

Associate Director (generic)

Department	Children, Young People Education and Skills (CYPES)
Reports to	Chief Officer or Group Director
JE Ref	CYP1082
Date	April 2022

Job purpose

To be accountable for leading the delivery of the CYPES operational strategy to ensure services provide optimum intervention, support, care and experience, and ensure efficient resources.

The post holder will lead on the strategic business and financial planning, as well as monitoring the delivery and performance of CYPES against agreed objectives.

Job specific outcomes

1. Lead the development and delivery of the department's strategic operational delivery plan, introducing new and innovative strategies and ways of working to maximise the organisational efficiency of services offered.
2. Brief the Chief Executive, Chief Minister and Council of Ministers, providing the data and analysis required to make informed priority, policy and resource allocation decisions, to manage performance against Government Plans and to hold internal and external providers to account. This will result in an improvement of the government's impact on the delivery of CYPES services.
3. Lead as the department's liaison with other GoJ departments in government-wide corporate improvement schemes to support those initiatives and ensure CYPES own work is fully aligned to them.
4. Ensure that systems, processes and information flows provide effective monitoring and early warning of potential risks to service quality and partnerships and identify where intervention is required to maintain high quality outcomes.
5. Provide strong operational and professional leadership to ensure that children, young people and family facing services are working to recognised standards of care and that professional duties are discharged effectively.
6. Champion for the department's vision and plans, acting proactively to engage with stakeholders to build and sustain buy-in to the department's modernisation programme, and to deal with complex and competing priorities that deliver outcomes to meet clinical and business objectives.
7. Drive the transformation of services, work closely with the Group Director, to promote person centred practice and services to deliver quality care at home, in the local community, and as appropriate in the care of the minister.

8. Lead on the development of clearly defined clinical, professional and business management frameworks within which clinical/professional leaders and managers can improve the performance of their services.
9. Lead as the point of expertise and a specialist in relation to matters of an operational and professional nature at key leadership meetings and other external/local system partnership forums involving external partners, including other jurisdictions.
10. Ensure the delivery of optimum safe intervention, support and care, efficient use of resources and promoting a culture that is progressive, inclusive and values driven throughout the whole of CYPES by making operational and policy decisions.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Services

- All CYPES

Organisational structure



Person Specification

Specific to the role

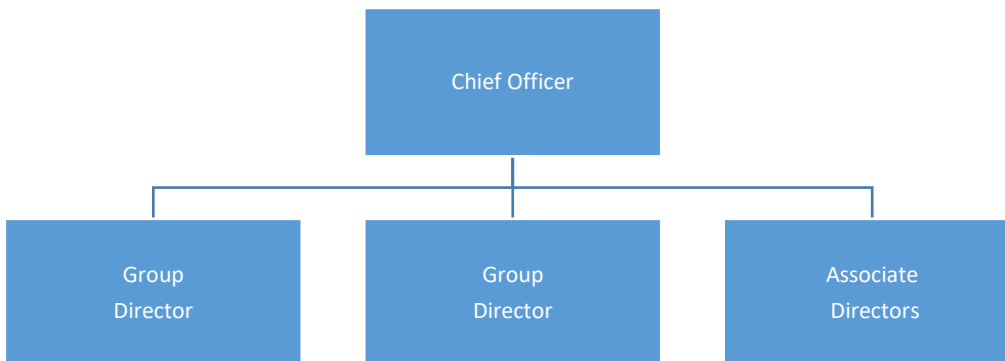
ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Degree level in a health, education, social work related qualification, or with relevant equivalent experience in a health, social care or education setting.</p> <p>Significant experience of leading services at a senior level in a related discipline.</p> <p>Project/Programme Management</p> <p>Significant safeguarding experience and management</p>	
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Knowledge of commissioning services</p> <p>Knowledge of performance management/development of metrics</p> <p>Risk assessment and management</p> <p>Business continuity in a large organisation</p> <p>In-depth knowledge of managing operational education/health/social care services</p> <p>Knowledge of Jersey education, health and social care context</p> <p>High level of knowledge of governance and assurance in local government context</p>	
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Report writing / business case drafting</p> <p>Budget management and financial planning</p> <p>Excellent analytical and communication skills</p>	
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the</i></p>	<p>Ability to present effectively, both verbally and in writing</p> <p>High level of interpersonal skills</p> <p>A pragmatic approach with the ability to develop innovative approaches to change and service delivery</p>	

<p><i>job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>A strong team player who can lead and motivate a team</p> <p>Problem solver/confident decision-maker</p> <p>Negotiation and influencing skills</p> <p>Ability to operate strategically, leading the development and implementation of departmental strategies and organisational objectives</p> <p>Confident decision maker with the ability to work autonomously</p> <p>Operates and leads within a strong values driven approach</p>	
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Significant operational experience running a large number of complex education/social care/health/community services and managing operational service delivery.</p> <p>Experience of managing significant budgets</p> <p>Experience of managing large multi-disciplinary teams of senior professionals</p> <p>Leading the development and delivery of strategy</p> <p>Project/programme/change management experience</p> <p>Experience of building and maintaining stakeholder relationships with a focus on delivery</p> <p>Experience of leading the development of complex pathways for children, young people and their families</p> <p>Experience of promoting a digital culture</p> <p>Experience working with politicians and proven political acumen to ensure the progression of service plans, strategies and outcomes.</p> <p>Performance management of senior staff, services and contracted services</p>	

Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 1 to 3 core accountabilities, attributes and behaviour indicators.

Organisation chart



**Associate Director reporting lines will relate to the Director General or the relevant Group Director.*

The Associate Director role in CYPES is a linked grade of grade 14 to a spot salary. Salary will be determined through comparisons with the other CYPES Associate Director roles in terms of size, accountability, complexity, and the multi-disciplinary nature of other CYPES services.