# Integrated Children's Services Planning & GIRFEC Lead

**ROLE PROFILE**

**Incorporates**

**Section 1** **Post Descriptor**

**Section 2** **Person Specification**

# SECTION 1: POST DESCRIPTOR

**1. POST DETAILS**

| | |
|---|---|
| **Post Title:** Integrated Children's Services Planning & GIRFEC Lead | |
| **Service Area:** HSCP | **Section:** Children's Health, Care & Justice |
| **Reports to:** Senior Manager – Children's Services | **Grade:** 8 |
| **Position Number:** SW2410 | **Gauge Reference:** |

**2. ROLE PURPOSE**

Co-ordinate the Integrated Children's Services Plan, Children's Rights Plan, and other related plans, to implement UNCRC, GIRFEC, The Promise and the duties under the Children and Young People (Scotland) Act 2014 on behalf of the Children's Commission.

Co-ordinate and support the operation of the Integrated Children's Services Planning Groups and co-ordinate reporting from these groups to ensure quality improvement across the partnership. Support the leadership of the GIRFEC Group and the GIRFEC action plan.

**3. DIMENSIONS and SCOPE OF ROLE**
**(including budgetary and staffing responsibilities)**

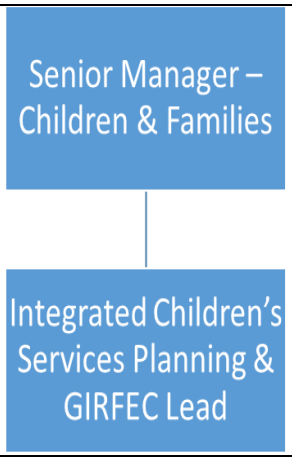
**Budget:** The post holder will be expected to consider the financial implications when dealing with relevant services. Demonstrates understanding of the department budget and has awareness of the budget within planning and implementation of service

Responsible for accounting for financial resources.

**Staffing Direct:** The role will have no direct responsibility for managing staff.

**Staffing Indirect:** The post holder will contribute to the Integrated Children's Services Plan, Children's Rights Plan, and other related plans, to implement UNCRC, GIRFEC, The Promise and the duties under the Children and Young People (Scotland) Act 2014 and will be expected to provide guidance and assistance to service managers, wider teams and various internal and external stakeholders.

**4. ORGANISATIONAL CHART**
**(shows levels directly above and below this post and includes grades of posts)**




## 5. ROLE OF SERVICE AREA/SECTION

West Dunbartonshire Health & Social Care Partnership (HSCP) is the joint delivery vehicle for those integrated services delegated to the West Dunbartonshire Health & Social Care Partnership Board (the name given to the local integration authority) by West Dunbartonshire Council and NHS Greater Glasgow & Clyde (NHSGGC) Health Board in accordance with the Public Bodies (Joint Working) (Scotland) Act 2014.

West Dunbartonshire Health and Social Care Partnership covers the full range of community health and social care services, with devolved responsibility from West Dunbartonshire Council and NHS Greater Glasgow and Clyde as a legal entity. The HSCP comprises children and adult health and social care services, specialist adult and children's services, fostering and adoption services, public protection, commissioned social care services, health improvement and inequalities services and criminal justice services.

## 6. KEY ACTIVITIES, RESPONSIBILITIES and OUTCOMES

- Manage the operational delivery of Children' planning activities, in-line with statutory obligations and improvement plan, working with partners to identify measurable targets across the partnership align with partnership and council strategic plans
- Actively promote partnership working and the shared responsibilities to deliver plans
- Contribute to the development of the Integrated Children's Services and Children's Rights Plans, and lead on the development and delivery of the GIRFEC action plan. Align the priorities across the NURTURE DIG (delivery Implementation Group) and contribute to the development of other plans in Children's and Adult services, including What Would It take?, Children's Services 5 Years strategic Plan and the wider Local Outcome Improvement Plan for the Community Planning Partnership . Lead on any development delegated by the Nurture DIG
- Ensure legislative duties and policy requirements are integrated through the work of the Nurture Delivery Implementation Group (the Vehicle for Integrated Children' Services planning), Children and Young People (Scotland) Act 2014, GIRFEC, UNCRC, The Promise, and National Child Protection Guidance. Identify sources of evidence to monitor and evaluate the effectiveness of multi-agency practices delivered in accordance with the national practice model and in

line with WD practitioner guidance.

- Carry out the functions as Lead GIRFEC Officer for West Dunbartonshire working across the HSCP and the Council and partner agencies. Coordinate the improvement and delivery plans of the Nurture DIG a sub group of Community Planning. Lead/ participate in partnership working groups across the Children's Community Planning Partnership and the reporting of progress for the Nurture DIG to Community Planning.
- Support the development of an innovative partnership engagement strategy and work alongside partners and young people to support them to have their voices heard, and ensure they are involved in strategic decision making, the development of plans and services that affect them.
- Contribute to the ongoing development and updating of the Community Planning Partnership Joint Strategic Needs Assessment to ensure planning is underpinned by data and evidence at a Community Planning and Children's Commission Level.
- Co-ordinate the work of a cross partnership team to analyse data and evaluate the improvement activity underpinning the Integrated Children's Services Plan using online performance management tools. Support the development of quality improvement skills relating to the delivery of the Integrated Children's Services Plan and across Children's Services.
- Synthesize data (qualitative and quantitative) in order to drive improvement and improve outcomes.
- Ensure effective use of management information systems to establish, monitor and review key performance indicators in relation to activities of the Children's Commission. Contribute to the development of partnership quality assurance processes across the Child Protection Committee and Children's Commission and ensure readiness for any Joint Inspection of Services for Children.
- Lead the development of GIRFEC and Nurture Dig Communication as a central resource bank for all staff across the partnership.
- Develop and maintain communications, including using social media platforms, to ensure children, young people, families, practitioners are aware of the role of the Children's Panning and how they can be shape and be involved in its related plans
- Lead on the development, delivery and evaluation of contemporaneous training provision for multi- agency staff
- Represent WD at the National GIRFEC group
- To support ICSP to implement refreshed GIRFEC guidance and practice model
- To improve, quality assure and develop self-evaluation activity and undertake key tasks specific to quality assurance , performance and planning of Children's services
- Design and facilitate implementation of multi-agency improvement activity
- Liaise with Scottish Government/ care Inspectorate / NHSGGC GIRFEC and Promise Teams to provide assurance that West Dunbartonshire ICS are GIRFEC compliant

**7. PROBLEM SOLVING**

The post holder will be responsible for managing and resolving complex problems across various aspects of their work, largely without the need for consultation with their line manager. They will be expected to take a comprehensive approach to problem-

solving, working collaboratively with key partners to develop well-rounded solutions that align with performance expectations, financial constraints/opportunities, and risk management.

The role requires the ability to assess and analyse situations, gather relevant information from multiple sources, and determine the most effective course of action. The post holder must also develop innovative solutions independently, referring only highly complex or unique issues to the Senior Nurse – Children & Families.

Additionally, the post holder must be able to balance multiple priorities, manage frequent interruptions, and adapt to shifting workload demands effectively.

## 8. PLANNING

The post holder is responsible to support both short and long term strategic planning and works closely with the Senior Nurse and Head of Service on planning processes strategies that are prudent, deliverable and sustainable. Supporting strategic planning of the Integrated Children's Service Plan, Children's Rights Plan, and other related plans and wider partners in developing, delivering and reporting plan objectives.

Add value as an Integrated Children's Services Planning & GIRFEC Lead by understanding the changing and challenging environment for Children's Services planning.

The postholder will be responsible for leading on the development of policies and strategies and will be required to contribute to the development of plans.

## 9. ASSIGNMENT AND REVIEW OF WORK

A work programme will be agreed with the Senior Nurse – Children & Families and Head of Children's, Health Care & Justice in line with the actions and deliverables agreed through the Integrated Children's Service Plan, Children's Rights Plan, and other related plans, to implement UNCRC, GIRFEC, The Promise and the duties under the Children and Young People (Scotland) Act 2014. The workload will be determined by the needs of various tasks related to these plans, therefore the post holder will operate with a high degree of autonomy.

The post holder is required to work autonomously within a pre-agreed framework of responsibly, with support and supervision from the Senior Nurse and Head of Service, including making judgements relating to programme of actions to ensure the delivery of plan objectives.

The post holder will have agreed targets, objectives and actions set as part of the PDP/appraisal/Be The Best process. The post holder is responsible for ensuring delivery of these objectives and manages the ongoing prioritisation of work within the area of his/her responsibility. The Senior Nurse will review performance through meetings and through the PDP/appraisal/Be The Best process.

## 10. COMMUNICATIONS AND WORKING RELATIONSHIPS

It is essential that the post holder provides influencing, negotiating and persuading skills to establish a high degree of credibility to ensure the development and delivery of the Integrated Children's Service Plan, Children's Rights Plan, and other related plans. The Integrated Children's Services Planning & GIRFEC Lead will demonstrate skills of assertiveness and persuasiveness to implement the plans.

The post holder will develop working relationships and communicate regularly with a wide range of individuals, clinical and non-clinical, internal and external to NHSGG&C/WDC. Post holder is expected to communicate at all levels across the HSCP and parent organisations, including with elected members and Board members, senior officials and with other partner agencies and the general public.

To exhibit strong interpersonal skills and enable the engagement of staff, patients, other agencies and other stakeholders in the plan being implemented and share information, provide motivation, exert influence, undertake negotiations or make representations as required.

Communications may be formal or informal, verbal or written, and take the form of structured or ad hoc meetings on a regular or as necessary basis. Strong presentation skills are required as is the ability to express views convincingly and coherently using a variety of media. The postholder will require excellent communication skills and will regularly advise, counsel, negotiate and persuade others. They will be require to resolve matters where individuals do not agree with decisions made by the Council.

**Internal communications and working relationships:**

- Members of the HSCP Partnership Board, West Dunbartonshire Council Leaders, NHS Board Directors, Chief Officers, Senior Managers and other relevant staff within the HSCP, NHSGG&C, WDC and Acute Divisions;
- Independent contractors
- Senior Clinical and Non-Clinical Staff;
- Staff Partners;
- Members of other partnerships within the NHS Board, e.g. Public Health, Acute Planning, Finance, Business Information Services, PHRU.
- Colleagues across West Dunbartonshire Council e.g. corporate procurement, legal services, finance, audit and corporate policy;
- Health Improvement, Promise Lead , Adult Services/projects, e.g. ADRS Young People Services, CAMH`s

Ensure effective interfaces with Adult Services to promote wellbeing of children and families.
The post holder will actively participate in a range of meetings that support effective communication.

**External communications and working relationships:**

- Local Authority Partners;
- Senior Staff in neighbouring NHS Boards;
- Scottish Government Improvement Teams;
- Service users and carers;

- Public Sector Organisations e.g. Community Planning Partners;
- Commissioned provider organisations;
- National Organisations, e.g. NHS Health Scotland, ISD Scotland, SSSC, Care Inspectorate, Healthcare Improvement Scotland and Social Work Scotland;
- Other NHS and Local Authority colleagues including Elected Members and Board members;
- 3rd Sector Organisations and interface groups such as CVS, Scottish Care, Carers of West Dunbartonshire and Y Sort it etc.

## 11. DECISION MAKING

Decision Making
As this is a senior role, the post holder will be expected to work at a higher level in making decision, exercising sound professional judgement based on the information available and in accordance with agreed strategic direction, policies, priorities and the values of the HSCP. Interpreting policy and strategies in order to deliver plans that adhere to required standards of service delivery and align with best practice.

The post holder will be informed through the Senior Nurse, the strategic aims of the plans, what is to be achieved, and must be able to provide support in identifying a range of solutions and interventions to achieve this. There is a need to be creative in finding solutions that meet the requirements of the HSCP and legislation.

## 12. MOST CHALLENGING PART OF THE ROLE

- Influencing change at all levels without having direct management responsibility for service delivery.
- Achieving commitment to change across all sectors.
- Ensuring robust processes for planning are in place which will deliver the plan objectives.
- Communicating theories and models of change to multiple stakeholders.
- Managing workload and dealing with conflicting priorities and deadlines from a range of sources, both internal and external to the organisation.
- Operating in a highly political and unionised environment

## 13. GENERAL

**Disclosure/PVG membership:** Level 2 Disclosure with Barred List Check

**Politically Restricted Post:** Not applicable to this post.

**General:**
The duties and responsibilities contained within this Post Descriptor are neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties commensurate with the level and grade of the post without changing the general character and nature of the post.

The Post Descriptor may be subject to revision, depending on the future needs of the post and the organisation, following appropriate consultation.

## 14. WDC TRAINING

West Dunbartonshire Council – Operates Skills Passports for all employees, which details the training available, including any mandatory courses and timescales for these to be completed. Skills passports are available via the Council's Intranet Organisational Development & Change

- Skills Passport A – New Entrant Employee Passport

Includes WDC Induction; Equality & Diversity; Data Protection (GDPR) & Security Awareness and relevant i-learn modules;
Policy Reading: Code Of Conduct; ICT Information Security Policy and Acceptable Use Policy

- Skills Passport B – WDC Employee Passport

Includes relevant i-learn modules

## 15. ROLE SPECIFIC TRAINING

No mandatory training required.

# SECTION 2: PERSON SPECIFICATION

| Essential | Desirable |
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| **Qualifications/Professional Membership** | |
| Excellent numeracy and literacy | |
| Degree in Community Education, Psychology, Social Work, Policy or other related subject or equivalent | |
| PVG membership for working with children and adults | |
| **Training** | |
| Evidence of continuing, relevant professional development | |
| **Experience** | |
| Significant experience working at a senior level in the NHS, Local Authority or similar large public sector organisation. | Project Management experience |
| Ability to work on own initiative and as part of a team | Experience in managing a budget |
| Experience of working with children and young people | Experience managing a team |
| Experience of relevant legislation | Experience managing multi-disciplinary teams |
| Experience of using MS office packages and working knowledge of IT systems | Experience leading a service design/delivery |
| Experience in working in Public Sector or political environment | |
| Demonstrates a knowledge & understanding of continuing education and professional development programmes | |
| Experience of building relationships with external agencies/ Multi-disciplinary/partnership working | |
| Can demonstrate and describe knowledge, understanding and skills of leadership behaviours as an integral part of practice | |
| Experience leading the development of polices and strategies | |
| Experience developing strategic priorities | |
| **Knowledge and Skill** | |
| Presentation skills | Coaching skills |
| Organisational skills | Mentoring skills |
| Analytical skills – can make decisions based on relevant and key information | |
| Report writing skills | |
| Problem solving skills and ability to work to challenging deadlines | |

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| Ability to facilitate and sustain change | |
| Attention to detail | |
| Ability to organise competing demands and work to challenging demands | |
| **Disposition** | |
| Be ambitious in your thinking, your ideas, and your ways of working and have confidence in your abilities and the difference you can make. | |
| Be honest and truthful and act with integrity. | |
| Pro-actively seek new ways to do things, innovate to ensure best value choosing the most effective and resource efficient method possible. | |
| Have enthusiasm, passion and energy. | |