



Comhairle nan Eilean Siar

Employment Package

Salary: £74,437 - £78,167 per annum

Distant Islands Allowance: £2,859 per annum

Weekly Working Hours: 35

Duration: Permanent

Employee Benefits

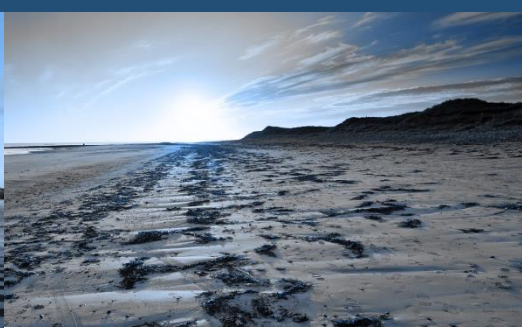
- 35 days annual leave, increasing to 40 days after 5 years, inclusive of Public Holidays (pro rata)
- Local Government Pension Scheme
- Generous Maternity, Paternity and Sick pay benefits
- Comprehensive induction
- Employee Assistance Programme

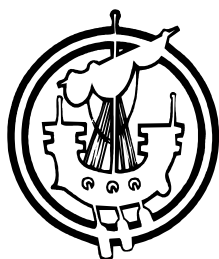


Chief Officer for Children's Services / Chief Social Work Officer, Stornoway

Job Purpose

1. To be responsible for the provision of Children's Services including;
 - Children & Families Social Work function
 - Fostering and Adoption
 - Extended Learning
 - Residential Accommodation provision
2. To be responsible for all HR and financial and business planning aspects within the service area.
3. To be the Chief Social Work Officer for the Authority and undertake the statutory duties of this role as required under the Social Work (Scotland) Act 1968, and as such exercise the role of Agency Decision Maker on behalf of the Authority as required.





COMHAIRLE NAN EILEAN SIAR

Job Description

Job Title:	Chief Officer, Children's Services / Chief Social Work Officer	Job Number:	0266
Department:	Education & Children's Services	Grade:	CO3
Location:	Stornoway	Date:	2025
Responsible To:	Chief Officer for Education & Children's Services		

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Corporate and Strategic Responsibilities

1. As a member of the Department Management Team, assisting the Head of Department in meeting the current and future requirements of the service.
 2. Manage the staff within the service, develop workforce planning, maintain quality in recruitment, training and performance management and ensuring continuous professional development and improvement in service delivery.
 3. Secure the delivery of the service within the agreed budget and in line with the Comhairle's financial regulations.
 4. Using resources appropriately to achieve best value results for the Comhairle and the wider community, keeping a considered and appropriate balance between quality and cost.
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Service Responsibilities

1. To be the Chief Social Work Officer for the Authority and undertake the statutory duties of this role as required under the Social Work (Scotland) Act 1968, and as such exercise the role of Agency Decision Maker on behalf of the Authority as required.
2. To lead and manage all Children's Services complying with all national and local policies.
3. Take accountability for ensuring delivery of an effective service that meets statutory requirements and that the service is fit for purpose and meets the requirements set out in inspection frameworks.

4. To ensure the provision of an optimum level of support and resources to Schools and the Head of Education in accordance with the Comhairle's policies and procedures.
 5. To promote and develop collective responsibility and partnership working across the service, the Comhairle and with external partners to secure good outcomes for children and the most effective use of the Comhairle's resources.
 6. To promote the needs of children in need and children in care across the service and wider partnership.
 7. To respond proactively to current and future legislative requirements.
 8. To ensure practitioner compliance with best practice standards.
 9. To promote the role of the Comhairle as a Corporate Parent.
 10. To ensure a prompt thorough response to complaints and enquiries and to participate in appeals processes when necessary.
 11. To ensure compliance with legislation, guidance and government initiatives relating to childcare.
 12. To contribute to the smooth and effective transfer and transitions for Children and Young People into Adulthood/Adult Services.
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General Accountabilities

1. This is a politically restricted post *
2. To ensure that all information received and disseminated, whether verbal, written or electronic concerning all employees, prospective employees or service users is treated in the strictest confidence and that all such information held is regulated and controlled in a similar manner in compliance with Data Protection legislation.
3. To ensure that all duties and responsibilities are performed in a safe manner so that no risk to health and safety arises to yourself, any other employee or member of the public.
4. As the Comhairle is committed to the effective management of risk, it is the responsibility of all employees to carry out their duties and responsibilities with adequate regard for Risk Management as outlined within the Comhairle's Risk Management Policy.
5. To comply with the Comhairle's Equal Opportunities Policy in Service Delivery and Employment, thereby promoting a fair and quality service to all.
6. To keep under review your own development needs. Learning needs should be discussed and determined at your annual Performance Appraisal and you will be required to undertake training as identified and as appropriate and required for the effective performance of the duties of the post.
7. Any other duties or responsibilities that may need to be allocated from time to time to ensure the efficiency of the service.



COMHAIRLE NAN EILEAN SIAR
Person Specification

THIS FORM LISTS THE ESSENTIAL AND DESIRABLE CRITERIA REQUIRED. APPLICANTS WILL BE SELETED ON THE BASIS OF MEETING THE CRITERIA. PLEASE ENSURE YOU COMPLETE YOUR APPLICATION FORM CONSIDERING THE CRITERIA BELOW.

POST TITLE: Chief Officer, Children's Services & CSWO **POST NUMBER:** 0266

CRITERIA		ESSENTIAL		DESIRABLE
Knowledge	E1	Knowledge of all legislation regarding the running of children's services.		
	E2	Working knowledge of financial management systems and people management processes and procedures.		
Skills and Abilities	E3	Ability to explore innovative and creative means of delivering improved service outcomes, through effective resource utilisation, whilst minimising risk and maintaining a focus on delivering business as usual.		
	E4	Ability to operate effectively within the democratic process.		
	E5	Strong verbal and written presentation skills.		
	E6	Ability to set clear standards and expectations.		
	E7	Ability to work both corporately and with partners to seek new and better ways of doing things.		
	E8	Ability to work effectively with service users, Councillors, Senior Management and Partners.		
	E9	Competence and confidence to provide effective and professional advice at all levels within the Comhairle and with a full range of partner organisations.		
Education/Experience	E10	Degree Level qualification in Social Work	D1	Knowledge of Gaelic and / or commitment to learning the language.
	E11	Experience of leading, motivating and managing a portfolio of services with multidisciplinary teams to achieve significant, sustainable improvements and positive outcomes through internal and external partnerships.		
	E12	Significant experience in the preparation and presentation of complex strategy and policy documents and reports.		
	E13	Significant involvement in preparing, managing and controlling substantial budgets.		
	E14	Substantial Continuing Professional Development.		
	E15	Experience of contributing at a strategic level in delivering service improvement.		
	E16	Extensive experience at a senior level of both operational and strategic management of social work and social care services.		
Other Factors	E17	Understanding of the inter-relationships of Children's Services in the public, private and non-statutory sectors.		
	E18	High degree of resilience and consistency under pressure.		
	E19	Keen listener capable of integrating varying perspectives.		

