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Senior employees

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The roles and responsibilities of Blackpool Council's senior officers.

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Chief executive

Areas of responsibility:

- Give direction and leadership on the achievement of the council's corporate and strategic objectives
- Act as an interface between the political executive and employees and the organisation and the community
- Lead and influence at an organisational, local, regional and national level to ensure that the agreed goals and targets are achieved to meet the aspirations and needs of the people of Blackpool
- Act as principal adviser to the leader and elected members on the development of the council's strategic aim
- Advise on the formulation of policy, the setting of strategic priorities and the allocation of resources to reflect the council's corporate and wider community objectives including improving public health



Neil Jack, Chief executive - Blackpool Council

Director of adult services

Areas of responsibility:

- Statutory role of Director of Adult Social Services (DASS)
- Accountability for assessing local needs, ensuring availability and delivery of a full range of services
- Professional leadership including workforce planning
- Leading the implementation and performance monitoring of standards
- Managing cultural change
- Promoting local access and ownership and driving partnership working
- Promoting social inclusion and wellbeing
- Commissioning services for adults which deliver quality, value for money, meet identified needs, and integrated with relevant partners
- Strategic contribution on behalf of the council to planning and delivery of health and social care integration and transformation

of health and social care services in accordance with national policy directives.

- Chair Health and Social Care Career Academy, promoting the sector, good recruitment and retention, and training fit for the changing needs of the workforce
- Resource planning to support changes in statute, national and regional policy and case law
- Oversight of the humanitarian response requirements of the emergency plan

Director of children's services

Areas of responsibility:

- Children's social care
- Fostering adoption and residential services
- Safeguarding quality and review
- Early help for children and families, young people's service
- Headstart
- Youth offending
- School standards
- Access and inclusion
- SEND
- Contracts and commissioning (joint with health)
- Business support and resources

Director of communications and regeneration

Areas of responsibility:

- Sustaining and growing the economy through inward investment, stimulating business growth and start-ups along with developing relationship with the business sector
- In addition to this it provides support to local people to improve employability prospects
- Promote the town to inbound tourists and help, with the private sector to develop compelling reasons to visit such as the illuminations along with the new facilities in the Tower, Winder Gardens and elsewhere on the promenade
- Directs the delivery of the council's cultural offer in the form of art, heritage and libraries providing enrichment both in schools and for the benefit of the wider local population

Director of community and environmental services

Areas of responsibility:

- Public protection
- Highways and transportation
- Coastal and environmental partnerships
- Waste services and integrated transport
- Leisure services and parks and green environment
- Illuminations operations
- School catering services

Director of governance and partnerships

Areas of responsibility:

- Statutory role, has a key role in ensuring the lawfulness and fairness of corporate decision making
- Ensuring compliance with codes and protocols, promoting good governance and high ethical standards
- Providing a comprehensive governance support service to elected members and all departments of the council.

Director of public health

Areas of responsibility:

- Reviewing evidence of effectiveness to inform commissioning strategy and service design in health and social care
- Health needs assessment and monitoring patterns of diseases (JSNA)
- Planning and development of services that support behaviour change (tobacco, alcohol, obesity)
- Research and impact assessment
- Advocating for policy change at local and national levels in order to improve health
- Health protection, including health emergency planning and population health programmes

Director of resources

Areas of responsibility:

- Statutory finance officer role as per s.151 of the Local Government Act 1972
- Revenues and exchequer services
- Benefits and customer services
- Accountancy services
- ICT
- Procurement, energy and projects
- Audit and risk services
- Property services

Director of strategy and assistant chief executive

Areas of responsibility:

- Overall lead for defining and articulating headline council objectives, strategy, corporate plans and associated performance frameworks
- Direct managerial responsibility for corporate planning, performance, research, commissioning and all housing functions
- Lead officer for support, oversight and scrutiny of council's wholly owned companies.
- Lead for council interface with Local Enterprise Partnership, shadow Combined Authority and associated departments and ministries of state
- Direct support to the leader and chief executive on any aspect of the strategic management of the council
- Direct support and advice to the wider political executive
- Deputise for the chief executive in internal and external environments

Other senior staff

Head of adult social care

Areas of responsibility:

- Social work interventions, including assessment and casework
- Services for adults
- Adult social care
- Social care mental health services
- Disability services
- Hospital discharge services
- Statutory responsibilities for adult social care
- Application of safeguarding procedures
- Responsibility for approved mental health professionals
- Personalisation lead

Head of audit and risk

Areas of responsibility:

- Internal audit
- Risk management
- Insurance
- Emergency planning
- Business continuity planning
- Fraud and investigations
- Health and safety
- Equality and diversity
- Trade union support

Head of benefits and customer services

Areas of responsibility:

- Administration of housing benefit (shared service)
- Administration of Council Tax Reduction Scheme (shared service)
- Administration of Discretionary Support Scheme
- Administration of Discretionary Housing Payments (shared service)
- Administration of Council Tax Reduction Hardship Scheme (shared service)
- Administration of Client Finance Money Management Service
- Administration of Social Care Financial Assessment and billing process
- Administration of debt advice team
- Administration of council outreach worker team
- Administration of Customer First function

Head of business support and resources

Areas of responsibility:

- Resource allocation
- School funding
- School organisation
- Social care finance and funding
- Sector led improvement
- Departmental support

Head of care and support

Areas of responsibility:

Head of service leading the delivery of a number of CQC Regulated health and social care services and interventions to meet the holistic needs of Blackpool residents:

- Regulated care services (CQC - Care Quality Commission)
- Integrated health and social care intermediate care (Residential)
- ARC
- Care at home services
- Reablement
- Home's best
- Primary night care team
- Palliative care team
- Day care services
- Langdale daytime activity service (Learning disabilities)
- Keats day service (Mental health and wellbeing)
- Social care volunteers service
- Shared Lives Service (Short breaks, day support and longer term placements)

- Assistive technology service (Vitaline)
- Supported living
- Extra support service (Learning disabilities)
- Residential respite service (Learning disabilities)
- Mental health and wellbeing provider services
- Phoenix Centre (Crisis)
- Gloucester Avenue (Rehabilitation)

Head of coastal and environmental partnerships

Areas of responsibility:

- Chair of the Fylde Peninsula Water Management Partnership with Fylde, Wyre, Lancashire County Council, Environment Agency, United Utilities and Keep Britain Tidy delivering a strategic multi-agency approach to the management of water and improvements to bathing water quality
- Strategic and statutory duties in respect of flood risk management including developing a strategy, consenting and enforcing policies, coast protection and surface water management
- Strategic and statutory duties in respect of bathing water controller with responsibility for liaising with Defra, the Environment Agency and the Turning Tides Partnership on measures to improve quality and bathing waters
- Delivery of coast protection and surface water flood risk capital projects.
- Delivery of Lancashire and Blackpool Flood Risk Management Strategy
- Strategic management and monitoring of the council's street lighting and traffic signals private finance initiative

Head of community safety strategy

Areas of responsibility:

- Community safety strategy
- Crime and antisocial behaviour
- Drugs and alcohol treatment
- CCTV strategy

Head of corporate delivery, performance and commissioning

Areas of responsibility:

- Responsible for the strategic and operational management of a range of care and support services to vulnerable adults.
- Work across adult social care and the corporate delivery unit to deliver key reviews and improvement projects across the council
- Contribute to the strategic and operational leadership and management of the division / department
- Member of supervisory body and designated decision maker when required for statutory DOLS requests (Deprivation of Liberty Safeguards)
- Lead responsibility for key areas of divisional business, operational lead for the council on the emergency response group
- Lead responsibility for own service areas in business development, risk management, internal and external stakeholder liaison and contract / performance monitoring

Head of customer engagement and life events

Area of responsibility:

- The post holder is the proper officer with the statutory and legal responsibility for ensuring that the registration of births, deaths and marriages are carried out legally and within due timescales. Leading the registration service in a range of statutory and non-statutory disciplines adhering to statutory timescales, providing and marketing the service to meet the needs of the customers
- The post holder has responsibility for managing the coroner's support service and its associated budget. The coroner is an independent appointment but the post holder is the council's lead officer and works alongside the coroner (and assistant coroners in the coroner's absence), regarding issues such as staffing, support, planning and budgets
- The post holder is responsible for the council's crematorium and cemeteries and its associated budgets. Leading a customer focused bereavement service and its facilities, in line with statutory duties and performance targets.

Head of democratic governance (deputy monitoring officer)

Areas of responsibility:

- Electoral services
- Member and civic support
- Constitutional advice
- Members code of conduct
- Promotion of corporate governance
- Executive and cabinet member support (decision making)
- School appeals support
- Scrutiny support
- Councillors delegated budget
- School governance

Head of economic and cultural services

Areas of responsibility:

- The head of economic and cultural services oversees a department which promotes economic and cultural growth and prosperity for all residents
- The economic development division provides essential business support, advice, training and workspace provision for new and existing businesses to start, grow and create jobs. The award winning work and health team pioneer support to adult job seekers, often with complex needs, to help them gain and sustain employment
- The cultural services division delivers the full range of library service offers across a network of eight community libraries; maintains the nationally significant Grundy Art Gallery and a range of additional arts provision for all ages such as Wordpool; and, the heritage service which cares for and manages the council's extensive heritage collections, the Local History Centre based at Central Library, coordinating community access to fylde coast built heritage via Heritage Open Days

Head of enterprise zones

Areas of responsibility:

- Seek inward investment , to support economic growth and support and encourage investment by existing Fylde coast business, in addition to providing advice and guidance on strategic economic issues as well as leading on many major development projects
- Lead on the development and promotion of the new enterprise zones at Blackpool Airport and Hillhouse International business park at Thornton in Wyre
- Overview for the three authorities on development of key employment sectors including energy and public sector related activity
- Lead on a number of town centre initiatives including the redevelopment of Central Station site as a major leisure scheme and am a director of Blackpool Town Centre BID and a member of Blackpool Coastal Communities team

Head of heritage

Areas of responsibility:

The head of heritage is responsible for advising the council on its policies and plans to manage, care, develop and exploit the potential of its heritage assets; working in partnership and advocating the needs of Blackpool at a local and national level.

The post manages a dedicated team of heritage based professionals who oversee and manage the council's historic archives and artefact collections. The post plays a key role in driving forward strategic heritage based initiatives.

Head of highways and traffic management services

Areas of responsibility:

- To provide management to the highways and traffic management division (highway asset management, highway inspections, NRSWA inspection, highway project management, traffic management and engineering), maximising the impact and contribution of the services to local residents and visitors to the town
- To provide professional advice to the cabinet and elected members on all matters relating to the services provided by the division

in order to meet the needs of the borough

- To be part of the community and environmental services departmental management team, working alongside the director in the overall management of the department
- To represent and deputise for the director in the local, county, regional and national arena
- To be responsible and accountable for the management and development of the highways and traffic management division
- To embed the philosophy of 'progress through partnership', providing the vehicle for local people to be a part of service management and development; involvement, empowerment and ownership
- To lead the challenge of innovative redesign and delivery of services to increase productivity and deliver transformational change
- To be empowered to create and design appropriate frontline service integration models for delivery, thinking creatively in order to deliver efficiencies and quality services
- To lead on service strategy development, contributing to the council's strategic management process and vision
- To provide leadership and direction to staff, ensuring all are aware and committed to maximising the service and department's role in Blackpool's future
- To be accountable for service performance, creating a performance management culture, underpinned by the principles of best practice and continuous improvement
- To support and guide council members in relation to their aspirations and role as local elected councilors

Head of housing

Areas of responsibility

- Setting strategy and bringing forward new housing to meet the needs of the town
- Improving housing and neighbourhood conditions
- Regulating the private rented sector
- Providing services that prevent and respond to homelessness
- Makes decisions on investment in council housing
- Oversees the work of Blackpool Coastal Housing which manages council housing in Blackpool, and Blackpool Housing Company which invests in acquiring and refurbishing homes for rent in inner Blackpool

Head of human resources and workforce development

Areas of responsibility:

- Resourcing (MIS and recruitment and safeguarding)
- HR administration
- Employee relations (disciplinarys, grievances and cases)
- Schools HR contracts
- Organisation and workforce development
- Occupational health and wellbeing

Head of ICT services

Areas of responsibility:

- ICT strategy, policy and developments
- Senior information risk officer (SIRO)
- Information and data security
- Data centres, networks and infrastructure
- Business intelligence and systems team
- Telephones and mobile communications
- ICT support including helpdesk
- ICT schools support
- ICT traded services

Head of planning - Quality and control

Areas of responsibility

- Provide appropriate specialist knowledge support to the department in relevant operational functions, ensuring key

performance targets are met and procedures are adhered to

- Responsible for the overall management of the planning quality and control area of the Growing places division, as well as effective delivery and management of statutory processes
- Have overall management and leadership responsibility for three discrete teams - development management, building control and divisional support, as well as specific responsibility for conservation and heritage

Head of planning strategy

Areas of responsibility

- To co-ordinate and implement as head of planning strategy, the council's priorities and statutory responsibilities in respect of development plan policy with particular emphasis on reviewing, preparing and progressing to adoption the council's local plan and other statutory and non-statutory plans and policies for the future development of Blackpool
- To ensure that Blackpool's priorities, regenerative and economic needs, are appropriately reflected in strategies that will guide and direct future development and investment in the sub-region
- To provide specialist planning advice in respect of strategic development proposals, initiatives and consultations to support Blackpool's regeneration
- To provide specialist advocacy advice representing the council on complex planning issues to secure the implementation of policy in line with strategic priorities
- To work across council services and with external partners and stakeholders in developing and delivering a regeneration agenda that will enable Blackpool to improve its economic performance, overcome deprivation issues and enhance the quality of the physical environment

Head of procurement and projects

Areas of responsibility:

- Corporate procurement and projects
- Performance, improvement and development
- Energy and Sustainability management

Head of property services

Areas of responsibility:

- Responsible for ensuring the council complies with its legal duties for property management, maintenance, servicing and inspection, facilities management arrangements and asset management, implementing policy and procedures to comply with all legislative statutory duties and approve codes of practice for all council buildings
- Manage the council's property services department to achieve corporate objectives within established budgets and targets. Provide leadership and direction to staff to achieve department and council's corporate goals and objectives
- Responsible for the procurement, commissioning and project management of capital projects, to ensure they are delivered on-time and on-budget, using best practice and industry innovation to deliver efficiencies and ensure quality services are provided to the council and its partners
- Liaison with external agencies, public sector organisations, partners and stakeholders to develop working partnerships, prepare funding bids, attend joint meetings and agree joint contracts and working arrangements

Head of public protection and enforcement

Areas of responsibility:

- Enforcement activities
- HMO inspection
- Empty properties
- Doorstep crime /rogue traders
- Massage parlours / brothels
- Food hygiene and infectious diseases
- Street trading and begging
- Environmental protection

- Commercial waste
- Enforcement
- Animal welfare
- Planning enforcement
- Trading standards
- Environmental health
- Licensing
- Antisocial behaviour
- Community safety operations
- Security
- Civil enforcement officers

Head of revenues and exchequer services

Areas of responsibility:

- Responsible for the planning, organisation and delivery of the revenues service for Blackpool and Fylde Shared Service over the short, medium and long term
- Corporate debt recovery and corporate invoice processing and payments.
- The payroll and pension's service
- Line manager responsibility for the transactional services manager, the principal revenues manager and the payroll manager

Head of school standards safeguarding and inclusion

Areas of responsibility:

- The head of school standards, safeguarding and inclusion provides strategic leadership and direction for the school improvement service, learning outside the classroom, school organisation and admissions, school inclusion and safeguarding, Blackpool Music Service and the pupil welfare service. As part of this work the Blackpool School Improvement Board governance, strategic planning, direction and oversight is included.

Head of service - Children's services

Areas of responsibility:

- Have strategic leadership and management responsibility for educational psychology service, statutory SEND assessment team, specialist/advisory teaching teams, early years education including send, safeguarding children with complex needs and the virtual school
- Have lead responsibility for the strategic approach to the commissioning of places, and the arrangements and deployment of resources required to meet the identified needs of children and young people with SEND; this includes managing the council's high needs and SEND budgets
- To be the council lead as part of OFSTED Local Area Inspections of SEND.

Head of service - Children's services

Areas of responsibility:

- Assume lead operational responsibility for a delivery arm in children's services operating in accordance with Blackpool Council policies, procedures and legislative frameworks and guidance.
- Take a lead role in developing services within the designated area in line with legislation, guidance and practice standards ensuring practice safeguards and promotes the welfare of children, young people and their families
- To work across a range of internal and external partners to ensure there is a systematic approach to practice that operates within a legislative framework, guidance and practice standards relevant to children's services
- Provide expert opinion, challenge and as part of the children's management team directly contribute or lead on the development of services within children's services. In particular lead on or contribute to the social care aspects of getting to good and outstanding

Head of service - Children's services

Areas of responsibility:

- Lead and deliver a service that provides operational and strategic family based services across the borough
- Manage links through multi-agency approaches to intensive family intervention for vulnerable families across the borough
- Provide a 365 days a year service including evening and weekends to support vulnerable adults and children
- Children's Centre's delivery and family hub approach
- Blackpool young people's service including youth offending services specialist services for drug and alcohol sexual health and offending prevention and leaving care services

Head of service - Children's services

Areas of responsibility:

- Senior manager with responsibility for three service areas that include MASH, duty and assessment, safeguarding, children with complex needs, looked after children, fostering, adoption and residential services
- All the above services are responsible for statutory social work
- Senior management with responsibility for strategic management of social work services to develop services and provide quality services to our most vulnerable children

Head of tourism and communications

Areas of responsibility:

- Corporate communications
- VisitBlackpool
- Illuminations
- Beach patrol
- Print services
- Parking services
- Blackpool Business Leaders Group and relationship with private sector
- Advertising services

Head of waste and environmental services

Areas of responsibility:

Responsible for environmental frontline operations to include street cleansing, beach cleaning, Household Waste Recycling Centre, commercial waste, pest control, dog warden service, alleygate maintenance and waste enforcement. Overall responsibility for Layton Depot and winter maintenance operations

Head of work and health programmes

Areas of responsibility:

- Lead advisor to the council on adult employment services policy and practice, contributing to the development of council policy based on practical knowledge and experience of implementation of projects; and a detailed understanding of national policy and best practice in own area of expertise
- Plan, control and lead on a portfolio of complex projects to meet objectives and standards.
- Lead contract negotiator with funding partners and prime contractors, responsible for responding to external funding bid opportunities, developing project concepts and new initiatives and to compete effectively for contract funding.
- Responsible for developing and maintaining quality management systems for the service area, in particular ISO9001 QMS, Matrix and other nationally applicable quality standards
- Responsible for detailing and managing service risks, including business continuity planning, health and safety policies for staff and customers, and ICT security planning and auditing.
- Represent the service at a senior level within the council, and in multi-agency partnerships and steering groups at regional and national level to ensure the views of the council are understood and case presented fully to stakeholders

Chief accountant

Areas of responsibility:

- Budgetary and financial management
- Annual accounts
- Treasury management (cash flow management, banking, borrowing and investing)
- Taxation advice

Chief operating officer

Areas of responsibility:

- Leisure services
- School catering services
- Parks and green environment services
- PE and school sport
- Stanley Park
- Marton Mere Nature Reserve
- Illuminations services (Operations)
- Building cleaning
- Integrated transport
- Waste policy

Consultant in public health

Areas of responsibility:

- Healthcare public health - Public health advice to CCGs
- Long term conditions and self care
- Primary care networks and social prescribing
- Tobacco control policy and strategy
- Public health intelligence, including Joint Strategic Needs Assessment (JSNA)
- CLAHRC Research Partnership
- NHS health checks
- Empowering people and communities
- Cancer prevention including screening programmes
- Maternity services

Consultant in public health (Health improvement and adult public health)

Areas of responsibility:

- Provision of specialist public health advice on :-
- Mental health and wellbeing promotion
- Sexual health prevention and clinical treatment services
- Public Health Commissioning Advice
- Healthy Urban Planning
- Blood-borne viruses including HIV and hepatitis
- Sexual violence and domestic abuse
- Housing, homelessness including affordable warmth
- Health and Work
- Health literacy

Consultant in Public Health (Health Protection and Children's Public Health)

Areas of responsibility:

- Children's public health services (health visiting, school nursing) including National Child Measurement Programme
- Healthy weight
- Child death overview panel
- Health protection
- Cancer prevention

- Infant feeding
- Screening and immunisations
- Oral health promotion
- Public health campaigns and communication
- Research governance

Deputy head of adult social care

Areas of responsibility:

- Senior management leadership, direction and support for team managers in adult services, this includes initial assessment team, Blackpool north and south adult team, the hospital discharge team, neighbourhood social work team and the rapid response team
- Responsible for the provision of high quality assessments under the Care Act (2014), and consequent care management arrangements
- Ensure safeguarding alerts and subsequent referrals/investigations within the service area are dealt within a professional standard
- Ensure best interest assessors within the service area are part of the local arrangements when deprivation of liberty authorisations are sought, providing specialist advice and guidance
- Management of relationships with partner agencies for integrated and co-located services, and where there is a shared interest in service delivery and outcomes. This includes the NHS, police, and probation etc

Deputy head of procurement and projects

Areas of responsibility:

- Corporate procurement
- Corporate projects
- Performance, improvement and development

Education inclusion office

Areas of responsibility:

- Statutory management of the guidelines for exclusions from school and timelines for permanent exclusions from schools process and procedures including provision for excluded students from day 6
- Support and guidance for parents/carers of excluded students
- Statutory management for elective home education and coordination of support
- Co-ordination of work with all schools for anti-bullying work, advice, guidance and training
- Work carried out within schools standards and effectiveness team (including school complaints, support and challenge etc)
- North West representative on the national group for elective home education professionals
- Co-Chair of North West Exclusions Network group
- Education representative and school response coordinator for serious case reviews

Educational psychologist

Role 1

Areas of responsibility:

- To work collaboratively with staff within and outside the local authority to support integrated service delivery to children and young people
- To actively promote inclusion and work effectively with other services and colleagues, particularly school-based staff, to ensure that achievement is promoted and attainment gaps are closed for pupils with SEND
- To offer constructive challenge within the framework of effective delivery of services, covered by the EP and SEND teams and ensure professional standards are maintained
- To provide statutory psychological advice as set out in the 2014 Children and Families Act and the Code of Practice (and within any replacement arrangements) to ensure that the council meets its statutory and policy obligations in relation to children and young people with SEND

- To professionally contribute and support peer and group supervision with the educational psychology team

Educational psychologist

Role 2

Areas of responsibility:

- To provide an educational psychology service to schools, children's services and families within Blackpool and contribute to raising standards within Blackpool schools
- To have responsibility for providing appropriate support, advice and intervention to ensuring that the council meets the needs of those children and young people (0-25 years) with special educational needs and disabilities (SEND) and delivers appropriate statutory and local targets in improving outcomes
- Using evidence-based psychological approaches, provide advice, problem solving support, intervention and review to education-associated staff, parents, children, young people and the local authority
- To work collaboratively with staff within and outside the local authority to support integrated service delivery to children and young people
- To actively promote inclusion and work effectively with other services and colleagues, particularly school-based staff, to ensure that achievement is promoted and attainment gaps are closed for pupils with SEND

Educational psychologist

Role 3

Areas of responsibility:

- To provide an educational psychology service to schools, children's services and families within Blackpool and contribute to raising standards within Blackpool schools. To have responsibility for providing appropriate support, advice and intervention to ensuring that the council meets the needs of those children and young people (0-25 years) with special educational needs and disabilities (SEND) and delivers appropriate statutory and local targets in improving outcomes.
- Examples of main duties/responsibilities
Using evidence-based psychological approaches, provide advice, problem solving support, intervention and review to education-associated staff, parents, children, young people and the local authority
- To work collaboratively with staff within and outside the local authority to support integrated service delivery to children and young people
- To actively promote inclusion and work effectively with other services and colleagues, particularly school-based staff, to ensure that achievement is promoted and attainment gaps are closed for pupils with SEND.

Educational psychologist

Areas of responsibility:

To provide an educational psychology service to schools, children's services and families within Blackpool and contribute to raising standards within Blackpool schools. To have responsibility for providing appropriate support, advice and intervention to ensuring that the council meets the needs of those children and young people (0-25 years) with special educational needs and disabilities (SEND) and delivers appropriate statutory and local targets in improving outcomes.

Examples of main duties/responsibilities:

- Using evidence-based psychological approaches, provide advice, problem solving support, intervention and review to education-associated staff, parents, children, young people and the local authority
- To work collaboratively with staff within and outside the local authority to support integrated service delivery to children and young people
- To actively promote inclusion and work effectively with other services and colleagues, particularly school-based staff, to ensure that achievement is promoted and attainment gaps are closed for pupils with SEND

Educational psychologist

Areas of responsibility:

- To provide an educational psychology service to schools, children's services and families within Blackpool and contribute to

raising standards within Blackpool schools. To have responsibility for providing appropriate support, advice and intervention to ensuring that the council meets the needs of those children and young people (0-25 years) with special educational needs and disabilities (SEND) and delivers appropriate statutory and local targets in improving outcomes

Finance manager

Areas of responsibility:

- Manage the accounting team that provides management and financial accounting support to the children's services, adult services, public health and resources directorates
- Provide financial advice to the directors of children's, adults, public health and resources
- Provide financial advice on large scale and transformational projects for e.g. health and social care integration and Better Start

Finance manager

Areas of responsibility:

- Manage the accounting team that provides management and financial accounting support to the communications and regeneration, community and environmental services, governance and partnership services and chief executive's directorates
- Provide financial advice to the directors of communications and regeneration, community and environmental services, governance and partnership services, strategy and to the chief executive
- Provide financial advice on large scale and transformational projects for e.g. waste collection and disposal, street lighting PFI, growth and prosperity schemes, and Blackpool Museum
- Provide taxation advice including managing the council's corporation tax and VAT positions including liaison with council wholly-owned companies

Growth and prosperity programme director

Areas of responsibility:

- The growth and prosperity programme director leads the growing places division which includes growth and prosperity, planning, transport policy, project development and funding, building control, built heritage and conservation and land charges teams whose role is to develop and implement an overall programme to bring new investment and jobs; develop, monitor and implement the town and country planning system and protect the environment of Blackpool.

HM coroner

Areas of responsibility:

- Decide whether a post mortem examination is necessary for the purpose of the investigation and, if so, to give directions to an appropriate medical practitioner
- To investigate the circumstances of the deaths of all persons whose bodies are lying within their jurisdiction where there is reason to believe that the death was violent, unnatural or of unknown cause
- To ensure that the causes and circumstances of all deaths reported are thoroughly investigated and the full facts are established
- To hold an inquest, with or without a jury, where required to do so in accordance with the Coroners and Justice Act 2009
- To make annual returns to the Secretary of State in connection with the inquests held and deaths enquired into

ICT senior manager (Technology, infrastructure and programmes)

Areas of responsibility:

- Leading the technical infrastructure team.
- Management of the technical and business IT programme
- Cyber security lead
- Data centre management
- Deputy senior information risk officer
- Developing new and existing technologies for council and business use
- Strategic lead for customer support

Inclusion team coordinator

Areas of responsibility

- To have a lead responsibility for ensuring the needs of children and young people with special educational needs and disabilities (SEND) are met and local targets in improving outcomes
- To have strategic leadership and management responsibility for the inclusion team
- Provide vision, direction and strategic leadership for the inclusion service, ensuring the provision of effective, efficient and high quality support and advice with regard to the education of children and young people with SEND
- Contribute to strategic developments in line with national and local priorities.
- Contribute to the delivery of directorate priorities
- Contribute to the development and delivery of services within SEND
- To promote inclusion and wellbeing and ensure the needs of vulnerable young people are met
- Promote the contribution of the inclusion team to the development of effective services for children and young people, families and communities and work in partnership with other senior managers across the local authority in order to improve outcomes for children and young people
- To promote collaborative working with other agencies
- To develop the inclusion team traded service offer
- To monitor and develop the assessment and inclusion team advice in determining the special educational needs of pupils living in Blackpool, as part of statutory assessment under the 2014 Children and Families Act (and any replacement arrangements) within agreed timescales

Legal services manager

Areas of responsibility:

- Manages a team of lawyers and support staff to enable the council to legally meet statutory duties

Legal services manager

Areas of responsibility:

- Managing and supervising 16 solicitors/legal executives and 1 support staff
- The areas of law covered are multifaceted, including, but not restricted to:
 - Child law
 - Adult mental health
 - Personal injury
 - Prosecution of public health
 - Environmental, licensing
 - Trading standards
 - Education
 - Public and private sector housing
- I advise and prepare policy and procedure on various issues including Regulation of Investigatory Powers and those areas of law as above.
- I undertake advocacy in magistrates, county court and various tribunals in the areas listed above.
- Defend claims against the council in various courts and tribunals
- Provide legal advice to members as and when necessary

Legal services manager

Areas of responsibility:

- Managing and supervising a team of solicitors/legal executives and senior legal officers
- the areas of law covered are extremely wide in nature, including, but not limited to:
 - Property
 - Landlord and tenant
 - Procurement

- Company law
- Contract law
- Regeneration
- Loans

- I advise all departments of the council along with some external clients
- I undertake property tribunals and also attend committees such as planning and appeals when required
- Defend claims against the council in relation to the areas of law listed above
- Provide legal advice to members and members of the public as and when necessary.
- Lead on large development projects from a legal perspective on behalf of the council

Music adviser

Areas of responsibility:

- To manage Blackpool's Music Educational Hub and, Blackpool Music Service
- To deliver corporate aspirations within children's services
- As musical adviser, support all schools in their music curricular provision and, ensure pupils receive their entitlement
- To annually liaise with local, regional, national and international musicians and partners from all genres of music and, provide inspirational music-making workshops and performances
- To provide new progressional musical aspirations for all pupils using a variety of creative initiatives
- To collate and provide extensive data to the Arts Council and FMS on a regular basis
- To support community music-making
- To manage 30 BMS employees and provide CPD for them, school based specialists and non-specialists
- To oversee the Tiddley Om-Pom-Poms initiative in all our children's centres
- To regularly bid for supportive grants
- To ensure frequent, enjoyable, prestigious, musical events provide a platform to celebrate our children's musical successes

Performance, systems and intelligence manager

Areas of responsibility:

- Providing strategic analysis of the performance of critical service areas, with a particular focus on children's services and schools and education
- Overseeing the council's management information systems to ensure they underpin evidence-based, intelligent strategic decision making

Principal educational psychologist

Areas of responsibility:

- Provide vision, direction and strategic leadership for the educational psychology service, ensuring the provision of effective, efficient and high quality support and advice with regard to the educational, behavioural and psychological issues of children and young people
- Contribute to the development and delivery of Blackpool's SEND Strategy
- Promote the contribution of psychology to the development of effective services for children and young people, families and communities and work in partnership with other senior managers in order to improve outcomes for children and young people

Principal social worker

Areas of responsibility:

- Act as professional adviser to the director of adult social care and wider council as needed in complex or controversial cases
- Support the senior management team in developing social work practice and practice standards, by developing arrangements for excellent social work recruitment, training and practice; effective supervision; and quality assurance
- Support supervision and leadership within social care, including the quality and service delivery of safeguarding; lead on ensuring the quality and consistency of social work practice in fulfilling the council's safeguarding duties
- Manage the training budget

Programme lead (Headstart)

Areas of responsibility:

- To lead HeadStart, the Big Lottery Funded strategic 5 year programme, aimed at building the resilience of young people aged 10-16 and therefore reducing the number that go on to develop mental ill health
- To provide strategic direction over the 5 years, driving the HeadStart strategy and the vision of systems change required
- To be responsible for successfully implementing and managing the delivery of this town wide approach and leading on the dissemination of learning to maximise opportunities for development across the wider partnership
- To be an ambassador for the HeadStart programme

Programme manager

Areas of responsibility:

- Managing a portfolio of projects
- Responsibilities include financial and budgetary management, monitoring and reporting; risk and issues management; procurement; administration; and project management to inception new projects

Public health business manager

Areas of responsibility:

- Oversee, manage and assure the public health department's business and administrative functions and responsibilities operating within agreed financial limits and corporate governance
- Provide a high level of strategic management support on a council wide basis to the range of public health programmes and strategies
- Develop a contract performance management framework within the department
- Contribute to annual budget setting, identifying savings and budget allocation. ensure public health grant spend is in accordance with government guidelines
- Collate as required qualitative and quantitative information and lead appropriate analysis to develop robust business cases and project plans
- Analyse, interpret and present data to highlight issues, risks and support decision making
- To take a full and active part in the overall management of the management of the directorate to support the delivery of day to day public health activities and projects
- Facilitate and drive delivery of a range of business initiatives and projects across the team

Schools intervention advisor (Assessment and moderation)

Areas of responsibility:

- Act as a critical professional friend to the schools, challenging and supporting their leadership in evaluating their school's performance, identifying priorities for improvement and planning effective change
- Contribute to whole-school Improvements in the schools
- Help build the schools' capacity to improve pupils' achievement and to realise other key outcomes for pupils that bear on achievement
- Provide challenge and support for the senior leadership in the schools
- Provide information to governing bodies on their schools' performance and development
- Work with a range of partners in order to deliver challenge and support for schools
- Broker school to school and external support
- Local authority assessment and moderation manager

Safeguarding advisor

Areas of responsibility:

- Safeguarding support for all Blackpool schools and colleges
- Supervision for DSL and safeguarding leads in all schools
- Advice for all schools and settings

- DSL training for all education settings
- Commissioning of safeguarding audits for all educational settings
- Providing PREVENT training for all schools' staff
- Member of the Channel and Prevent Boards
- Support the work of the LADO in respect of school settings
- Enable effective communication between children's social care and educational settings in safeguarding children

Senior manager school and community support and 14+

Areas of responsibility:

- Improve the job and life chances of individuals over 16 through their participation in learning
- Implement the councils response to the statutory requirement of raising the participation age in learning for 16 - 18 year olds
- Manage the adult community and family service ensuring it meets Ofsted inspection requirements
- Work with partners in the public, private and voluntary sector to draw in additional resources to deliver learning through in kind and external funding opportunities
- Work with Blackpool residents to ensure learning meets the needs of the more vulnerable residents
- Act as the council representative for working with the funding bodies of learning, in particular assisting in the quality assurance of local training providers for young people

Senior project manager

Areas of responsibility:

- To actively contribute to the creation, development, implementation and review of the growth and prosperity strategic plan
- To identify, develop, market and secure new and compelling commercial and residential investment opportunities, primarily within Blackpool, and also outside the borough.
- To be the principal point of contact for all inward investment and commercial development enquiries including responsibility for proactively promoting investment opportunities to the developer/investor market
- Lead in professional negotiations with developers/investors
- Ensure robust project assessment and appraisals are undertaken
- Manage the process of obtaining appropriate project approvals using applicable procedures and guidelines
- Maintain excellent developer/investor relationships
- Liaison with external funding bodies e.g. Homes and Communities Agency
- To provide commercial valuation advice in relation to the deliverability of projects.
- To write business plans and seek new funding streams from capital/revenue budgets, local authority borrowing and other sources

Senior public health practitioner

Areas of responsibility:

- Leading on the oral health strategy
- Leading on the 0-19's children's public health including commissioning
- Leading on the healthy weight strategy and developing the work of the local authority declaration on health weight
- Public health lead for the health and wellbeing board
- Health needs assessment

Senior service manager - Special educational needs

Areas of responsibility:

- Lead operational responsibility for the areas of Inclusion for young people aged 0-25, early years and the Better Start agenda within the special educational needs team operating in accordance with Blackpool Council policies, procedures and legislative frameworks and guidance
- Take a lead role in developing the special educational needs team in line with legislation, guidance and practice standards ensuring practice safeguards and promotes the welfare of children, young people and their families
- Provide expert opinion, challenge and as part of the children's management team directly contribute or lead on the development of services within the special educational needs service and early years

- Contribute to strategic planning and development of the service
- Deputise for the head of service in their absence

Senior team manager - Safeguarding review and quality assurance

Areas of responsibility:

- Supervision of safeguarding chairs and independent reviewing officers
- Management of child protection conference process
- Management of our children reviews
- Performance management
- Audits
- Challenging poor practice and improving outcomes for children.

Service manager - Duty and assessment

Areas of responsibility:

- Assume lead operational responsibility for designated areas of children's social care services operating in accordance with Blackpool Council policies, procedures and legislative frameworks and guidance
- Take a lead role in developing services within your designated area in line with legislation, guidance and practice standards ensuring practice safeguards and promotes the welfare of children, young people and their families
- Provide expert opinion, challenge and as part of the children's management team directly contribute or lead on the development of services within children's social care
- To work in partnership with internal and external stakeholders at all levels and provide expert advice, guidance and briefing sessions on a range of safeguarding matters aimed at advancing practice and service
- Plan, manage and monitor service budget and commissioning requirements, taking into account service demand and the need to ensure children and young people in need and/or at risk are safeguarded and protected
- Contribute to strategic planning and development of the service

Service manager - Early help

Areas of responsibility:

- Service manager leads the development and delivery of early help services and assumes lead operational responsibility for early help services operating in accordance with Blackpool Council policies, procedures, legislative frameworks and guidance.

Service manager early years

Areas of responsibility:

- To lead and coordinate the early years' service including SEND and portage
- To work collaboratively across the early years sector to lead on the provision of advice, guidance, training, support and challenge to EYFS practitioners in all sectors across Blackpool about all matters relating to the EYFS and SEND
- To liaise with professional partners across the local area to ensure children have their SEND needs met, and the local authority meets statutory duties in relation to early years
- To undertake, disseminate and lead on the moderation arrangements for statutory and non-statutory assessments in the EYFS.
- To manage and supervise blackpool portage service by following the code of practice and registration criteria as laid out by the National Portage Association [NPA]

Service manager - Families in need

Areas of responsibility:

- Responsibility for managing families in need- whole family early help service
- Delivery of national troubled families programme
- Management of pause programme

Service manager - LAC placement services

Areas of responsibility:

- Areas of responsibility include three residential children's homes, the fostering team and the adoption team
- Manage the performance of team managers ensuring required standards are met and that continuous development and improvement is demonstrated and practice that falls below the expected standard is managed
- Provide professional line management support, supervision and direction to staff in accordance with council policy to team managers
- Prepare reports, discussion documents as required relating to my designated areas of responsibility relating to service delivery, development, performance and practice matters
- Offer advice and support to service staff and internal and external stakeholders at all levels in the organisation including elected members and the director of children's services

Service manager - Looked after children

Areas of responsibility:

- Strategic management of 2 permanence teams with responsibility for 360 looked after children and young people
- The two teams consist of 2 team managers, 15 social workers and 2 assistant social workers.
- Our main aim is to ensure that those children in our care are safe, have quality placements that meet their needs, have opportunities to stay healthy, have a good education, and are supported to transition into adulthood. Our children and young people are supported in their transition into independence ensuring quality accommodation is available that is affordable, manageable and of a good standard
- In addition I manage the participation service ensuring that the voice of our looked after children and care leavers influences practice and service development. Through participation we are able to include our young people in aspects of our business such as recruitment, training and development
- I am responsible for managing the contact centre with a manager and 11 members of staff ensuring our looked after children are able to have regular and safe family time if this is the right thing for them

Service manager - Mental health and learning disabilities

Areas of responsibility:

- To ensure the provision of senior management leadership, direction and support to team managers in older adult and adult mental health, and learning disability services.
- To support the senior management team in developing practice and practice standards
- To take responsibility for the provision of high quality assessments under the NHS and CC Act, and consequent care management arrangements arising from these.
- To ensure the delivery of a statutory approved mental health professional service to a high standard in appropriate settings and a timely way, including recruitment, selection, approval and re-approval.
- To ensure safeguarding alerts and any subsequent referral and investigations within the service area are dealt with in a high professional standard.
- To ensure best interest assessors within the service area are part of the local arrangements when Deprivation of Liberty (DoL) authorisations are sought, providing specialist advice and guidance to them on request.
- To be part of, and act as, the supervisory body arrangements for DoL authorisations for Blackpool Council.
- To be responsible for the management and monitoring of the commissioning arrangements and spend across managed teams and services. The management of the quality monitoring arrangements for residential care, and joint funding agreements with CCG partners in complex care and continuing health care decision meetings
- To manage the senior manager relationship with partner agencies for integrated and co-located services, and where there is a shared interest in service delivery and outcomes. This includes the NHS, police, probation etc
- To be responsible for ensuring that complaints are dealt with in agreed timescales and to an appropriate standard

Service manager - Quality assurance and compliance

Areas of responsibility:

- To ensure that practice within the local authority is compliant, of good quality and that we understand our own performance
- To line manage the quality assurance and practice development aspects of the service
- To act as the agency decision maker for the authority in relation to fostering and adoption.

- To strategically oversee and quality assure the fostering and adoption panels.

Service manager - Safeguarding

Areas of responsibility:

- Assume lead operational responsibility for designated areas of children's social care services operating in accordance with Blackpool Council policies, procedures and legislative frameworks and guidance
- Take a lead role in developing services within your designated area in line with legislation, guidance and practice standards ensuring practice safeguards and promotes the welfare of children, young people and their families
- Provide expert opinion, challenge and as part of the children's management team directly contribute or lead on the development of services within children's social care
- To work in partnership with internal and external stakeholders at all levels and provide expert advice, guidance and briefing sessions on a range of safeguarding matters aimed at advancing practice and service
- Plan, manage and monitor service budget and commissioning requirements, taking into account service demand and the need to ensure children and young people in need and/or at risk are safeguarded and protected
- Contribute to strategic planning and development of the service

Specialist senior education psychologist

Areas of responsibility:

- To develop behaviour approaches across the local authority and within the educational psychology service, working in partnership with other providers and in multi-disciplinary ways
- To promote emotional well-being, positive mental health, positive behaviour and school attendance among young people, through multi-professional and multi-level approaches.
- To provide generic educational psychology services to a defined set of schools and users.

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Health-and-social-care
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Parking-roads-and-transport
Parks-and-community-facilities
Planning-environment-and-community
Sports-and-leisure
Waste-and-recycling

Business

Business-rates
Business-support-and-advice
Commercial-waste
Food-hygiene
Licensing-and-permits
Residential-landlords
Working-with-the-council

Your Council

Blackpool-Council-jobs
Citizenship
Community-rights
Council-meetings
Creating-a-better-Blackpool
Have-your-say
Statistics-and-research
The-Council
Transparency-and-open-data
Voting-and-elections
Your-councillors