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| **Job Description** |  |
| **Job Title:** | London Innovation and Improvement Alliance (LIIA) Secure Children’s Home Programme Manager |
| **Responsible to:** | LIIA Strategic Lead |
| **Responsible for:** | Project Officer |
| **Key Contacts:** | ALDCS, Children’s Services Practice Leaders Network, LA HR Leads, London Councils Officers. Leaders and strategy makers across services for children in London. |
| **Band:** | E |

**Job Purpose**

* To be responsible, alongside the LIIA Programme Lead, for designing, co-ordinating and delivering the Secure Children’s Home and Community Project programme, working with Directors of Children’s Services, Senior Officers, Senior Managers in partner organisations and Services across the London region.

* To work closely with all London local authorities to support the ALDCS improvement priorities.

* To manage the LIIA infrastructure and resources, capacity from London Borough of Barnet and other organisations so as to meet the needs of the SCH programme and the delivery of the programme in line with DfE Gateways. To manage the SCH Project budget and financial reporting including forward planning for expenditure of c£100 million and associated procurement processes.

* To lead on performance of the SCH programme, ensuring the early identification and management of performance risks and the capture of impact/outcomes.

**Principal Accountabilities**

1. To take responsibility for the project management and delivery of the London Secure Children’s Home and Community Project across the following work areas:

* + Programme design and performance reporting to Steering Group and DfE
  + Programme management across four workstreams and interdependencies
    - Site search
    - Design and build
    - Pan-London Vehicle/SCH Business Case
    - Practice Model
  + SCH Performance framework
  + SCH forward planning, risk management and reporting
  + SCH Finance and procurement

1. Alongside the Strategic Lead for Commissioning and SEND, to plan, monitor and deliver the overall programme of projects ensuring that they progress in accordance with the project plan and a clear management methodology.

1. To ensure that the project sponsor and project leads are informed of progress through regular checkpoint updates and reports for the steering group, project and programme boards. To communicate with a range of stakeholders, including Directors, Members, Department for Education and others to provide information and updates on the LIIA programme and regional activity.

1. To work with stakeholder bodies and forums including coordination, the preparation of briefings, reports and presentations and other matters. To provide professional challenge and advice to colleagues, staff and partner organisations across London and ensure common and collaborative approaches are adopted to solving problems. To work with existing stakeholders and build new networks where required in relation to the Secure Children’s Home and step-down facilities.

1. To deputise for the LIIA Strategic Lead when required and to contribute to the effectiveness of the team and the creation of a high performing environment within the team.

1. To build and oversee a SCH performance framework, including around new and emerging areas of work as they arise. To identify risks to delivery early and work with others to manage them successfully.

1. To harness the skills and resources of the LIIA team, London Children’s Services, other partners, and Department for Education to design the high level operational framework for the Secure Children’s Home and Community Project that secures buy-in from London local authorities and key partners, working with the Strategic Lead for Commissioning and SEND on the interface with the Pan-London Vehicle.

1. To oversee SCH finances, working with London Borough of Barnet finance colleagues to fulfil budget monitoring and financial reporting requirements. To ensure value for money is evidenced and analysed. Ensure that financial risks and issues are managed and monitored.
2. To manage the analysis of demand data for the Secure Children’s Home, including unplaced referrals to deepen the evidence base and model future utilisation, building on the NEL business case.

1. To support the dissemination of information across the region via the website, newsletter and email distribution lists
2. To adhere to London Councils’ corporate policies, procedures, regulations and protocols, including the Data Protection Act 2018.
3. To promote equality, diversity and inclusion in all areas of work and actively challenge discrimination.

1. To always take care to uphold health and safety at work for self and others. To always observe London Councils’ Health and Safety policy and related procedures.

1. To uphold the highest standards of ethical conduct in line with the expectations of a local government officer and to lead staff to adhere to such standards in order to uphold the reputation of London Councils and local government in London.

1. A Flexi system is worked. Evening and out-of-hours working may be required on occasions and a willingness to travel within England and Wales.

**Name: Ben Byrne**

**Date: 07.07.2022**

**Sign:**