



Employment Package

Salary: £68,158 - £74,621 Per Annum

Distant Islands Allowance: £2,997 Per Annum

Weekly Working Hours: 37

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



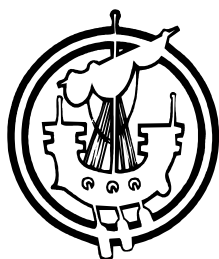
Head of Children's Services

Job Purpose

To be responsible for:

1. The provision of Children's Services, including;
 - Children & Families Social Work Functions
 - Fostering, Adoption and Continuing Care
 - Extended Learning Resource
 - Residential Accommodation Provision
 - Unaccompanied Asylum Seeking Children
 - Western Isles Bairns' Hoose
2. Leading, managing and developing professional teams of officers.
3. Financial management and business planning for the service area.
4. Leading self-evaluation and quality improvement within the service, taking the lead role in all inspections, audits, and evaluative activity.





COMHAIRLE NAN EILEAN SIAR

Job Description

Job Title:	Head of Children's Services	Job Number:	0266
Department:	Education & Children's Services	Grade:	M
Location:	Can be based anywhere within the Local Authority	Date:	2026
Responsible To:	Chief Officer for Education & Children's Services		

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Context

This role will provide leadership and direction to ensure the Comhairle delivers efficient, effective and quality services that are statutorily compliant and within budgetary provision. The postholder will be expected to think strategically regarding the impact of external factors and set policy frameworks to secure corporate goals.

The postholder is accountable to the Comhairle and to statutory agencies for the management and performance of children services.

The postholder will have significant autonomy and responsibility when co-ordinating service activities and priorities.

Duties

Corporate and Strategic Responsibilities

1. As a member of the Department Management Team, assisting the Chief Officer 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. Ensure effective systems of self-evaluation, quality assurance and reporting in furtherance of the department's business plan, partnership improvement plans and Comhairle corporate strategy
4. Secure the delivery of the service within the agreed budget and in line with the Comhairle's financial regulations.
5. 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.

Service Responsibilities

1. Lead and manage Children's Services complying with Scottish legislation and all national and local policies, taking 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.
2. To ensure the provision of an optimum level of support and resources to services for children and to the Chief Officer in accordance with the Comhairle's policies and procedures.
3. 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.
4. To promote the rights and entitlements of children across the service and the wider partnership.
5. To respond proactively to current and future legislation, guidance and government initiatives relating to childcare to ensure compliance.
6. To promote the role of the Comhairle as a Corporate Parent and support fulfilment of associated duties.
7. To support the fulfilment of the functions of the Outer Hebrides Child Protection Committee and the Western Isles Children's Services Partnership.
8. To ensure a prompt thorough response to complaints and enquiries and to participate in appeals processes when necessary.
9. To contribute to the smooth and effective transitions for Children and Young People into Adulthood/Adult Services.
10. Develop and implement effective communication and engagement arrangements with service users, stakeholders and partnership agencies in order to facilitate a high-quality service in accordance with the Comhairle's strategies and plans.
11. Lead, motivate and hold Managers accountable for ensuring performance targets are achieved against agreed timescales and defined budgets and for compliance with best practice standards.
12. Ensure that services are planned and delivered in a co-ordinated, collaborative way and in compliance with agreed policies, standards, legislation, and scrutiny and continuous improvement processes through systematic self-evaluation and quality assurance.
13. Ensure the production and delivery of continuous improvement through service performance plans, monitoring and evaluation and contributing to corporate performance in the Best Value Audit process.
14. Ensuring that all duties or responsibilities are performed in a safe manner so that no risk to health or safety arises to yourself, any other employee or member of the public.
15. Ensuring action is taken to promote equal opportunities and diversity in the workplace.
16. Any other duties or responsibilities which are compatible with the grade of the post that may need to be allocated from time to time to ensure the efficiency and effectiveness of the service.

General Accountabilities

1. This is a politically restricted post.
2. Ensure that all information received and distributed is treated in the strictest confidence, observing high levels of professional confidentiality and compliance with Data Protection/GDPR legislation.
3. Ensure the effective implementation and compliance with legislative requirements.
4. Represent the Comhairle on formal occasions, undertaking as necessary, reasonable civic duties.
5. Participate in the Comhairle's Emergency Planning arrangements as required.
6. Be aware of and comply with the Comhairle's Equal Opportunity Policy.
7. Comply with Health and Safety legislation and ensure that the Comhairle's Health and Safety requirements are both complied with and suitably monitored.
8. Have personal responsibility for learning and development, ensuring the relevant training needs are identified through the Appraisal process.



COMHAIRLE NAN EILEAN SIAR

Person Specification

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

Post Title: Head of Children's Services

Post Number: 0266

CRITERIA		ESSENTIAL		DESIRABLE
Knowledge	E1	Significant knowledge of all legislation relating to Children's Services in Scotland.		
	E2	Working knowledge of financial management systems, people management processes and procedures.		
	E3	Knowledge of quality improvement frameworks including the use of self-evaluation and performance information to promote improvement.		
Skills and Abilities	E4	Ability to lead, manage and develop a team of professional staff effectively.	D2	Ability to communicate effectively in Gaelic.
	E5	Ability to operate effectively within the democratic process, including engagement with elected representatives.		
	E6	Strong verbal and written presentation skills.		
	E7	Significant involvement in preparing, managing and controlling budgets.		
	E8	Ability to set clear standards and expectations.		
	E9	Significant ability to work corporately and with multi-agency and third sector partners to improve services for children.		
	E10	Ability to work effectively with service users, senior management and partners in service delivery.		
	E11	Competence and confidence to provide effective and professional advice at all levels within the Comhairle and with a full range of partner organisations.		
Education and Experience	E12	Degree Level qualification in Social Work.	D2	Successful completion of post qualification studies in social work/services management.
	E13	Experience at a senior level of operational and strategic management of social work and social care services.		
	E14	Experience of contributing at a strategic level in delivering service improvement.	D3	A relevant management or leadership qualification.
	E15	Experience in the preparation and presentation of complex strategy and policy documents and reports.		
	E16	Substantial experience of undertaking personal Continuing Professional Development and delivery of professional learning to others.		

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Other Factors	E17	The ability to travel extensively throughout the Islands and mainland, as required.	D4	Full UK Driving licence.
	E18	Ability and willingness to attend meetings outside office hours and work in other activities at weekends and in the evening in fulfilment of out-of-hours responsibilities.		
	E19	A high degree of resilience and consistency under pressure.		