFF
<b>Membership</b>	Councillors Goddard, Hinchey, Hudson, Lent and Phillips

### 1 **Election of Chairperson**

To Elect a Chairperson for the Committee

### 2 **Apologies**

To receive any apologies

### 3 **Declaration of Interests**

To receive declarations of interest (such declarations to be made in accordance with the Members Code of Conduct).

### 4 **Terms of Reference**

To discharge the functions of the authority in respect of the appointment and dismissal of Chief Officers and Deputy Chief Officers (as defined in the Local Authorities (Standing Orders) (Wales) Regulations 2006) and the statutory Head of Democratic Services, in accordance with the Employment Procedure rules and any other relevant Council policies and procedures.

### 5 **Exclusion of the Public**

Information included in the following item is not for publication by virtue of paragraphs 12 and 13 of Part 4 of Schedule 12A of the Local Government Act 1972.

### 6 **Appointment of Assistant Director, Children's Services** (*Pages 1 - 62*)

To consider the long list of candidates for the post of Assistant Director Children's Services and short-list for Assessment Centre - papers attached

**7 Dismissal (if required)**

To consider any consequential dismissal (if required).

**Marie Rosenthal**

**Director Governance and Legal Services**

Date: 2 July 2015

Contact: Gill Nurton, 029 2087 2432 [g.nurton@cardiff.gov.uk](mailto:g.nurton@cardiff.gov.uk)

**CITY OF CARDIFF COUNCIL**  
**Cardiff – Europe’s most liveable capital city**

**Assistant Director, Children’s Services**  
**Salary £81,600**

This is an opportunity to work in a vibrant and diverse city and to complete a dynamic team. In return, we ask you to bring leadership and communication skills plus the passion and experience to deliver innovative, partnership-focused services to take both of us to the next level.

We have an energetic and committed workforce, innovative programmes of development and aspirations to be everything that a capital city service should be. We remain conscious however, that a step change is needed in terms of the pace of change. We are hopeful this is the type of opportunity that will excite you.

We are looking for a person who is focused on children, who values high professional standards and who can in effect translate values and vision into practice and delivery. Working closely with all social care professionals and partner organisations, you will continue to develop service improvement and respond to the council’s strategic agenda.

Much effective work has been done to ensure that we refocus on delivering improved outcomes for children in need and looked after children. There is still much to achieve but we are highly optimistic of success.

You will be a qualified social worker who understands what good delivery looks like. That experience will have prepared you to take on a broader role. Here we will offer you scope, support and opportunity to grow into the role.

For a confidential discussion please contact Tony Young, Director, Children’s Services on 02920 873803.

Safeguarding and Child Protection are key priorities for the Council. We aim to support children and vulnerable adults to ensure they are as safe as they can possibly be. Our services and schools are committed to ensuring the safety and protection of all children and vulnerable adults, and will take action to safeguard their well-being, and acknowledge that children and vulnerable adults have a right to protection. This is supported in the general ethos of the Council and all schools.

This post is subject to a Disclosure and Barring Service Enhanced check.

This vacancy is suitable for post share.

We welcome applications in both English and Welsh.

## Role Profile

<b>Role Title</b>	Assistant Director, Children's Services
<b>Grade</b>	Assistant Director Spot Salary
<b>Primary Purpose of Role</b>	To take lead responsibility for the successful and safe operation of a broad range of statutory and non-statutory children's service areas: to plan, commission, manage and co-ordinate people, financial and capital resources to ensure the effective delivery of agreed priorities, change programmes and high-quality day-to-day service for customers.
<b>Key Accountabilities</b>	<ul style="list-style-type: none"> <li>• To lead strategic commissioning activity to ensure that all services are procured, developed and designed to meet identified needs cost effectively</li> <li>• To promote high professional standards of practice and accountability within the workforce and ensure compliance with all relevant codes of conduct</li> <li>• To ensure effective and robust processes for the audit of practice consistent with national and local learning and the key recommendations within relevant national enquiry reports.</li> <li>• To promote a culture of critical enquiry, evidence based social work practice and learning across the workforce and in management practice</li> <li>• To translate strategic commitments for the portfolio into an aligned framework of operational plans, and, subsequently, to oversee the execution, review and improvement of these plans</li> <li>• To play the lead role in the delivery of change programmes and projects across the portfolio of services (working with partners where appropriate) ensuring that the desired outputs and outcomes are secured</li> <li>• To effectively manage the people, financial and other resources of the portfolio – ensuring that they are aligned with corporate priorities and genuine customer need</li> <li>• To ensure that Operational Managers understand and fulfil their budgetary accountabilities; guiding and supporting them to make tougher choices within a context of diminishing resources and changing service demand</li> <li>• To facilitate and ensure the successful implementation of internal and/or external partnership arrangements</li> <li>• To establish and apply effective individual and team performance management systems in order to monitor, assess and improve standards and the achievement of key performance indicators</li> <li>• To lead, motivate and develop a team of Operational Managers (and wider management and staff group) – ensuring the highest levels of buy-in and execution of the Council's priorities and corporate objectives</li> <li>• To ensure that operational managers and staff remain conscious of their safeguarding responsibilities at all times and that service delivery and social work interventions reflect high standards of safeguarding practice.</li> <li>• To lead Operational Managers in the production of robust and meaningful business plans – providing clarity of purpose, emphasis and key deliverables for the portfolio of services</li> <li>• To ensure that effective communication and engagement processes are in place to share new ideas, new ways of working and to provide insight to</li> </ul>

	progress and achievements
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<b>Areas of Responsibility</b>	<ul style="list-style-type: none"> <li>• Children’s Social Services</li> <li>• Youth Justice</li> </ul>
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<b>Types of Measures of Success</b>	<ul style="list-style-type: none"> <li>• Continually improving performance against key performance indicators for the portfolio</li> <li>• Achievement of practice standards as measured by inspectorates and regulators</li> <li>• Achievement of Corporate Priorities for the children’s services portfolio</li> <li>• Effective co-ordination of resources across the portfolio of services</li> <li>• Effective budget control across the portfolio, with the delivery of required budget savings</li> </ul>
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**When preparing your written application you will need to provide evidence only for the competencies identified with an asterisk. These are the essential competencies for your written application. In responding to each of the essential competency areas, you must provide examples which demonstrate how you have successfully delivered results of a size, scope and complexity comparable to the challenges faced by Cardiff Council. These and the remaining competencies will be assessed during the remaining stages of the recruitment process.**

<b>Behavioural Competencies</b>	<b>Application Stage</b>	<b>Competency Level(s)</b>
Putting Our Customers First	*	5
Getting Things Done	*	4
Taking Personal Responsibility	*	4
Seeking to Understand Others		4
Developing Potential		4
Leading Change	*	4
Initiating Change and Improvement	*	4
Organisational Awareness		4
Partnering and Corporate Working	*	4
Communicating		4
Analysing , Problem Solving and Decision Making		4
Equality & Diversity		4
Optimising Resources	*	4
Demonstrating Political Acumen		4

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By virtue of paragraph(s) 12, 13, 21 of Part(s) 4 and 5 of Schedule 12A of the Local Government Act 1972.

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