



Job description	
<b>Job title</b>	Head of Prevention and Interventions
<b>Grade</b>	PMG 4
<b>Department</b>	Children's Services
<b>Section/Team</b>	Early Help & Children's Social Care
<b>Accountable to</b>	Assistant Executive Director (Early Help & Children's Social Care)
<b>Responsible for</b>	Direct line management of Youth Offending Service Manager Matrix management of the Family Help Service Manager Multi Systemic Therapy Co-ordinator.
<b>Date reviewed</b>	April 2024

### Purpose of the Job

As Head of Prevention and Interventions you will have the opportunity to make a significant impact on the lives of children and young people who access support from the service and their families. You will be an engaging, empowering and inclusive leader with the passion and experience for delivering an excellent service.

You will have overall responsibility for the development and delivery of the services established to support children and families across the continuum of need. You will also be responsible for ensuring the Council's statutory duties in relation to the Youth offending service are met and outcomes for children and young people from birth to 25 years improve.

As the Head of Prevention and Interventions you will have overall responsibility for specific areas or functions. You will have day to day operational accountability for the delivery and development of the service in accordance with the Council Plan and policy.

You will support the Chief Executive and Executive Management Team in the achievement of the Council's priorities, ensuring that the Council meets its legal, statutory, and political obligations whilst effectively managing risk.

This is not a comprehensive list of all the tasks, which may be required of you. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

This role is politically restricted.

## Key Duties and Responsibilities

### Responsibilities – Service Specific

- Provide strategic leadership for the delivery and provision of Family Support interventions, Edge of Care and Youth Offending functions across the Council and with partners.
- Establish and develop effective strategic working relationships with colleagues within the Council, DfE, Ofsted, YJB, CQC, elected members and other agencies including healthcare providers, the voluntary sector and community groups.
- Ensure that the Council delivers a service that meets its statutory duties relating to Prevention, Edge of Care and Youth Offending services set out the relevant legislation and government guidance.
- Maintain strategic and operational oversight of the relevant funding streams, to ensure that continuous improvement, value for money and best value are delivered.
- Act as the main point of contact for Ofsted/DfE/YJB and other bodies in relation to Prevention, Edge of Care and Youth Offending services.
- Promote best practice in achieving outcomes for children and young people by developing strategic collaborative working between parents and carers and key stakeholders at all levels with a view to continuous improvement of service delivery.
- Ensure high quality practice is delivered across all teams and this is documented within children's case files.
- Commission work to identify need and future need of Prevention, Edge of Care and Youth Offending services.
- Ensure that the council meets the requirements of the relevant Ofsted/Inspection Frameworks.
- Provide high quality leadership to your function and beyond,
- Deputise for the Executive Director (Children's Services) and Assistant Executive Director (Early Help and Children's Social Care) as required.
- To perform other duties as may be required, commensurate with the responsibilities of the post.

## Corporate Duties and Responsibilities

Alongside its existing priorities, Knowsley's Council Plan 2022/25 has been created to complement the Knowsley 2030 strategy and the Council's work with strategic partners to deliver the strategy. The Knowsley strategy is underpinned by five strategic priorities which set out that, by 2030, Knowsley will be a place: -

- where strong and safe communities can shape their future
- where people are active and healthy, and have access to the support they need
- where people of all ages are confident and can achieve their full potential
- with a thriving, inclusive economy with opportunities for people and business
- with welcoming, vibrant, well-connected neighbourhoods and town centre.

The Knowsley Better Together Board is also committed to addressing climate change and net zero.

The Knowsley Council Plan 2022-25 sets out the steps that the Council will take to deliver its responsibilities within this strategy. The plan's vision is "Supporting Knowsley's people to thrive" and this will be delivered through three priorities, as follows: -

- supporting those most in need
- inclusive growth and skills
- Climate Emergency - achieving net zero.

The plan is underpinned by four key enablers: -

- organisational resilience
- stronger communities
- Efficient and effective service delivery
- Early intervention and prevention.

**The post holder will have corporate duties and responsibilities in line with the above and will be required to: -**

- Conduct specific corporate roles and assignments as allocated by the Chief Executive, Executive Director of Children's Services.
- Provide a major contribution to the change management process within the Council, working as an active 'change agent' alongside other Senior Officers.
- Support Elected Members in undertaking their roles as community leaders and ward members.
- Provide support for corporate and/or external inspections where required.
- Work within the Knowsley Better Together principals developing co-operative working with local stakeholders to achieve a shared goal to achieve a greater impact.



- Champion employee engagement and experience ensuring Knowsley Council is a great place to work and has an inclusive culture in which all staff have a voice and are supported in achieving their potential.
- As a senior officer, you will be expected to support the Council's emergency preparedness, response, and recovery arrangements; this may include, but is not restricted to, participation in appropriate training and exercises, and attending Strategic and/or Tactical and/or Recovery Coordinating Groups with our multi-agency partners.

### **Health and Safety**

- To be responsible for the implementation of the Council's Health and Safety Policy in the workplace and to monitor the effectiveness and safety arrangements and systems and promote appropriate improvements where necessary.
- To ensure suitable and sufficient risk assessments are conducted considering employee's capabilities.

### **Data Protection and Information Security**

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction, or interference,
- Report actual or potential security incidents.

### **Knowsley Better Together – Staff Qualities**

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.



*Knowsley Council*

- As a senior officer, you will be expected to support the Council's emergency preparedness, response, and recovery arrangements; this may include, but is not restricted to, participation in appropriate training and exercises, participation in our emergency duty officer rota, and attending Strategic and/or Tactical and/or Recovery Coordinating Groups with our multi-agency partners.