

+LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Lewisham Safeguarding Children Partnership (LSCP) Development Officer	Grade:	PO3
Reports to (Designation):	Lewisham Safeguarding Children Partnership Strategic Safeguarding Lead	Grade:	PO8
Directorate:	Children and Young People	Section:	LSCB

Main Purpose of the job:

To coordinate the LSCP business planning processes and the operation of the LSCP, Executive Partnership and sub/ task groups, to ensure there is effective scrutiny and challenge given to local multi-agency arrangements to support, protect and care for children at risk.

To work with the Strategic Safeguarding Lead in the development, coordination and operation of the sub/task groups. Contributing to and ensuring the development of policies and inter-agency protocols, training, support tools and publicity activities concerning the safeguarding of children.

To coordinate and undertake projects, service reviews, audits and surveys as needed on behalf of the LSCP.

To advise and be responsible for safeguarding children performance and service quality assurance and data collection for organisations in contact with children at risk to comply with current legislation and guidance.

Summary of Responsibilities and Personal Duties:

1. To ensure and coordinate the effective functioning of the LSCP main and Executive Partnership meetings and sub groups, providing administrative and policy support to ensure the effective and efficient operation of meetings and working groups.
2. Work effectively and closely with sub/task group chairs overseeing work plans, liaising with group members and progress chasing activity and contributions to ensure they are kept up to date and progressing within agreed timescales.
3. Monitor and ensure all multi-agency and single agency action plans are kept up to date and RAG rated appropriately until complete.
4. Develop briefing and guidance notes for LSCP members and partner agencies on legislation, statutory guidance, policy developments and evidence-based research relating to safeguarding children.
5. Coordinate and assist with the development of multi-agency policies and protocols for the LSCP and ensuring these are in line with government guidance and legislation.
6. Leads on and works effectively with agencies to ensure the development, compilation and production of the LSCP performance dataset through liaison with partner organisations, ensuring that the data is presented accessibly and includes commentary from partner agencies on performance and improvement.

7. Oversee and coordinate the programme of LSCP multi-agency audits and other quality assurance activity through liaison with partner organisations, ensuring that findings are presented accessibly and include commentary from partner agencies on plans, performance and achievements
8. Maintain effective working relationships with other strategic bodies, to ensure that the work of the LSCP influences and is informed by the priorities of other strategic partnerships and children and young people.
9. To steer projects or start and finish tasks groups working with member organisations or other groups to deliver activities within the LSCP business plan.
10. Working in partnership with LSCP members and their organisations to ensure delivery of their annual report to the LSCP for inclusion in the LSCP annual report.
11. Contribute to the production of the LSCP annual report, LSCB Business Plan, identifying key priorities and any other reports required.
12. Overseeing the operation of any Child Safeguarding Practice Reviews, including recruitment of an independent Reviewer as required.
13. Responsible for establishing mechanisms for consultation with operational staff, community groups, statutory, voluntary and private sector agencies in conjunction with the LSCP members and Strategic Safeguarding Lead.
14. Working with operational staff in all agencies to promote both prevention and outcome focused work and cultural shift in the practice of safeguarding children to meet the statutory guidance and legislative aims. Ensuring all aspects of culture, religious belief, sexuality, disability, age and ethnic background are considered equally in practice.
15. The post holder will be responsible for deputising for the LSCP Strategic Safeguarding Lead which will include representing Lewisham LSCP at meetings, giving presentations and other public speaking.
16. Delivering presentations to different professional groups across the Lewisham partnership in relation to the work, role and responsibilities of the LSCP.
17. Supervising and managing the day - to - day tasks of the LSCP administrator.
18. Leading on and coordinating campaigns, publicity material and outreach work with community groups and children and young people on behalf of the LSCP.
19. Inputting and handling of sensitive and confidential data, such as information regarding specific cases being referred to the LSCP for consideration.
20. Lead on cascading learning from reviews, audits and serious case reviews for the purpose of learning lessons across the CYP partnership.

Internal Contacts: These include

- Services within the Children and Young People Directorate
- Other council services

External Contacts: This will include

- Lewisham Clinical Commissioning Group
- Lewisham & Greenwich NHS Trust
- South London and Maudsley NHS Trust
- NHS England
- Fire Brigade Services
- London Ambulance Services
- Housing Services
- Primary Care Services
- Joint Commissioning
- Metropolitan Police
- National Probation Trust
- Community Rehabilitation Company –National Probation
- Voluntary sector
- Other Local Authorities
- Independent Sector
- Lay members
- Schools / educational settings

To carry out the duties of the post with due regard to the Council's Equal Opportunities Policy and core values.

All employees are required to participate in the Performance Evaluation Scheme (PES) and to undertake appropriate training and development identified to enhance their work.

All employees are required to comply with the Council's Health & Safety policies and procedures at all times, taking due care for themselves, colleagues and members of the public.

Assist in carrying out the Council's environmental policy within the day to day activities of the post.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET
THE CHANGING NEEDS OF THE SERVICE.

Number of fully managed staff:

Title:	Grade	No of posts
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Number of partially managed staff:

Title: LSCB Administrator	Grade	No of posts 1
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PERSON SPECIFICATION

JOB TITLE: LSCB Development Officer

POST NO:

DEPARTMENT: Children and Young People

GRADE: PO3

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked '**S**' will be used especially for the purpose of shortlisting.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

Equal Opportunities

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Commitment to implement the Council's Equal Opportunities policies.

Awareness of Equal Opportunities issues.

To carry out all the functions and responsibilities of the post with due regard to the Council's Equal Opportunities Policy, participate in the development of services to meet the needs of the multi-racial community, ensuring the continuing appraisal of anti-racist and anti-sexist policies and procedures.

Knowledge

1. Comprehensive knowledge and understanding of legislation, statutory frameworks and national policy affecting services for children, particularly those relating to safeguarding children and young people at risk. **S**
2. Detailed understanding of current policy issues and performance management relevant to health and social care organisations and across the LSCH partnership **S**
3. Excellent Understanding of planning and decision making processes in statutory organisations
4. Good understanding of political interface in a local authority and the role and needs of elected members.
5. Comprehensive knowledge and understanding of key safeguarding priorities for CYP locally and nationally. **S**
6. Significant knowledge of the Data Protection Act and of handling and inputting of sensitive data. **S**

Aptitude

1. Ability to act in a highly professional manner at all times
2. Ability to work under pressure and manage several projects simultaneously and prioritise work
3. Ability to work as part of an effective and supportive team.
4. Ability to be creative in problem solving.
5. Ability to work with complex data and statistics and using it to inform strategic and business planning.
6. Ability to work effectively across organisational boundaries and promote partnership working
7. Ability to persuade, negotiate and influence others to achieve project goals
8. Ability to form effective working relationships with staff, managers at all levels, service providers and service users

Skills

1. Strong organisational skills, including the ability to work on several initiatives and to prioritise workloads to meet agreed deadlines
2. Excellent verbal and written communication skills, including the ability to use different communication styles and techniques to present ideas and influence others.
3. Excellent public speaking / presentation /training skills
4. Highly effective written and oral communication skills
5. Excellent listening and interpersonal skills
6. High levels of computer literacy, able to use Word, Excel and databases to support day to day working
7. Excellent minute taking skills and ability produce comprehensive notes in a reasonable timescale.
8. Ability to use own initiative when running campaigns, publication or making suggestions to the LSCP on how services can be improved.

Experience

1. Significant experience of working in or contributing to multi-agency services to safeguard children at risk **S**
2. Experience of project or service development and implementation **S**

3. Significant experience of working with a range of partner agencies, service providers, professionals, third sector organisations, and other stakeholders. **S**
4. Experience of producing plans, policy documents, briefing notes, website content and other documents. **S**
5. Experience of writing and presenting quality reports to Senior Managers and Committees and partnership agencies. **S**
6. Significant experience of working in a confidential environment and dealing with issues and effectively handling sensitive data in a professional manner. **S**
7. Experience of public speaking, giving presentations and training to a wide range of groups and individuals. **S**
8. Experience of supervising staff

General Education

Excellent levels of literacy and numeracy
Evidence of continuing professional development.

Personal Qualities

1. A collaborative and facilitative style of working with others
2. Quick to grasp new concepts and absorb and analyse information
3. Confident in interaction with other professionals and senior managers from different services
4. Confident in using own initiative and administering professional challenge where needed
5. High levels of determination, personal drive, energy and ambition to achieve challenging targets and improve outcomes for CYP

Flexibility

In order to deliver the service effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

DBS Disclosure Required? **No** ☐ **Basic** ☒ **Enhanced** ☐

(Tick as appropriate – guidance available from your HR Advisor)

Physical

Generally candidates must meet the standard Lewisham requirements for the post

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shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet requirements.