**Manchester City Council**

**Role Profile**

**Localities Manager (Early Years and Family Hub), Grade 10**

**Early Years, Directorate for Children and Families**

**Reports to: Strategic Lead Early Years**

**Job Family: People Care and Support Indirect**

**Key Role Descriptors**:

The role holder will be responsible for ensuring the effective delivery of the Early Years and Family Hub Programme Offer, the integrated eight stage health and learning pathway and the facilitation of access to quality, affordable childcare across the place-based groups.

The role holder will monitor the provision of service in accordance with the changing demands for services, the analysis of need and statutory responsibilities through the effective use of the performance management framework.

The role will require closely aligned working across MCC teams and with multi agency and commissioned partners, developing links to other sectors with a view to the development of strong, accountable integrated partnerships with all service providers and partners to ensure local needs are met through the universal and targeted services and activities provided in each of the localities.

**Key Role Accountabilities**:

Lead the transformation of the Early Years and Family Hub programme offer across the Neighbourhood groups of Sure Start Children’s Centres. Working closely with other managers, services and key partners, ensure effective integrated working across locality-based teams meets the needs of children and families across the reach area of each group.

Work pro-actively with all partners to secure the use of community assets to ensure a place-based approach to delivery of services across the groups.

Oversee the work of the Early Years project manager role to ensure the provision of services meet the needs of families and target groups through analysis and intelligent use of data to accurately inform the development of provision across the city and ensure monitoring processes that show impact are developed and maintained.

Support quality and consistency of Early Years and Family Hub services across a mixed model of delivery

To support the review of early years and commissioned services informed by evidence-based delivery models to transform and improve the operating model.

 Identify and support the implementation of change and improvements in support of organisational and locality working strategies

Ensure the effective management of the delegated budget within financial regulations and maintain financial records. Maintain appropriate records and implement effective procurement, monitoring and evaluation systems which will enable the Council to monitor service levels and outcomes.

 Report regularly on progress towards targets and agree the directional planning of services, ensuring all stakeholders are fully involved in line with the requirements of the Councils service level agreement.

Embed best practice, informing strategy, policy and communications across all partner working to drive up standards. Develop innovative practice and disseminate “what works” to increase capacity for improvement.

Ensure the Council is compliant with its statutory duties to safeguard children and young people.

Personal commitment to continuous self development and service improvement

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications

**Where the role holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all duties of the job. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.**

**Role Portfolio:**

The Early Years Service offer for the City has been developed in three parts:

* An Early Years Delivery Model working in an integrated way with health partners.
* Access to good quality, accessible and affordable childcare and early learning places across the City.
* Ensuring families are connected to an integrated and targeted family offer delivered by Sure Start Children’s Centres through the revised Sure Start Core Purpose

The Early Years Delivery Model (EYDM) is an integrated pathway for all children from pre-birth to 5 years of age in partnership with health care and early years professionals.

The model supports the delivery of the Sure Start Core Purpose which has at its heart improving outcomes for young children and their families and reducing inequalities in:

* Child development and school readiness.
* Parenting aspirations and parenting skills.
* Child and family health and life chances.

Sure Start Children centres have been arranged into 7 Groupings aligned to Neighbourhood areas. There is a mixed model of delivery with 4 of the groups commissioned out to delivery partners.

Locality Leaders provide strategic leadership and work in collaboration with wider partners to deliver the Early Years offer across the neighbourhood groupings.

Centre Managers who report to the Locality Leads oversee the operational delivery of the SSCC’s.

Early Years Outreach Workers, take a strength-based approach, working with families to assess need and ensure children and families receive timely and seamless support. EYOW also deliver a number of evidenced based interventions.

The service commission parenting interventions delivered by CAPs and Speech and Language interventions delivered by SALT.

There are currently 4 Family Hubs established across the city. Building on our SSCC and core purpose offer the Family Hub offer will encompass delivery of services and activities for families with children aged 0-19(25SEND).

The Early Years and Family hub Localities Manager role, working closely with the service strategic lead will be responsible for putting systems and processes in place to ensure the delivery of a high-quality Early Years and Family Hub programme offer. This will include performance management, quality assuring and monitoring of the current mixed model, supporting the further development of the service in line with evaluation and managing changes in line with transformation driven by efficiencies.

**Localities Manager (Early Years and Family Hubs) - Key Behaviours, Skills and Technical Requirements**

**Our Manchester Behaviours**

* We are proud and passionate about Manchester
* We take time to listen and understand
* We ‘own it’ and we’re not afraid to try new things
* We work together and trust each other
* We show that we value our differences and treat people fairly

**General Skills**

* **Communication Skills**: Ability to motivate others through building effective relationships and gaining their full support for achieving outcomes. Ability to build and maintain strong networks of support both internally and externally and to forge effective partnerships with external agencies, voluntary and statutory, and key stakeholders for the continuous improvement of services.
* **People Management:** Effective development, management and motivation of staff within service area, providing leadership and planning for the work of a city wide team. Ability to organise own and others activities with an ability to carry out operational planning for a specific service area.
* **Planning and Organising:** Excellent time management skills, creating own work schedules, prioritising, preparing in advance and setting realistic timescales for own self and others.
* **Problem Solving and Decision Making**: Is able to make effective decisions on a day-to-day basis, taking ownership of decisions, demonstrating sound judgement in escalating issues where necessary. Understanding of the complexities of service delivery and the challenging environment balanced against the resources required to deliver objectives.
* **Strategic Thinking:** Thinks and acts cross-functionally and cross organisationally, beyond own professional areas of specialism, perceiving the wider picture and the implications of short-term decisions for the achievement of long-term strategic goals
* **Analytical Skills:** Ability to engage with stakeholders to identify information needs and to know how to go about obtaining the relevant information. Ability to gather and analyse information, opportunities and problems.
* **Creative Skills:** Ability tothink creatively and provide innovative solutions to problems. Has ability to develop new approaches to finding solutions outside of existing parameters.

**Technical Requirements (Role Specific)**

* Knowledge and understanding of practice, legislation and statutory requirements relating to early years provision.