CHIEF OFFICER APPOINTMENTS

In accordance with the resolution of Council on 6 March 2014 in the following terms:

‘That the Pay Policy Statement for 2014/15 be approved, subject to the recruitment to any vacant Chief Officer post during 2014/15 being on terms and conditions to be determined by Council at the time the vacancy arises.’,

Determination of terms and conditions for the following posts is required:-

- Head of Children’s Services (£72,633 to £79,896)
- Monitoring Officer (£62,253 to £68,481; potentially pro rata to a part time working pattern to be determined).

The relevant job descriptions and person specifications are attached for information.

Chief Officer posts are subject to the terms and conditions set out in the national collective agreement laid down by the Joint Negotiating Committee for Chief Officers of Local Authorities.

RECOMMENDATION:

That the terms and conditions detailed in this report be confirmed.

Background documents: None
**PEMBROKESHIRE COUNTY COUNCIL**

**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Head of Children’s Services</th>
<th>POST REF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Children and Schools</td>
<td>GRADE: JNC Chief Officer (70%)</td>
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<tr>
<td>DIVISION:</td>
<td>Children’s Services</td>
<td></td>
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<tr>
<td>RESPONSIBLE TO:</td>
<td>Director for Children and Schools</td>
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**Job Purpose:**

To manage a portfolio of services for children and other activities and functions assigned by the Director for Children and Schools. To contribute to the corporate management of the organisation and to delivering services that safeguard children and improve education attainment. Ensure that the children’s voice is heard in all aspects of the departments work.

**Principal accountabilities:**

1. Be accountable to the Director for Children and Schools, assisting him/her in managing the directorate and deputising for him/her when required.

2. Be a member of and make significant contribution to the Directorate Management Team ensuring that all activities and businesses of the children’s services division improve outcomes for children.

3. Lead social work services for children.

4. Lead on all aspects of service and policy that relates to the safeguarding of children.

5. Improve services for looked-after children.

6. Manage and develop relationships across health, education and social care to collaborate in developing an integrated disability service.

7. Manage all regulated service to deliver high quality outcomes ensuring that our specialist provision meets the highest possible standards.

8. Gate-keep placement provision, building in-house capacity to meet children and young people’s needs.

9. Work closely and effectively with schools to improve outcomes for children and young people.

10. To represent the department and authority at a local, regional and national level as required.

11. Foster meaningful consultation and working relationships with all employees and their representatives in that part of the organisation which the Head of Service manages.

12. Have an awareness of, and be sensitive to, the cultural and linguistic differences within the county.

13. Be flexible in response to change and new legislation, and in particular to the implementation and development of systems for performance management.
14. Manage a portfolio of departmental activities/ functions which shall be allocated to him/her from time to time.

15. Attend meetings of committees and Council as appropriate; make effective contributions at these.

16. Ensure the provision of appropriate records and statistics and apply performance management systems to allow the department to focus upon outcomes.

17. Be responsible for the day to day management of departmental employees, to include allocation of work and discipline.

18. Ensure adequate arrangements are in place for the health and safety of employees and members of the public within the Head’s area of operation.

19. Establish and maintain good internal and external relationships, including the development of partnerships / joint working with other bodies, in particular the CSSIW and Welsh government.

*          *          *
PERSON SPECIFICATION

Applicants to Head of Service posts in Pembrokeshire County Council will possess the capacity to work with the Service Director and colleagues in the Department and throughout the organisation in the pursuit and formulation of a cohesive corporate strategy in response to changing circumstances, in terms of legislation, finance and local need. Managers will be responsive to Members’ needs for information about the service area they control so that their decisions, policies and reviews can be based on objective criteria, thereby aiding the delivery of high quality services to the public.

They should have extensive and successful managerial experience at a senior level which will demonstrate commitment, initiative, vision and flexibility, enabling a significant contribution to be made to the attainment of the corporate objectives of a modern County Council.

They should also have:

1. A relevant professional qualification and/or managerial qualification.
2. Senior management experience in a local authority or other relevant organisation.
3. Undertaken significant management development in terms of their own skills through Continuing Professional Development and other routes, and in relation to others.
4. A thorough up-to-date knowledge of current legislation and best practice in relation to their service area and local government issues generally.
5. First class inter-personal skills.
6. Excellent oral and written communication skills.
7. The ability to manage creatively over the range of aspects affecting the quality and effectiveness of the delivery of the service, including value for money.
8. The ability to build teams for the normal routine management of the service and to undertake service reviews, and to contribute to project teams formed from colleagues across the range of the County Council’s services.
9. An approach to work which will allow a full contribution to be made to the management of the Department and the County Council.
10. An ability to lead, control and motivate staff to produce a service of the highest quality in its delivery to the public and in response to Members’ needs.
11. A knowledge of the Welsh language is an advantage.
12. A full driving licence.

*        *        *

Date: June 2013
# PEMBROKESHIRE COUNTY COUNCIL

## JOB DESCRIPTION

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>MONITORING OFFICER</th>
<th>POST REF: SCLC</th>
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<tr>
<td>RESPONSIBLE TO:</td>
<td>CHIEF EXECUTIVE. HEAD OF LEGAL AND COMMITTEE SERVICES (FOR LEGAL WORK)</td>
<td>JNC Chief Officer (60%)</td>
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**Job Purpose:**

To act as the Council’s Monitoring Officer and to undertake high profile legal work.

**Principal Responsibilities:**

1. Act as the Council’s designated Monitoring Officer under section 5 of the Local Government and Housing Act 1989.
2. Attend meetings of Council and Committees as appropriate.
3. Undertake high profile legal work under the direction of the Head of Legal and Committee Services.
5. Undertake such other duties of a similar nature and responsibility level as may be required from time to time at the direction of either the Chief Executive or the Head of Legal and Committee Services.

**Person Specification:**

1. A qualified Solicitor or Barrister; at least ten years post qualification experience is essential.
2. Extensive Local Government experience at a senior level.
3. First class inter-personal skills.
4. Excellent oral and written communication skills.
5. To have a flexible attitude to work and be prepared to undertake varied and diverse responsibilities from time to time.

Location: County Hall
Date: December 2014