

## Job Description

<b>Job Title</b>	Early Childhood Locality Manager
<b>Grade</b>	P013
<b>Reporting To</b>	Head of Service - Early Years
<b>JD Ref</b>	PC0114P

### Purpose

To lead and manage effectively the delivery of early help and prevention interventions, through early years and children's centre services on a locality basis ensuring strong local partnerships, empowered participation of parents and carers and robust governance. To support the Service in meeting national and local performance reporting requirements.

To work collectively with colleagues across Early Help & Prevention Services to ensure: children and young people are safer; the daily-lived experience of children and young people gets better; outcomes for children and young people improve; and wherever possible, family breakdown is prevented.

### Main Duties And Responsibilities

#### **Behavioural:**

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values and leadership behaviours in the role and organisation.

#### **Team Leadership and Management:**

- Provide strong leadership, strengthening engagement, growth, culture, innovation, collaboration and performance.
- Assign responsibilities, setting clear expectations, and deliverables to team members and empower them to excel in their roles.
- Through continuous improvement strengthen the tools, practices and impact of the service.
- Empower staff to understand and use local intelligence and demographic needs analysis data sets to improve service delivery, increase engagement, identify target groups, drive up quality and to work collaboratively with key stakeholders in the community.
- Lead on service planning developments, of early years early help and prevention interventions for children and families in the area, ensuring they will be effective in achieving the "Children Ready for School" Pledge objectives.
- Manage and de-plot resources effectively across a designated locality.
- Undertake strategic tasks allocated by the Head of Service.

### **Communication, Engagement and Training:**

- Responsible for improving outcomes for children under five years of age and their families, across a designated demographic of Wirral through engaging multiple services and co-ordinating the delivery of the core purpose for children's centres and Council Pledge priorities.
- Actively listen to the voices of children, young people and their families and ensure a representative cross section of children, young people and families are involved in determining planning and evaluating services delivered on their behalf. Ensure that parents/carers and partners play an active role in all aspects of service design and delivery through consultation and participation.
- Ensure that parents/carers and partners play an active role in all aspects of service design and delivery through consultation and participation within parent's forum and Advisory Boards.

### **Data Analysis and Decision-Making:**

- Be analytical in the monitoring of engagement with services, focusing on the impact of interventions with children, young people and families and produce reports for Advisory Board Governance and Senior management scrutiny.
- Monitor the expenditure for services ensuring value for money.

### **Performance Management:**

- Embed and oversee quality throughout early years early help and prevention interventions maintaining the highest standards and with excellence in safeguarding practice.
- Operate and monitor a robust performance management framework encompassing case management, recording, auditing, reflective practice and data collation of interventions for targeted support.
- Challenge underperformance effectively and be accountable for the contributions by key partners, stakeholders, parents and carers in understanding key targets and priorities.

### **Compliance:**

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Ensure that all service initiatives adhere to relevant legislation, policies and practices.
- Develop a self-evaluation reflective tool that will inform on the performance of services, resources, staffing and finances for Senior management to ensure compliance of corporate processes and the delivery of the Council's Childrens planning are being met.
- Designated Safeguarding Person for the locality Early Childhood Services staff. Embed and ensure Safeguarding practices are up to date and effective.

### **Other:**

- Any other duties commensurate with the grade.



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## Role Specific Knowledge, Experience And Skills

### Qualifications

- Educated to degree level in a relevant discipline/related subjects (e.g. early years, education, health or social care).

#### *Desirable*

- Relevant professional qualification e.g. NVQ 5 or equivalent in a management qualification.

### Knowledge & Skills

- Understanding of statutory frameworks relating to the Childcare Act 2006, Children Act and Working Together 2013.
- Good understanding of equality, diversity and inclusion and how to promote positive values.
- Knowledge of Common Assessment Framework/TAF, Wirral Integrated Working guide and the role of the Lead Professional.
- Demonstrate an understanding of professional boundaries.
- Good understanding of Child Protection and Health and Safety Legislation.
- Demonstrate high level of skills in observation, recording and analysis, including report writing and be willing and able to support others in developing such skills.
- Ability to undertake comprehensive family assessments i.e. Early Help assessments (EHAT), family assessments and co-ordinate services to match the assessed need.
- Ability to facilitate group work.
- Ability to chair meetings.
- Demonstrate effective skills in working with children, young people and vulnerable adults.
- Ability to converse with members of the public and provide advice in accurate spoken English.

#### *Desirable*

- Good understanding of Child Development.

### Experience

- Experience of working in an interagency environment.
- Ability to demonstrate an understanding and awareness of the potential conflict between personal and professional boundaries.
- Experience of liaising with staff from a wide range of partner agencies.
- Experience of working with Children, young people and families within a home environment.
- Experience of delivering early intervention programmes.
- Experience of delivering training and professional development opportunities.
- Significant experience of working with families across the spectrum of need.

#### *Desirable*

- Experience of delivering early intervention programmes.
- Experience of delivering training and professional development opportunities.
- Experience of auditing case work.



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## Additional Information

Work flexibly across the borough to meet delivery requirements of the early childhood service.

### NOTE:

**The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the Head of Service.**

This job role descriptor will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job role descriptor and changes to it may be amended in light of organisational and service requirements.

### Health & Safety Considerations:

- Work with VDUs (Video Display Unit) (>5hrs per week)

**Approved By: Jo Simpson**

**Date Of Approval: 27.08.2025**



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