



Job description	
Job title	Assistant Executive Director - Quality, Permanence & Sufficiency
Grade	Assistant Executive Director Band 1
Accountable to	Executive Director (Children's Services)
Responsible for	<ul style="list-style-type: none">• Cared for Children• Fostering and Adoption• Children's Residential Provision• Care Experienced Young People• Local Safeguarding Children's Partnership• Principal Social Worker• Local Authority Designated Officer• Quality Assurance Unit• Social Work Academy
Date reviewed	March 2025

Purpose of the Job

The Assistant Executive Director (Quality, Permanence & Sufficiency) will be required to lead, direct, and co-ordinate the activities of the Council's Permanency and Sufficiency and Quality Assurance Services. This post is responsible for ensuring that appropriate support is in place to facilitate the effective and timely delivery of services and development of such services for the benefit of local residents and communities.

The post holder will ensure the delivery of high-quality Permanence, Sufficiency and Quality Assurance services. The post holder will also identify and drive through the necessary changes to culture and practice to successfully embed change and new ways of working.

In line with the transformational agenda, the post holder will set the strategic direction and implement operational plans for the Council's Children's Social Care service within their remit including a range of safeguarding services and the delivery of the statutory functions relating to children who are in the care of or had experience of care from the Local Authority, Fostering, Adoption and Residential provision. The post holder will also ensure that that Council meets its legal, statutory, and political obligations and achieve the required efficiency and cost savings, whilst effectively managing risk whilst also managing the quality and impact of social work practice being delivered across Children's Social Care

The post holder will have corporate and service specific responsibilities as outlined within this Job Description.

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

Key Duties and Responsibilities

To provide vision, leadership, direction, and management of the strategic direction of Permanence and Sufficiency. The post holder will also be responsible for Quality and Practice across all areas of Children's Social Care Services, including the effective commissioning of services for Children, ensuring that the Council's statutory duties are met.

The post holder will be required to provide strategic advice to the Council, Executive Management Team, and partner agencies on the needs of Children. The post holder will also support the Cabinet, Chief Executive and Corporate Management Team to achieve the vision and priorities set out in the Knowsley Council Plan 2025 – 2030 and the Knowsley 2030 Strategy.

The post holder, through leadership of the Quality Assurance Unit, will oversee the robust scrutiny and challenge of practice standards, identify gaps and drive service improvement and innovation including the development of a response to contextual risks, as well as the managing quality and impact of social work practice being delivered by Children's Social Care.

The post holder will be fully responsible and accountable for all areas within their remit and empowered to make decisions in relation to the outcomes they are working to achieve including: -

- Cared for Children
- Fostering and Adoption
- Children's Residential Provision
- Care Experienced Young People
- Local Safeguarding Children's Partnership
- Principal Social Worker
- Local Authority Designated Officer
- Quality Assurance Unit
- Social Work Academy

Corporate Duties and Responsibilities

To ensure the Council focuses on the most relevant outcomes for the people of Knowsley, all Managers are required to support and contribute to delivery of the priorities within the Council Plan and Knowsley 2030 strategy.

Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly, positively, and successfully to the ever-changing pressures, which Local Authorities face.

- To carry out specific corporate roles and assignments as allocated by the Chief Executive.
- To provide a lead role across the Corporate Management Team in the quality assurance and permanence and sufficiency aspects of Children's social care, identifying appropriate patterns of service provision to meet community needs at a high level, and shaping these requirements in line with corporate priorities.
- To support in the delivery of the Knowsley Council Plan Vision which "supports Knowsley residents to thrive" and the Council Plan Priorities which are set out below:-
 - Deliver effective, high-quality services and support – that positively impact the lives of Knowsley residents.
 - Encourage growth that benefits everyone – ensuring our communities and town centres can flourish.
 - Deliver targeted support to encourage fairness and opportunity – for those residents facing the biggest challenges.
- To represent the Council in the national, regional, and local media ensuring that the reputation of the Council is effectively managed.
- To model culture change within the service areas and promote communication that is clear, effective, and transparent at all levels, both inside and outside of the Council.
- To provide a major contribution to the change management process within the Council and its partners – working as an active 'change agent' alongside the Corporate Management Team.
- To drive the Council's agenda for excellent customer service in collaboration with public, voluntary, and private sector partners.
- Providing visible, united, and clear leadership within the organisation.
- To support Elected Members in undertaking their roles as community leaders and ward members.
- To provide support for corporate and/or external inspections where required.
- To work within the Knowsley Better Together principals making significant steps forward in further developing co-operative working with local stakeholders to achieve a shared goal by pooling resources and expertise to achieve a greater impact.
- As an Assistant Executive Director, 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.

Service Specific Duties and Responsibilities

Responsible for leading improved outcomes in Children's Social Care by raising Standards, Quality and Performance with specific responsibility to -

- Provide effective professional leadership, exercising overall responsibility for the management and performance of the Head of Permanence and Sufficiency and the Quality Assurance Unit, including supervision of professional standards and competence, management of individual performance and development and improvements to service delivery and practice.
- Ensure that the Knowsley Children's Safeguarding Partnership Board is well managed and runs effectively across the Partnership.
- Lead the cultural, workforce and other changes across their remit, as part of the Children's Social Care Improvement plan by creating the conditions for others to perform and innovate.
- Robustly challenge ineffective working practices and poor performance.
- Management of the role of Principal Social Worker providing leadership to the Children's Social Care workforce and ensuring the needs of the workforce are met through a robust workforce strategy
- Maintain robust budgetary monitoring controls ensuring effective budgetary management is exercised by Heads of Service and that all resources are managed efficiently and effectively within finite resources.
- Ensure the existence of a common system of planning, monitoring, evaluation, and review for the service group, complementary to the rest of the Council and consistent with statutory requirements.
- Maintain an oversight of and play a key role in shaping the market for high quality Children's social care services by building and maintaining effective relationships with key partners, service providers and stakeholders; managing risks to the local market and ensuring contingencies are in place.
- Maximise the availability of external partnership funding and resources to enhance service delivery.
- Cultivate and maintain productive relationships with Public Health, ICBs, NHS, police, and education more generally to identify and capitalise upon opportunities for promoting quality of life, independence and enablement of children and families.
- To work proactively with Senior Officers and Elected Members to promote and champion improved outcomes for children and young people.
- To deputise for the Executive Director (Children's Services) as required.
- To carry out other duties as may be required, commensurate with the responsibilities of the post.

Qualifications and Training

- A recognised management qualification and/or a recognised professional qualification in a relevant discipline.
- Membership of (or eligible to join) a recognised and relevant professional body.
- Evidence and commitment to continuous personal and professional development.
- A recognised Degree or Postgraduate qualification in Leadership is desired.

This job description is a guide to the level and range of responsibilities the post holder will be expected to undertake initially. It is neither inclusive nor exclusive and will be changed from time to time to meet changing circumstances and demands.

As a Senior Manager within KMBC there are basic Expected Behaviours.

- We will lead by example in promoting the Knowsley Better Together Staff Qualities of: -
 - **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.
- Senior managers will actively support each other and work as a team.
- We will share the same vision and act in a corporate manner.
- Senior managers will ensure there is effective communication throughout the council, encouraging a broad range of engagements and discouraging an over reliance on any one methodology (such as email).
- Senior managers will support managers at all levels to be empowered to take managed risks and ensure there is not a "blame culture" within the Council.
- Coach, mentor and encourage staff to improve personal and organisational performance.
- We will not be hierarchical and will model and display the appropriate behaviours.
- Senior managers will promote and champion honesty and integrity.
- We will be prepared to challenge each other in an appropriate way and to accept challenge when it comes.
- Senior managers will ensure meetings are effective.

Health and safety

- To ensure suitable and sufficient risk assessments are carried out taking into account 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.

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.