

**HEAD OF CHILDREN’S HEALTH AND WELLBEING SERVICES**

**JOB TITLE**: **HEAD OF CHILDREN’S HEALTH AND WELLBEING SERVICES**

**LOCATION**: Home/Office based with HQ based in Edinburgh

**HOURS**: Full time 36 hours per week, with regular weekly attendance required at our Head Office in Edinburgh. Hours to be flexibly arranged to provide for Saturday and evening work. Some overnight stays away from home. Time off in lieu may be taken for any extra hours worked. No overtime payments are possible. Seven weeks leave per annum plus 10 public holidays.

**GRADE**: PO PTs 32-38, commencing at £30,785

**ACCOUNTABLE TO**: Chief Executive

**ACCOUNTABLE FOR**: Area Officer, Area Co-ordinators, Self-Management Assistant

**JOB PURPOSE**

Helping to make sure children and young people in Scotland get the best quality healthcare. To participate as part of Children’s Health Scotland (CHS) Senior Leadership Team.

**DUTIES**

To develop the quality, effectiveness and credibility of our Children’s Health and Wellbeing Services in Scotland. Contribute to the organisation’s overall policy development, strategic planning and budgeting preparation and control.

**KEY AREAS OF RESPONSIBILITY**

**Leadership**

* Meet as part of the Leadership Team to identify, develop and review Key Priority goals to form part of CHS’s Strategic Plan.
* Lead multi skilled teams on identified goals as appropriate.
* Participate in CHS’s finance team.
* Participate in Executive Committee meetings and the Strategy Review Days as part of the Leadership Team.
* Be responsible for the generic induction programme; Development Days for all staff/trustees and the trustee’s induction session.
* Undertake designated areas of national policy work and lead on practice development policy work.
* Be involved with external agencies, networks and wider activities, as agreed with the Chief Executive.
* Draw up and implement a plan for IIP assessment and implement IIP standards throughout the organisation.
* Liaise with key colleagues within Healthcare, Education and other relevant organisations in NHS Lothian to raise awareness of our Children’s Health and Wellbeing Services and to maximise potential referrals.

**Service delivery**

* + - * The post­ holder will manage and deliver the CHS Self-Management Service, assuring the quality of service provision. This includes liaising with colleagues within hospitals to raise awareness of the service and preparing workplans.
      * Gather ongoing evaluation feedback, case studies and analyse data.
      * Develop and maintain record keeping systems on database spreadsheet.
      * Take part in recruitment of external evaluator and work with evaluator to facilitate the evaluation process.
      * Set up and support quarterly Project Advisory Group meetings.

**Learn with Children’s Health Scotland**

* Manage and lead the strategic planning process for the development of the Learn with CHS division.
* Have overall responsibility for developing, managing and maintaining CHS’s Learning Centre status to offer CHS learning programmes using the Scottish Government’s Individual Training Account and other funding sources available.
* Have senior Management responsibility for the development of CHS’s Scottish Qualification Authority Approved Centre status, including reviewing and signing off on all learning developed, policies, procedures and document control.
* Have overall responsibility for updating and creation of all CHS learning materials.

**National Funding and Contracts**

* Together with the Chief Executive, research, devise and co-ordinate funding applications.
* Produce reports for funding requirements as required.
* Monitor and control service proposals, budgets and income.
* Implement, monitor and evaluate support procedures, throughout the areas in Scotland.

**Line Management**

* Line manage the Self-Management Programme Assistant and other relevant positions as required.
* Promote effective communication throughout the areas of staff operation in Scotland.
* Induct, motivate, support, supervise and appraise the staff in the development of their work.
* Help staff draw up self-development plans and ensure appropriate training and coaching is available.

**Other**

* Read and sign the Safeguarding and Child Protection Policy and the Health and Safety Policy and be aware of the health and safety of yourself, your colleagues and visitors to the office.
* Be responsible for your own personal development.
* Respond positively to changing business needs that may require you to carry out other mutually agreed tasks that are necessary to fulfil the job purpose.
* The post-holder will undergo a PVG check as a preliminary to appointment.

# PERSON SPECIFICATION

## Essential

## High Standard of Education/Qualifications in the Learning and Development field.

## Experience of working with and ability to communicate with children and young people and families

## In possession of, or working towards, a relevant qualification.

## Ability to keep confidential information.

# CAREER EXPERIENCE

## Essential

* Proven ability in early years work and leading a team.
* Experience in collaborative working.
* Experience of development work at national level.
* Ability to negotiate contracts and funding.

**KNOWLEDGE**

**Essential**

* Relevant learning and childcare legislation in Scotland.
* Relevant developmental initiatives and the ability to motivate these initiatives.
* Relevant training and qualification needs of the workforce.
* Securing funding and managing budgets.

**Desirable**

* Relevant childcare and voluntary sectors networks in Scotland and the UK.
* Experience in working with children and young people with chronic conditions.

**SKILLS:**

**Essential**

* Ability to work under pressure and to tight deadlines.
* High standard of written and spoken communication.
* Good organisational skills including the organising of information and time management.
* Ability to work on own initiative, and as part of a team.

**Desirable**

* Willingness to develop skills and undertake any relevant training.

**PERSONAL CIRCUMSTANCE:**

* Ability to work alone and within CHS and Royal Hospital for Children (Edinburgh) teams.
* Ability to work flexible hours and occasionally away from home overnight.
* Ability to work regularly and attend meetings at CHS head office.
* Current driving licence and access to car