JOB PROFILE

Job Title: **Executive Manager – Corporate Parenting, Family Placement and Regulated Children's Services**

Post No: xxxx

Job Purpose

As a member of the Education and Children's Services directorate management team and the Council's extended Corporate Management Team, the Executive Manager – Corporate Parenting, Family Placements and Regulated Children's Services will contribute to the delivery of the Council's strategic priorities, ensuring high-quality, sustainable and responsive services for the people of Shetland.

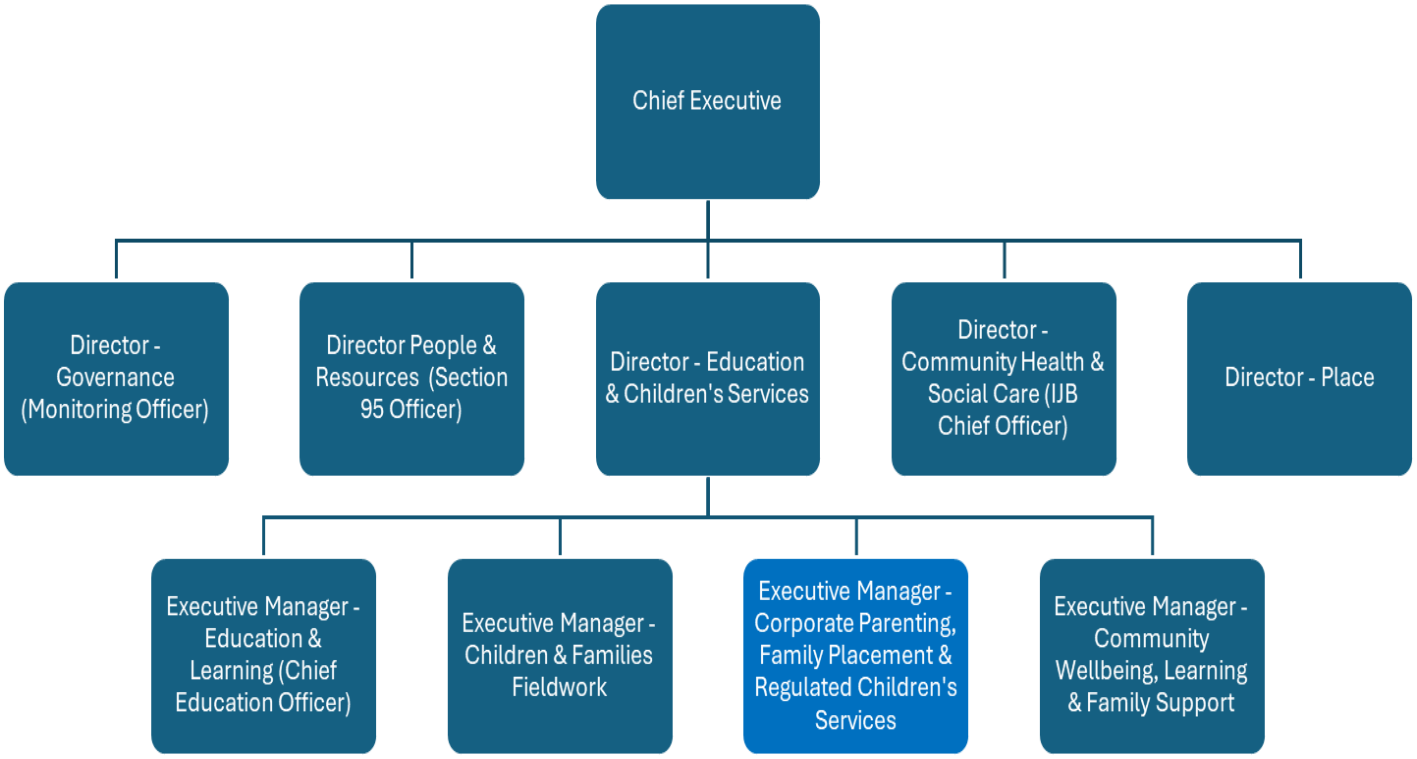
The Executive Manager will provide visible, values-led leadership, role modelling the Council's 'ways of working' and embedding a culture of accountability, collaboration, continuous improvement and responsible use of resources.

Focusing on long-term outcomes, placement stability and compliance with national standards, the Executive Manager will lead the Council's duties for Corporate Parenting, Family Placements, Respite and Residential care including; short breaks respite services, residential children's services, through care and aftercare, adoption, fostering and kinship care.

Working closely with the Director – Education and Children's Services, Executive Manager – Children and Families Fieldwork, elected Members, partners and stakeholders, the Executive Manager will support a One Council approach, ensuring services are joined-up, efficient and focused on delivering the best possible outcomes for residents, communities and businesses.

Reports To

Director – Education & Children's Services



Key External Contacts

- Professional bodies
- Social Work Scotland
- National Health Service
- Fostering and Adoption Panel
- Training Providers
- SSSC
- Care Inspectorate
- Community Planning Partners
- Service users, families, carers and the public
- Trade Unions
- MPs and MSPs
- Scottish Government

Key Accountabilities - Core

Strategic Leadership & Governance

- Support the Director and directorate management team in delivering strategic priorities and corporate objectives.
- Contribute to the development and delivery of Council strategies, plans and policies.
- Ensure effective governance, risk management and compliance with statutory obligations.
- Provide professional advice and guidance to the Director, Chief Executive and elected Members.
- Ensure services operate in accordance with Council policies, procedures and legislative requirements.
- Provide strategic leadership among external partners, community stakeholders etc.

Delivering Excellent Service

- Provide leadership to ensure services are high quality, responsive and focused on customer and community needs.
- Ensure service delivery contributes to Council priorities and Best Value.
- Lead service improvement, innovation and redesign to improve outcomes and efficiency.
- Establish effective performance management arrangements and promote continuous improvement.
- Ensure robust systems are in place for monitoring, evaluating and reporting service performance.

Taking the Lead

- Provide clear leadership and direction to managers and employees across the service.
- Empower and support employees to deliver high-quality services and outcomes.
- Promote a positive, inclusive and high-performing culture.
- Address performance issues constructively and in a timely manner.
- Consistently role model the Council's values and behaviours.

Taking Personal Responsibility

- Demonstrate accountability for service performance, outcomes and decision-making.
- Act with integrity, professionalism and sound judgement.
- Take responsibility for addressing issues, risks and service challenges.

- Promote a culture of learning, reflection and continuous improvement.
- Keep up to date with relevant developments in professional standards and practices and apply them to improve service delivery.

Working Well Together

- Foster strong and collaborative relationships across services, partners and communities.
- Promote a One Council approach and support joined-up working.
- Encourage constructive challenge, innovation and shared problem-solving.
- Support the early resolution of issues and conflicts, including the use of mediation where appropriate.

Communication & Partnerships

- Build and maintain effective relationships with businesses, partner organisations, contractors, funding bodies and local stakeholders.
- Represent the Council at local, regional and national forums.
- Provide seminars, briefings or reports to Elected Members and senior leaders.
- Communicate clearly and effectively with stakeholders, staff and communities.
- Promote collaborative approaches to service development and delivery.

Embracing Change and Improvement

- Identify, lead and support service transformation and improvement initiatives.
- Encourage innovation and new approaches to service delivery.
- Engage employees and stakeholders in shaping and implementing change.
- Anticipate and manage barriers to change.
- Evaluate the impact of improvement activity and ensure lessons are learned.

Using Resources Responsibly

- Ensure effective planning and management of budgets, employees and assets.
- Maintain strong financial control and accountability.
- Deliver value for money and identify opportunities for efficiency.
- Ensure compliance with procurement, financial and governance requirements.
- Use data and insight to inform decision-making and service improvement.
- Maximise external funding opportunities to support Council priorities.

Managing and Developing People

- Ensure effective workforce planning and capacity management.
- Actively role model and embed the Council's behavioural competencies.
- Create a positive and inclusive working environment.
- Support learning, development and succession planning.
- Enable high performance through clear expectations, support and accountability.
- Undertake performance reviews for direct reports and ensure performance management arrangements are implemented across the service.

Other Duties

- Lead and contribute to corporate projects and initiatives as directed by the Director.
- Provide support to the Director in relation to issues arising within the service area.
- Maintain awareness of the political landscape and stakeholder priorities.
- Undertake other duties appropriate to the level and responsibilities of the post.

Key Accountabilities – Role Specific

- Lead the development and delivery of the Corporate Parenting, Family Placement and Regulated Children's Services service plan.
- Lead on the responsibility of the Council for Corporate Parenting and Looked after Children and Keeping The Promise.
- Lead the development, management and delivery of family placement including fostering, adoption and kinship care services.
- Lead the development, management and delivery of residential children's services, short breaks, respite care and through care and after care.
- Lead on the quality assurance and performance management of Corporate Parenting, Family Placements and Regulated Children's Services.
- Ensure staff receive appropriate guidance and support in the development of complex care plans and risk assessments.
- Ensure appropriate assessment of risk and management of high-risk situations to provide safety and well-being for service users, staff and others.
- Lead the preparation of reports required by other agencies.
- Provide information, advice and recommendations to the Chief Social Work Officer when required and appropriate.
- Participate in Standby Duty Manager rota out-of-hours, taking responsibility for all aspects of emergency social work provision within Shetland, including child protection, adult protection and mental health.

PERSON SPECIFICATION

Post Title: Executive Manager – Corporate Parenting, Family Placement and Regulated Children's Services

Post No: XXXX

This person specification describes the attributes and values of a suitable candidate for our role. Through the recruitment and selection process, we shall be looking for evidence that you possess the essential attributes and understand, share and can demonstrate our values.

Our Values

In Shetland Islands Council, **excellent service** is at the heart of everything we do. We provide **excellent service** by **taking personal responsibility** and **working well together**. We demonstrate this by;

1. Providing an excellent level of service, by making sure we understand, meet and manage our service users' needs.

2. Having a positive attitude and taking our responsibilities as employees of the council seriously. Working in an open and honest way, reflecting on our performance and looking for opportunities to improve and develop.

3. Demonstrating a positive attitude by being open-minded, fair, respectful, trustworthy and honest.

Please also refer to **A Practical Guide to Our Ways of Working** which is attached and provides more information on Shetland Islands Council's competencies.

For more detailed information on the Council's values, please visit the Shetland Islands Council's website and search for 'Our Values'.

Post specific attributes:

	ESSENTIAL	**DESIRABLE**
Personal Features / Qualities	Proven leadership and ability to promote a high-performance culture Ability to foster strong collaboration with services, partners stakeholders and communities A strategic thinker, open to innovation and new approaches to service delivery	A good ambassador for Shetland

	Drive, vision, energy and initiative with the ability to lead and motivate others Integrity, professionalism and sound judgement Ability to work under pressure and deliver priorities	
Relevant Experience	Significant experience in a management role Track record of service improvement and change management Experience of delivering services for vulnerable people, and in particular children Experience of performance management and quality assurance	Experience of working in a political environment Experience of performance management and quality assurance in children's social work
Education	Possession of an BA Honours Degree in Social Work (or equivalent qualification) Registered as a Social Worker with Scottish Social Services Council (SSSC)	Management qualification Post Graduate qualification in the field of children's social work
Skills, Abilities and Knowledge	Ability to ensure effective governance, risk management and compliance with statutory obligations Ability to promote a One Council approach and support joined up working Demonstrates knowledge of best practice in implementing Best Value, including performance management, service planning, business case development, etc	Knowledge of relevant quality management systems Demonstrates knowledge and awareness of Shetland's economy, circumstances and future

Knowledge of the principles of project management

Excellent communication and negotiation skills, with the ability to relate to a range of audiences

Demonstrates sound knowledge and awareness of current national developments, legislation and industry best practice for children's social work

Ability to effectively manage budgets and resources and maintain strong financial control

Skills to carry out service workforce planning and capability management

Ability to advise and support social work staff in all areas of child protection duties

Ability to travel throughout Shetland at short notice and where public transport is limited

Additional Information

Politically Restricted Post This post is designated under the terms of the Local Democracy, Economic Development and Construction Act 2009, and the postholder is restricted as to the undertaking of political activity.

Allowances: Distant Islands Allowance, Stand by
Evaluated Grade: P
Date of Evaluation: 12/10/2026
Category: Leadership
PVG Membership:- Adults & Children
Register of Employee Interests Requirements: Completed Annually
Disclosure Check: - n/a
Pre-Employment Medical Questionnaire: No
Date of Last Amendment: 14/10/2026