

Our Voice Team Manager – Grade 13

Job purpose

You will lead the Our Voice Team - which works to ensure that the views and aspirations of children and young people in Kirklees influence, challenge and drive our service provision and work with young people. Our Voice is a small team in the Resources, Improvement and Partnerships group of services in Children's Services. The team's work contributes to service transformation and commissioning by ensuring that children's voices, experiences and concerns are heard, listened to and help to shape local decisions and services, through direct work with CYP, providers, strategic leaders and stakeholders.

In Children's Services, we know a child's journey through school and into adult life shapes their future. We want to prepare all children for successful independent lives where they have the skills, they need to achieve their aspirations, giving them the best start in life.

Children's Services is on an Improvement Journey to be outstanding. With a focus on outcomes and putting children and young people at the heart of all we do, we will lead the way in designing services for the future, working restoratively with our people, partners, and place. Central to this ambition is ensuring that we put the voice of children and young people at the heart of what we do, and we use their lived experience, insight and intelligence to improve outcomes, systems and services for children and families.

Our overarching vision for Kirklees is to be a district which combines a strong, sustainable economy with a great quality of life – leading to thriving communities, growing businesses, high prosperity, and low inequality where people enjoy better health throughout their lives. We are a restorative council – we work with people, rather than doing things to them or for them. Children's Voice, Influence and Participation work is key to this approach.

This role is based within [Children and Families](#). Find out more about [working for Kirklees](#).

Key areas of responsibility

- You will champion the voice of children and young people in Kirklees
- You will support and contribute to the development and implementation of strategy, in-house and commissioned services, policies, and procedures; contributing to local, regional, and national forums representing the Council when required.
- You will have managerial responsibility for the staff and resources in the Our Voice Team.
- You will co-ordinate a Participation Network with internal and external stakeholders to develop and coordinate work across the district on children and young people's participation.
- You will ensure that risk is managed proportionately, and local and national safeguarding and Health and Safety procedures are adhered to in the work the team undertakes in a range of settings, including with learning providers, community organisations and with in-house and commissioned service providers.

- You will have the responsibility for developing, implementing, and reviewing the Team's workplan.
- You will lead the team in creating insight and intelligence reports that inform strategic and operational decisions and practice. You bring the voice of children and young people to the table.
- With responsibility for some resource and financial management you will ensure services are effectively delivered.
- You will develop, deliver, and effectively manage services to the required standards.
- You will develop and maintain successful partnerships to support multi-agency and partnership working.
- You will be accountable for delivering services within budget, ensuring services are targeted appropriately supported by data and produce impact reports as required.
- Working proactively within HR and Financial policies and procedures, you will ensure employees are equipped with appropriate skills and resources and empower them to deliver services effectively.
- Providing leadership and professional management to employees you will act as a role model ensuring the highest quality of service delivery.
- You will be responsible for effectively introducing and managing change
- Working conditions

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills, and experience	Shortlisting criteria
You will be required to hold a level 6 qualification relevant to the role (e.g., degree / professional qualification in education, social work, youth work, information, advice & guidance etc).	Essential
A skilled communicator, able to champion the voice of children and young people with strategic and operational leaders and stakeholders inside and outside the council.	Essential

Knowledge, qualifications, skills, and experience	Shortlisting criteria
Experience of managing a team to deliver high quality children's services including successful employee, budget, resource, and work programme management.	Essential
A broad understanding and knowledge of early support, learning, education, and skills and/or children's social work and relevant legislation	Essential
Understanding of the national landscape and challenges relating to Children's Services and local government.	Essential
Ability and proven experience to develop and deliver creative, high-quality voice, influence, and participation services	Essential
Experience of, and ability to demonstrate applying Restorative Practice	Essential
Proven experience of working in collaboration with a wide range of internal and external partners and providers to develop & deliver services	Essential
Proven relationship management skills and the ability to influence at all levels.	Essential
Excellent communication skills to be able to present complex information orally and in writing to a variety of adult and child audiences.	Essential
Sound research, analytical and problem solving skills.	Essential
Able to handle uncertainty, manage changes in workflow and work independently on your own initiative	Essential
Committed to continuous professional and management development. and working within professional standards.	Essential
Accepts an enhanced DBS and barred list check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.	Essential
Willing to work occasional weekends and evenings	Essential
Travel to various locations in order to carry out the duties of the job. Possession of a full and valid driving licence and a car available for work. (Exceptions can be made for disabled applicants).	Desirable

Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 3. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

Able to work unsocial hours

Driving licence or able to travel independently across Kirklees, exceptions maybe made for disabled candidates.

DBS check at the appropriate level

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience, and grade of this job.

For Office Use Only:

Job Category	Children's Service	Grading ID	67575
Job ID	TBC	Last Updated	January 2023
Job Focus	No	Career Progression	No

Contractual Variants

DBS Category	Children	DBS Type	Enhanced + barred
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR	M Lunn		