

# Public Document Pack




**North  
Northamptonshire  
Council**

**Meeting:** Employment Committee  
**Date:** Wednesday 26th January, 2022  
**Time:** 7.00 pm  
**Venue:** Council Chamber, Swanspool House, Wellingborough

To members of the Employment Committee

Councillors Barbara Jenney (Vice-Chair), Brown, Carr, Colquhoun, Ekins, Fedorowycz, Keane, Lawman, O'Hara, Partridge-Underwood, Roberts, Binley and Smithers

<b>Agenda</b>			
<b>Item</b>	<b>Subject</b>	<b>Presenting Officer</b>	<b>Page no.</b>
<b>01</b>	Election of Chair  To elect a Chair for the remainder of the municipal year ending in May 2022.		
<b>02</b>	Election of Vice Chair  To elect a Vice Chair (should this be necessary) for the remainder of the municipal year ending in May 2022.		
<b>03</b>	Apologies for absence		
<b>04</b>	Members' Declarations of Interest		
<b>Items requiring a decision</b>			
<b>05</b>	Selection and Appointment for Director of Public Health and Executive Director of Children's Services	Adele Wylie, Director of Governance and HR	5 - 26
<b>06</b>	Close of meeting		
<p>Adele Wylie, Monitoring Officer North Northamptonshire Council</p>  <p><b>Proper Officer</b> <b>18 January 2022</b></p>			

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## Employment Committee Wednesday 26 January 2021

<b>Report Title</b>	Selection and Appointment for Director of Public Health and Executive Director of Children's Services
<b>Report Author</b>	Adele Wylie, Director of Governance and HR, adele.wylie@northnorthants.gov.uk

<b>Are there public sector equality duty implications?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Does the report contain confidential or exempt information (whether in appendices or not)?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Applicable paragraph number/s for exemption from publication under Schedule 12A Local Government Act 1972</b>	Not applicable

### List of Appendices

**Appendix A – Job Description – Director of Public Health**

**Appendix B – Job Description – Executive Director of Children's Services**

**Appendix C – Draft timetable (may be subject to change)**

#### **1. Purpose of Report**

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- 1.1. The purpose of this report is to ask the Employment Committee to appoint two sub-committees to undertake the recruitment and selection process for the role of Director of Public Health and the role of Executive Director of Children's Services.
- 1.2. Appointing these two sub-committees will ensure that the recruitment and selection approach for these 2 roles is comprehensive and inclusive as well as enabling those who have a real stake and interest in these appointments to be part of the process. It is proposed that partners, stakeholders and members play a role in helping to select the best candidates for the roles.
- 1.3. The appointment sub-committee for the Executive Director of Children's Services will be responsible for selecting and appointing the successful candidate. The appointment sub-committee for the Director of Public Health will be responsible for selecting and recommending the successful candidate with the final ratification being given by UK Health Security Agency.

## **2 Executive Summary**

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- 2.1 On the 1st December 2021, full Council agreed to a change to the previously agreed blueprint to move away from a shared Public Health resource and a shared Children's Service resource and instead move to a single Director of Public Health and a single Executive Director of Children's Services which would both be dedicated to North Northamptonshire.
- 2.2 These senior, statutory roles will play a vital part of shaping the leadership of North Northamptonshire and it is therefore important that the best candidates are sourced and appointed. In order to achieve this, a national recruitment campaign started in December 2022 with adverts closing on 28<sup>th</sup> January 2022.
- 2.3 This report recommends the appointment of 2 sub-committees to undertake the recruitment and selection of 2 senior, statutory roles for North Northamptonshire council in order to ensure that a thorough and complete recruitment process is undertaken.

## **3 Recommendations**

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- 3.1 It is recommended that the Employment Committee
- a) Agrees the processes specified in paragraphs 5.1-5.12.
  - b) Establishes a politically balanced Sub Committee consisting of six elected members to shortlist, interview and appoint to the Director of Public Health
  - c) Establishes a politically balanced Sub Committee consisting of six elected members to shortlist, interview and appoint to the Executive Director of Children's Services
  - d) Agrees that membership of each Sub Committee shall consist of 4 Conservative members, 1 Labour member and 1 Green Alliance member.
  - e) Delegates authority in respect of the recruitment for the Executive Director of Children's Service to the relevant Sub Committee to:
    - Shortlist and interview suitably qualified applicants.
    - Appoint the most suitable person for the position.
  - f) Delegates authority in respect of the recruitment for the Director of Public Health to the relevant Sub Committee to:
    - Shortlist and interview suitably qualified applicants.
    - Recommend the most suitable person for the position, with final approval being provided by the UK Health Security Agency.

## **Reasons for Recommendations**

- 3.2 These recommendations have been made to ensure to ensure that a comprehensive, inclusive and thorough recruitment and selection process is undertaken, in accordance with the constitution, to ensure that the right candidates are selected for these two senior roles.

## **Alternative Options Considered**

- 3.2 The roles of Executive Director of Children's Services and Director of Public Health are both critical for the Council and are statutory appointments which are required to be filled.
- 3.3 Instead of establishing Sub Committees, the Employment Committee could undertake the appointment process. This is not the recommended action as Sub Committees will provide smaller and more focussed expertise and will be able to interview in depth ensuring the right candidate for North Northamptonshire.

## **4 Report Background**

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- 4.1 Full council approved the recruitment of a single Director of Public Health and a single Executive Director of Children Services for North Northamptonshire at the council meeting of 1<sup>st</sup> December 2021.
- 4.2 As a result a national online recruitment campaign was launched on 20<sup>th</sup> December 2021 with a printed campaign commencing in the Municipal Journal (MJ) on 13 January 2021 for both roles.
- 4.3 In accordance with section 6.1 of 'Part 4.7 - Employment Committee' of the constitution, the Employment Committee is able to establish panels of members as a sub-committee to act as appointment panels for the appointment of senior officers (referred to in this report as the interview panel).
- 4.4 As is the case with the committee itself, the interview panel will be subject to the requirements relating to political balance of the council. In accordance with section 3.1 of Part 9.5 – Officer Employment Procedure Rules' of the Constitution the interview panel must also include at least one member of the Executive.

## **5 Issues and Choices**

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- 5.1 It is important that the Council has a robust process for appointing to senior roles which are crucial to the Council delivering the objectives set out in its Corporate Plan and meeting statutory requirements.
- 5.2 As stated above, a significant recruitment campaign has been commissioned by the Council to ensure that it attracts and recruits excellent candidates.
- 5.3 The Employment Committee has authority to make appointments to senior roles including the Director of Public Health and Executive Director of Children's Services. Whilst this function can be exercised as a Committee, it is

recommended that two Sub-Committees are established (one for each role) to shortlist, interview and appoint to the roles.

- 5.4 It is proposed that each Sub Committee consists of six elected members which shall be representative of the political balance of the Council. In accordance with current political balance calculations, the membership will therefore be;
- i) Conservative x 4 members
  - ii) Labour x 1 member
  - iii) Green Alliance x 1 member
- 5.5 The Employment Committee Terms of Reference allow members who are not standing members of it to be co-opted onto its Sub Committees with the approval of the Chair of the Committee. It is a requirement that at least one Executive member is on the interview panel for senior roles.
- 5.6 If Sub Committees are established, the Leaders of the Groups shall be asked for nominations to them. The Leader of the majority group shall confirm which Executive member/s shall be co-opted onto it. The Chair of the Committee will be asked to approve the nominations once submitted.
- 5.7 In relation to the appointment to the Director of Public Health, it is a legislative requirement that an external Faculty assessor approved by the UK Health Security Agency is included in the interview process.
- 5.8 It is important that members have as much information as possible and therefore both roles will be subject to Stakeholder Panels who will provide feedback to the Sub Committee.
- 5.9 For the Executive Director of Children's Services, one of the Stakeholder Panels will comprise of the Children's Board, Children's Trust, Local Safeguarding Board and Local Children's Charities. A further Children's and Young People's Stakeholder Panel will also provide views.
- 5.10 Applicants will also be subject to technical interviews and psychometric testing which will ensure that the right candidates are shortlisted for final interview with members.
- 5.11 It is recommended that the Sub Committees are delegated authority to agree an appointment and any relevant particulars, subject to a statutory process being undertaken in relation to the Executive.
- 5.12 In light of current Covid guidance, a number of stages will take place by remote means including the long/short listing meetings and the technical interviews. Final interviews, however, will take place in person at a location to be confirmed, whilst ensuring full compliance with any covid legislation in place at the time. This is due to there not being legislation in place to lawfully hold a Sub Committee meeting remotely.

## **6 Next Steps**

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- 6.1 Adverts for the two posts will close on 28<sup>th</sup> January 2022 and thereafter, following a period of long listing and shortlisting, the Subcommittees (as the interview panels) will interview shortlisted candidates and appoint, as appropriate successful candidates.

## **7 Implications (including financial implications)**

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### **7.1 Resources and Financial**

- 7.1.1 Resources are required in terms of a time commitment from members to participate in the long/short listing meetings and the interview panels. A draft timetable of dates is included in Appendix C.
- 7.1.2 There are no additional financial implications arising from the proposal to appoint the 2 sub-committees.

### **7.2 Legal and Governance**

- 7.2.1 The council must ensure that the appointment of statutory roles is managed in accordance with the constitution. The recommendations proposed in this report will ensure that the correct process is followed.
- 7.2.2 In accordance with the local Authorities (Standing Orders)(England) Regulations 2001 (and as referenced in section 4 of Part 9.5 – Officer Employment Procedure Rules of the Constitution, an offer of appointment in relation to the relevant chief officer/s, may not be made until members of the Executive have been notified of the proposed appointment and within a required period of time, no material or well-founded objection has been received by the Proper Officer.

### **7.3 Relevant Policies and Plans**

- 7.3.1 Appointment to the two senior posts will support the delivery of the Council's Corporate Plan 2021 – 2025 and the key principal plans and policies within each of the two service areas.

### **7.4 Risk**

- 7.4.1 There is a risk of challenge to the process if the correct procedure is not followed.
- 7.4.2 There is a risk to the council if a thorough selection and recruitment process is not undertaken which could result in either the wrong candidate being recruited, or no successful applicant appointed.
- 7.4.3 There are no further risks to consider arising from the proposed recommendations in this report.

### **7.5 Consultation**

- 7.5.1 None required.

## **7.6 Equality Implications**

7.6.1 The recruitment process for the two posts will be carried out in accordance with the Equality Act 2010 and the Council's Equality, Diversity and Inclusion Policy and its Equality Strategy 2021- 2025.

## **8 Climate Impact**

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8.1 There are no specific climate impacts arising from this report.

## **9 Community Impact**

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9.1 There are no specific community impacts arising from this report.

## **10 Crime and Disorder Impact**

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10.1 There are no specific crime and disorder implications arising from this report.

## **11 Background Papers**

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[Constitution of North Northamptonshire Council](#) (link to website)

[Reports to Council on 1 December 2021](#) (link to website)

- Blueprint Change Report – Director of Public Health
- Executive Director of Children's Services





**North Northamptonshire Council  
Role Profile  
Director of Public Health (DPH)**

**Salary:** £99,017 - £112,314

**Responsible to:** Chief Executive North Northamptonshire Council (operationally reports to the Executive Director of Adults, Community and Wellbeing).

**Role Purpose**

As a new and ambitious unitary authority, North Northamptonshire is an upcoming and exciting place to work. Demographically diverse yet geographically accessible, North Northamptonshire needs an experienced Director of Public Health to play a pivotal part in the levelling up agenda, to establish close working relationships with other internal directorate in the newly established authority and to work hand in hand with partners on the population health agenda within the emerging Integrated Care System.

The Director of Public Health is a statutory officer and the principal adviser on all health matters to elected members, officers, and partners, with a leadership role spanning health improvement, health protection and healthcare public health.

Section 73A (1) of the NHS Act 2006, inserted by section 30 of the Health and Social Care Act 2012, gives the Director of Public Health responsibility for:

- All of their local authority's duties to improve public health
- Any of the Secretary of State's public health protection or health improvement functions that s/he delegates to local authorities, either by arrangement or under regulations – these include services mandated by regulations made under section 6C of the 2006 Act, inserted by section 18 of the 2012 Act
- Exercising their local authority's functions in planning for, and responding to, emergencies that present a risk to public health
- Their local authority's role in co-operating with the police, the probation service, and the prison service to assess the risks posed by violent or sexual offenders
- Such other public health functions as the Secretary of State specifies in regulations
- Producing an independent annual report on the health of local communities

This is a leadership role responsible for improving the health and wellbeing of residents, reducing inequalities in health outcomes and protecting local communities from public health hazards (infectious diseases and environmental threats).

**Accountability**

The role is statutorily accountable to the Secretary of State for Health and Social Care and North Northamptonshire Council.

The role holder will fulfil the designated statutory role of Director of Public Health for North Northamptonshire, with operational line management accountability to the Executive Director of Adults, Community and Wellbeing and strategic alignment into the Chief Executive of North Northamptonshire Council for the accountabilities within this role, including:

- The strategic leadership of services and functions concerned with Health and Wellbeing and the county-wide Adult Learning Service
- Utilising the public health resources innovatively and cost effectively across all domains of public health in order to improve the health and wellbeing of local communities and reduce inequalities in service access and health outcomes
- Commissioning and delivering services which are effective, value for money and meet quality standards
- Linking the Council into the developing County ICS arrangements and wider population health strategies alongside NHS and wider public sector colleagues and their West Northamptonshire Council Director of Public Health counterpart in order to ensure that place-based delivery and commissioning plans reflect local health need and address inequality challenges

As a member of the Corporate Leadership Team, the post holder will:

- Lead an integrated public health team to drive improvements in the health and wellbeing of residents, reducing inequalities in service access and health outcomes and, working in collaboration with the Office for Health Improvement and Disparities (OHID), NHS England and the UK Health Security Agency (UKHSA), protect the community from threats to health through infectious disease, environmental and other public health hazards
- Contribute to and support the county wide Population Health Management Strategy as part of our ICS development to ensure there is a strong single plan for population health improvement using the combined intelligence and resources of system partners - and ensure execution through the North Northamptonshire Health and Wellbeing Board Plan and place-based delivery arrangements
- Work closely with the Head of Paid Service, Executive Director of Adults, Communities and Wellbeing, Members, and peers to support the development of and drive forward the Council's vision, strategic priorities, and objectives; ensuring the public health needs of residents are also reflected in these

The Director of Public Health is a visible and influential leader in the health and wellbeing partnership arrangements, ensuring that the local public health system is able to tackle the full range of determinants of health affecting communities in North Northamptonshire. Working with local communities and partners, the post holder will influence policy and practice and inspire the development of innovative solutions that support improvements in health and wellbeing and reduce health inequalities across the population.

### **Role Responsibilities**

*In delivering the key responsibilities described below, the Director of Public Health is expected to demonstrate a high level of expertise in the Faculty of Public Health Competencies (Appendix 1).*

- Exercise the statutory responsibilities including the delivery of the mandated services.

- Support the Chief Executive and Councillors in shaping, developing, and delivering the Council's strategic agenda and influencing policy and practice.
- Be the chief officer and principal adviser on statutory and professional public health obligations to the Council, local communities, and local partners, with direct access to Councillors and the relevant Portfolio holder.
- To act as a leader across the local system of public services, influencing change and enabling a culture of continuous improvement in health and wellbeing, innovation, and evaluation, developing good relationships with key partners within the Council, the NHS Clinical Commissioning Groups, OHID, NHS England and UKHSA.
- Provide leadership to the integrated public health function and ICS population health management strategy, delivering a system to support business intelligence, surveillance, monitoring and evaluation of health and wellbeing and inequalities in health outcomes of local communities.
- Ensure, as a core member of the Health and Wellbeing Board, the development of plans to enable local communities to become healthy, sustainable, and cohesive, ensuring a programme of action which impacts on the wider determinants of health that will promote improvements in health and wellbeing of local communities and reduce health inequalities.
- Deliver an independent annual report on the health and wellbeing of local communities for publication to stimulate debate and/or action by the Council and its partners.
- Provide strategic direction and advice to local commissioners to promote evidence-based practice where appropriate, develop innovative approaches and evaluate effectiveness, ensuring commissioning and delivery arrangements are responsive to performance challenges.
- Exercise the local authority's functions in planning for and responding to emergencies that present a risk to public health, working with partners across the County and provide assurance that the health protection system for local communities is fit for purpose.
- Provide assurance that the health protection system for local communities is fit for purpose.
- Work closely with Executive Directors across place and people services to focus on early prevention and intervention including;
  - the statutory roles of DASS and DCS to develop, implement and maintain an integrated strategy for Children and Adults which focuses efforts on prevention early intervention and re-ablement, and
  - services responsible for leisure, place, and communities to ensure we are maximising the potential for community wellbeing, social prescribing, and wider determinants of health
- Collaborate across organisational boundaries to ensure communities benefit from population health and care programmes (development of sustainable transformation plans).
- Ensure appropriate management and support for Specialty Registrars (in Public Health) and other professional placements.
- Manage budgets, including having oversight of and reporting on the use of the public health ring fenced grant.

- Provide public health specialist advice to support local NHS commissioning of appropriate, effective and equitable health services (the core offer).
- Ensure the development and delivery of a credible plan within the Directorate to improve health and reduce health inequalities.
- Undertake any other duties commensurate with the role.

**Political Restriction and Other Requirements** - This position is politically restricted

**Person Specification  
Director of Public Health**

The requirements for the Director of Public Health role are outlined below which will be part of the selection, these should be read in conjunction with the Faculty of Public Health Competencies (Appendix 1).

**Qualifications**

- Inclusion in the GMC Specialist Register with a license to practice/GDC Specialist Register/UK Public Health Register (UKPHR) for Public Health Specialists. If included in the GMC Specialist Register/GDC Specialist Register in a specialty other than public health medicine/dental public health, must have equivalent training and/or appropriate experience of public health medicine practice.
- Must meet minimum CPD requirements (i.e. be up to date) in accordance with the Faculty of Public Health requirements or other recognised body.
- Must have MFPH by examination, by exemption or by assessment.

**Background and Experience**

*Leadership experience:*

- Proven experience of establishing and promoting a clear public health vision which is coherent with the business strategy and the political vision for the and consistent with Government policy and takes account of social and economic trends. This is about role modelling through their own actions the types of behaviours expected of others in creating a high performing public health culture.
- Successful track record of leading transformational change with demonstrable experience of delivering health improvement in complex, multi-agency environments including Local Government and health.
- Demonstrable experience of developing an effective public health team with appropriate skill mix to enable the Authority to deliver its full range of PH responsibilities.
- Proven track record of developing effective relationships with elected members to ensure a coherent public health vision and operational plan.
- Experience of working with fellow directors to enable/ensure public health perspective/principles underpin all aspects of Local Authority delivery.
- Proven track record of working with communities and media to ensure needs of local people are understood, made explicit and addressed by the Health and Wellbeing Board.
- Demonstrable experience of delivering the independent report of the Director of Public Health in such a way as to compel all members of the Health and Wellbeing Board to take action.

*Other Experience and Knowledge:*

- Significant experience of public health practice at senior level, ideally as a Director or Deputy Director of Public Health.

- Knowledge of Population Health Management strategies and methods and the development of robust outcome frameworks and their practical application.
- Establishing and promoting a clear public health vision which is coherent with the business strategy and the political vision, consistent with Government policy and takes account of social and economic trends.
- Knowledge of methods of developing clinical quality assurance, quality improvement and evidence based clinical and/or public health practice.
- High level of understanding of epidemiology and statistics, public health practice, health promotion, health economics and health care evaluation.
- Excellent oral and written communication skills including to present to mixed audiences and the media.
- Effective budget management skills.
- Practical evidence of developing and maintaining excellent working relationships with a wide range of customers, stakeholders, and partners, developing a positive personal and organisational profile, and building relationships.
- Track record of developing and sustaining a culture of innovation and creativity underpinned by evaluation to deliver improved use of resources and achieve value for money across an organisation.
- Experience of developing high performing specialist teams and recognising and developing talent.
- Experience of having worked at a senior level in a political or similarly challenging environment, skills in understanding and responding to different perspectives and taking a cross-organisational perspective.
- Very strong negotiation and problem-solving skills and the ability to make decisions based on accurate and timely analysis/management information.
- Demonstrable commitment to equality and diversity issues in employment practices.
- Understanding of inequalities in health outcomes and experience in using the Equality and Diversity Act 2010 in improving both access to and outcome from services.

#### **Desirable Requirements**

- Post-graduate leadership or management qualification.
- Demonstrate a passion for public health improvement and delivery via recognised writings, leading seminars and influencing at the highest levels.

**Faculty of Public Health: Competencies expected of all public health consultants/ specialists**

All consultants irrespective of their background are expected to be proficient in the competencies set out below.

**I. Use of public health intelligence to survey and assess a population's health and wellbeing**

To be able to synthesise data into information about the surveillance or assessment of a population's health and wellbeing from multiple sources that can be communicated clearly and inform action planning to improve population health outcomes

**II. Assessing the evidence of effectiveness of interventions, programmes and services intended to improve the health or wellbeing of individuals or populations**

To be able to use a range of resources to generate and communicate appropriately evidenced and informed recommendations for improving population health across operational and strategic health and care settings

**III. Policy and strategy development and implementation**

To influence and contribute to the development of policy and lead the development and implementation of a strategy

**IV. Strategic leadership and collaborative working for health**

To use a range of effective strategic leadership, organisational and management skills, in a variety of complex public health situations and contexts, dealing effectively with uncertainty and the unexpected to achieve public health goals

**V. Health improvement, determinants of health and health communication**

To influence and act on the broad determinants and behaviours influencing health at a system, community, and individual level

**VI. Health protection**

To identify, assess and communicate risks associated with hazards relevant to health protection, and to lead and co-ordinate the appropriate public health response

**VII. Healthcare public health**

To be able to improve the efficiency, effectiveness, safety, reliability, responsiveness and equity of health and care services through applying insights from multiple sources including formal research, health surveillance, needs analysis, service monitoring and evaluation

**VIII. Academic public health**

To add an academic perspective to all public health work undertaken. Specifically, to be able to critically appraise evidence to inform policy and practice, identify evidence gaps with strategies to address these gaps, undertake research activities of a standard that is publishable in peer-reviewed journals, and demonstrate competence in teaching and learning across all areas of public health practice

**IX. Professional, personal, and ethical development**

To be able to shape, pursue actively and evaluate your own personal and professional development, using insight into your own behaviours and attitudes and their impact to modify behaviour and to practice within the framework of the GMC's Good Medical Practice (as used for appraisal and revalidation for consultants in public health) and the UKPHR's Code of Conduct

**X. Integration and application for consultant practice**

To be able to demonstrate the consistent use of sound judgment to select from a range of advanced public health expertise and skills, and to use them effectively, working at senior organisational levels, to deliver improved population health in complex and unpredictable environments

The Director of Public Health, as a public health leader, is expected to have both the technical expertise as well as the ability to use those techniques to both lead and support the development of complex solutions to improve the health and wellbeing of local communities. In addition, they are expected to have skills and the attitudes to be able to present the results of applying their technical expertise so that they are understandable and stimulate actions by a range of individuals and organisations.





**North Northamptonshire Council**  
**Role Profile**  
**Executive Director of Children's Services (DCS)**

**Salary:** £130,000- £140,000

**Responsible to:** Chief Executive North Northamptonshire Council

## **Role Purpose**

As a member of the Corporate Leadership Team, the post holder will:

- Undertake the statutory duties of Director of Children's Services for North Northamptonshire Council.
- Provide leadership and oversight of the provision of Children's Services, which address the local needs of all children and young people, including the most disadvantaged and vulnerable, and their families and carers and provides high quality, value for money services in a joined-up way.
- Be responsible for the contract management and delivery of service outcomes of the Children's Trust; ensuring the effective delivery of Children's social care services across North Northamptonshire whilst also liaising with the DCS for West Northamptonshire Council where required.
- Be responsible for the delivery of the Education functions of the local authority.
- Work closely with the Head of Paid Service, Members, and peers to drive forward the Council's vision, strategic priorities, and objectives; ensuring the needs of children and young people and Trust service delivery plans are aligned to these.

## **Role Responsibilities:**

### **Strategic Leadership and Management**

- Engage with senior political and managerial leaders to ensure Children's Services meet legal and statutory obligations and effective and transparent scrutiny arrangements are in place.
- Lead on the contract management of the Children's Trust contract; managing the client relationship, developing relationships with the Children's Trust Board and monitoring service delivery outcomes and performance in accordance with statutory requirements, agreed operational plans and KPI's. As part of this management, liaise with the DCS of West Northamptonshire Council where applicable.
- Be a fully participating member of the Council's senior management team, driving strategy and performance, reporting upon the performance of Children's Services; and championing the delivery of the Council's vision and strategy with Councillors, partners, community representatives, and colleagues.
- Drive transformational change, fostering and leading a culture of continuous improvement that reflects the values of the Council and encourages creativity and commercial acumen within a public service ethos.
- Participate in the Council's Duty Gold on-call rota, providing resilience and major incident response leadership when required, and to undertake appropriate training as set out in the emergency response plan and ensure these skills are kept up to date.

### **Shaping the new unitary**

- Lead the transformation plan, ensuring service redesign, transformation and integration is undertaken within a clear plan and deliverable financial targets. This will include playing a key role in the establishment of Education Services.

- Work closely with the Chief Executive of the Children’s Trust and other senior leads to jointly develop the future Children and Young Persons strategy that maximise opportunities and meet the needs of Children and Young People across the county.
- Establish a strong, financial foundation and position that facilitates effective service delivery.

**Core Responsibilities:**

- Discharge the responsibilities of the statutory Director of Children’s Services for North Northamptonshire Council as defined by the Department for Education to ensure that the Council effectively meets its statutory duties as a Corporate Parent; in accordance with section 18(2) of the Children Act 2004.
- Act as the office holder under the Safeguarding Vulnerable Groups Act of 2006
- Professional leadership, oversight and contract management of Children’s social care services delivered through the Children’s Trust, operating in a multi-agency context, meeting the Council’s legal and statutory obligations, and ensuring communities across Northamptonshire have access to high quality children’s services that reduce the need for statutory intervention.
- Ensure that all direct delivery services and commissioned arrangements for education and Early Help services achieve best value for the Council and are focused on improving outcomes for Northamptonshire’s Children and Young People
- Responsible for the delivery of the Learning, Skills and Education services across North Northamptonshire.
- Work closely with the Children’s Trust, Adult Services, Public Health, and other external partners to ensure effective and integrated mechanisms are in place to support vulnerable children transitioning to adulthood.
- Fulfil the Councils’ statutory responsibilities in respect of partnership working, including in relation to the Local Safeguarding Children’s Partnership arrangements, the Health and Wellbeing Boards and Community Safety Partnerships.
- Lead and develop employees.
- Ensure that Children’s Education and Early years services are designed and delivered to the highest Ofsted standards and within legislative requirements; whilst providing value for money and maximising available resources.
- Lead pupil place planning and the capital programme to support the delivery of plans in cooperation with schools.
- Develop and lead a culture of continuous improvement and customer focus within services, setting targets, managing, and monitoring performance and putting in place improvement plans that provide value for money, cost effective systems and improved outcomes for children and young people.
- Demonstrate improvement in services to external regulator and inspection bodies such as Ofsted. Be the lead officer for Ofsted
- Lead on the children’s safeguarding agenda for the Council that promotes the welfare of children and young people in the area and ensures that safeguarding is a corporate and universal priority.
- Build productive working relations and collaborative arrangements with a wide range of stakeholders and partners, including private, voluntary, and other public sector organisations.
- Provision of high quality and timely advice to Elected Members, Regulators, senior leadership colleagues and other stakeholders or partners on best practice, external factors affecting

Children's services, legislative changes; and any issues relating to Council services which have a children's service-related impact on the Council.

- Foster and encourage a working environment which encourage creative thinking, innovative practice and risk-based decision making.
- Manage the Council's Children's services budgets, including the financial performance of the Children's trust to ensure that financial targets are met, and systems are in place to identify pressure areas and respond appropriately, taking remedial action where necessary.
- Manage resources efficiently and effectively, ensuring that there are sufficient financial, human, and other resources to deliver high quality services.
- Develop robust governance and control, performance management and reporting, which supports effective decision making and delivers assurance.
- Lead on service user or children and young people involvement in order to meet the diversity of local needs and achieve a more customer- centred service delivery model.
- Secure the effective development of initiatives and funds to enable change and improvement in services.
- Continually review the impact of local and national policies and develop appropriate strategic response that enables the Council to consistently meet its statutory obligations and organisational priorities.
- Represent the Council at regional and national networking forums, keeping abreast of latest research and best practice.

#### **Political Interface and Member Relations**

- Develop and maintain effective working relationships with elected Members to foster a positive and productive interface between Members and officers across the Council.
- To support Members in formulating strategic policy, direction, and performance of services, providing professional advice, reports, and briefings to members on all matters relating to Children's Services.
- Regularly provide feedback to members regarding the performance and contract monitoring outcomes in regard to services delivered by the Children's Trust.
- Promote a culture of political awareness amongst officers to help translate political will into appropriate future strategies and delivery of objectives.
- Develop and build strong and productive relationships with councillors of all groups and to ensure that councillors are offered timely high-quality professional advice and guidance.

#### **Leading Partnerships, Collaboration and Managing Reputation**

- Build, nurture and maintain effective relationships with local, regional, and national partners including Central Government and Ofsted, to optimise the Council's strategic objectives.
- Influence a range of policy makers, public bodies, partners, and suppliers to ensure the Council is well positioned to meet existing objectives and new challenges.
- Develop and maintain excellent partnership and other working arrangements with key stakeholders and regulators (both internal and external to the Council).

To undertake any other duties commensurate with the role.

**Political Restriction and Other Requirements** - This position is politically restricted

## **Person Specification**

### **Director for Children's Services**

#### **Qualifications**

- Educated to degree-level or equivalent in a relevant subject, or equivalent by experience.
- Educated to relevant post-graduate or professional qualification in a relevant subject.
- Evidence of continuous professional development.
- Hold appropriate membership to professional body.

#### **Background and Experience**

- Significant post-qualification experience gained either in the public, private or voluntary sector operating in a senior leadership role, with a proven track record of delivering successful Children's Services in a multi-disciplined and complex environment.
- Extensive experience of strategic planning and service delivery within local or central government or private sector, with demonstrable and proven record of achievement in same. This will include experience of developing and implementing planning, commissioning, and performance frameworks in a multi-disciplinary and partnership environment.
- Demonstrable experience and evidence of being able to understand and respond to the lived experience of children and families.
- Experience and success in:
  - leading organisational and transformational change and driving through service improvement; including the re-engineering of services in response to changing needs and demands.
  - leading and developing high performing, professional teams.
  - effective partnership working, networking and collaboration; developing and maintaining positive and productive relationships with a range of internal and external stakeholders and strategic partners.
  - driving cultural change and organisational vision and values.
  - operating in a political environment, providing professional advice and guidance to, and building effective working relationships with senior managers and elected Members.
  - developing strategic financial and risk-based policies and plans.
- Demonstrable achievement in successfully managing budgets in a demanding public arena.
- Demonstrable experience of successful contract management and customer relationship management.

#### **Skills and knowledge**

- Excellent current working knowledge and understanding of local government issues, emerging trends, policy developments, legislation, and statutory requirements.
- Knowledge and understanding of Children's Services national agenda; including knowledge of relevant regulatory and inspection frameworks and the ability to translate this into local solutions.
- Demonstrable leadership skills: specifically, the ability to 'take people' with you and promote organisational vision and values.

- Experience of leading a large directorate within a complex and diverse organisation , and leading constant change and transformation, establishing a mandate for change and inspiring the workforce to improve.
- Highly developed interpersonal, advocacy and communication skills, with ability to engage a range of audiences and positively represent the Council. Strong reporting writing and presentation skills
- Ability to see the big picture, interpret it and develop relevant strategies, plans and deliverables.
- Ability to encourage and engender collaborative working and build positive relationships with external agencies, partners, and internal and external stakeholders.
- Political awareness and the ability to work successfully within a political environment through effective working relationships with Elected Members.
- Ability to challenge delivery practices and where appropriate, champion and drive alternative solutions that align to the Council's vision and strategy.
- Excellent knowledge of the impact of underlying demographic, social or political drivers, and understands the formal and informal politics at the regional and national level and what this means for the Council.
- Ability to learn from experience and to share that learning through future actions to improve service delivery and performance.
- Strong management skills, with ability to make informed decisions, and build and maintain successful relationships and networks.
- Ability to respond quickly and innovatively in order to manage and enhance the Council's reputation.
- Strong influencing and negotiating skills.
- Strong financial and budget management skills.
- Highly developed analytical and problem-solving skills, able to work strategically and apply sound judgement.

### **Personal Qualities**

- Passionate about putting children and young people at the heart of service delivery.
- Positive role model for behaviours and culture.
- Collaborative and strategic leader – able to motivate and work across boundaries and achieve performance and results through others.
- Sound judgement in devising and evaluating options and dealing with complex issues.
- Demonstrable evidence of policy judgement, political awareness, and astuteness.
- Flexible and able to meet competing demands and challenging circumstances.
- Ability to work under pressure and deliver outcomes at pace.
- Robust and resilient, with drive and self-motivation.
- Personality and credibility that engages and commands the confidence of all stakeholders.
- Innovative and forward looking with a 'can-do' attitude.
- Commercially and financially astute and customer focussed
- Ethical, accountable behaviour including a personal commitment to equality, diversity, and inclusivity.
- Ability to build rapport and relationships with ease, quickly gaining trust.

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**Director Recruitment Timetable – Draft**

**Executive Director of Children’s Services**

Friday 4<sup>th</sup> February 1-2 pm - Longlisting Meeting held virtually on Teams

Thursday 10<sup>th</sup> February 3-4pm – Shortlisting meeting held virtually on Teams

Friday 25<sup>th</sup> February – all day – Final Interviews to be held in person

**Director of Public Health**

Friday 4<sup>th</sup> February 2-3 – Longlisting meeting held virtually on Teams

Shortlisting meeting TBC depending on number of candidates (may not be required)

Wednesday 23<sup>rd</sup> February – all day- Final Interviews to be held in person

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