

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Lewisham Safeguarding Children Partnership Strategic Safeguarding Lead	Grade:	PO8
Reports to (Designation):	Head of Safeguarding and Quality Assurance, Families, Quality and Commissioning LSCP Chair	Grade:	
Directorate:	Families, Quality and Commissioning, CYP	Department:	

Main Purpose of the job:

To manage and coordinate the business of Lewisham Safeguarding Children Partnership (LSCP) and support the Chair of the LSCP

To manage the LSCP strategic business planning processes and ensure the operation of the LSCP, the Executive Partnership and sub groups.

To advise LSCP members and chairs of sub groups on high level policy issues and make recommendations for decision-making relating to the LSCP budget, duties, priorities, and future direction.

To ensure the development and implementation of a Learning and Development programme for the LSCP, including multi-agency training, quality assurance and performance management, case reviews and audit programme

To oversee and assist with implementation of the quality assurance functions of the LSCP in holding agencies to account for their safeguarding arrangements including ongoing support to develop and review the governance framework.

To ensure a coordinated response on safeguarding policies, procedures and practice developments linked to current government initiatives

To proactively encourage and contribute to the individual and organisational reflective thinking required to meet the requirements of Safeguarding Children within the Children's Act and statutory guidance

To promote, develop and support high quality safeguarding practice and performance in LSCP partner organisations, which is based on legislation, knowledge, research and the effective contribution of all participants, and which leads to positive outcomes for children and young people

Summary of Responsibilities and Personal Duties:

To develop and manage the LSCP's relationships with a wide range of senior stakeholders, including directors and chief executives in partner organisations, at borough, regional and national levels.

Working in conjunction with the partnership Chair to develop and keep under review robust governance arrangements with all members of the Partnership which will ensure delivery of the duties and functions described in Working Together to Safeguard Children.

To co-ordinate and promote high level communication, joint planning and multi-agency projects, and implementation of strategic plans between LSCP member organisations and other strategic partner agencies.

To lead on the development of strategic and operational plans for services for children at risk, including taking a development lead in specified policy areas.

To lead with the partnership Chair on preparing the Partnerships for inspection or review.

To lead on specific areas of service development as agreed with the Chair of the LSCP

To oversee the LSCP business-planning processes, enabling the LSCP to formulate their strategic directions and identify their key priorities, and ensuring high level ownership of the LSCP business plans.

To work in close partnership with appropriate senior officers and Lead Members in their roles to oversee safeguarding arrangements for children in Lewisham.

To work with the chair of the LSCP and other Partnerships in monitoring the strategic 'horizon' in order to prepare the LSCP for changes in legislation, policy and opportunities to improve practice

To ensure that LSCP members and partner agencies are briefed on new legislation, government guidance, research findings, funding arrangements and policy developments relating to the safety and welfare of children and to advise them of the implications for their business planning and service areas.

To line-manage the LSCP staff providing regular supervision and annual appraisals, and line-manage any short-term consultants or temporary staff, as required.

To manage and monitor the multi-agency LSCP budget, and make recommendations for expenditure.

To oversee and make recommendations to the LSCP, Executive Partnership and task groups on objectives, work planning, policies and resource allocation.

To represent LSCP interests at regional and national levels and to share information, skills, experience and knowledge via regional and national networks and consortia.

To ensure that the LSCP fulfils its statutory function in undertaking Child Safeguarding Practice Reviews.

To lead on ensuring that the LSCP has appropriate performance information both single and multi-agency, in order to evaluate the effectiveness of safeguarding within Lewisham and to work in partnership with appropriate monitoring sub groups and chairs to deliver this.

Work in partnership with agencies to ensure that they provide regular reports of their own safeguarding practice and quality assurance of all areas of practice to the LSCP.

To oversee the development, delivery and evaluation of a multi-agency training programme and to work in partnership with the Policies, Procedures and Training task group and chair to deliver this.

To lead on the strategic safeguarding children professional development activities and events to promote an effective workforce including changes of "organisational culture" and approach where necessary

To develop and deliver, working in close partnership with agencies and the appropriate task groups, an on-going programme of partner agency audit and action planning.

To ensure that findings from agency audits are reported to the relevant Partnerships and committees, and the implementation of any recommendations are monitored and exceptions reported.

To work in close partnership with all LSCP sub groups and Chairs so that they develop and implement appropriate work plans that meet the objectives of the LSCP business plan and to ensure that there is effective reporting of their activity to the Partnership.

Responsible for developing and identifying opportunities to work with a wide range of partners not represented on the LSCP to promote children's safety and the aims of the Partnership

Responsible for promoting positive links and professional development opportunities with local and national organisations which promote best practice

Ensure the views of children, young people and their families influence the development of safeguarding policies and procedures, leading to the development of an organisation that listens and learns from children, young people and families

To contribute to the development of safeguarding procedures and practice guidance which reflects the Partnership's commitment to child focused, impactful and outcome focused safeguarding approaches.

To ensure that the LSCP Website is maintained and updated on a regular basis with latest guidance, and any changes in guidance are communicated to partner agencies.

To ensure LSCP and member organisations, policies, procedures and protocols are regularly reviewed and amended in response to legislative and guidance changes, lessons learned and any other relevant factors such as service re-structure.

To manage and coordinate the day to day tasks and responsibilities of the LSCP and its sub groups.

Successful implementation of recommendations and sharing of learning from serious case reviews which will contribute to better practice to ensure children's safety.

Internal Contacts: These include

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

External Contacts: This will include

- Lewisham Integrated Care Board
- Lewisham & Greenwich NHS Trust
- South London and Maudsley NHS Trust
- Fire Brigade Services
- London Ambulance Services
- Housing Services
- Primary Care Services
- Joint Commissioning
- Police
- London Probation Service
- Community Rehabilitation Company
- Voluntary sector
- Other Local Authorities
- Independent Sector

To carry out the duties of the post with due regard to the Council's relevant policies, codes and procedures.

To carry out duties with due regard to the Council's values and behaviours

All employees are required to participate in Appraisal and Performance Management processes and to undertake appropriate training and development, including mandatory induction training, identified to enhance their work.

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: 3

Title: LSCP Development Officer	PO3	2
LSCP Administrator	SO1	1

PERSON SPECIFICATION

Job Title: Strategic Safeguarding Lead

Grade: PO8

Department: CYP

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.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person and 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.

Equality & Diversity	
Awareness of and a commitment to Equality of Access and Opportunity in a diverse community	
Understanding of how equality and diversity relates to this post	S
Knowledge	
Substantial management experience of social care services for children or similar in Social Services or Health.	S
Knowledge and understanding of the range of service development and policy issues which arise from the current and impending developments in the safeguarding of children, across all statutory agencies;	
In depth knowledge and understanding of the responsibilities of LSCB and relevant research or guidance about LSCBs.	
An in-depth knowledge of all the relevant and up to date legislation	S

Knowledge and experience of evaluation, quality assurance and auditing of organisations; and the approaches, processes and practice.	S
Knowledge of and effective project management	
Knowledge of complex case management in safeguarding children practice	
Aptitude	S
Ability to work in a multi-agency environment	
Ability to manage work appropriately to ensure deadlines are met and outcomes are being achieved	
Ability to remain calm in stressful and challenging situations, acting professionally and appropriately at all times	
Ability to manage change and promote/achieve a continuous improvement cycle, ensuring positive impact.	
Skills	(To Be Tested – T)
Skills can only be used as shortlisting criteria if the skill is to be tested	
High level written and oral communication skills	
Excellent presentation skills for both large internal/external groups and Member briefings.	
Good ICT skills	
Budget management skills	
Excellent report writing skills	
Experience	
Experience of drafting or contributing to the development of inter-agency protocols, which take account of the views of children, young people, and their families/carers.	S
Experience of managing and supervising staff.	S
Experience of contributing to workforce development and learning, for example training, training needs analysis and planning and delivery	
Significant experience of effective inter-agency partnership work; including work with statutory agencies and independent providers	S
Experience of managing budgets and financial awareness in policy formation.	
Significant experience of policy and procedure drafting and implementation	S
Experience of conveying complex information to a range of audiences in a readily accessible and appropriate form.	
General Education	
A relevant professional qualification and/or substantial experience in the delivery of multi-agency services strategy and policy formation.	S
Excellent levels of literacy and numeracy	

Personal Qualities	
Self-motivated and takes responsibility for own learning and seeks new sources of knowledge and development.	
Demonstrates creativity in solving problems, identifying new opportunities and producing innovative proposals, ideas and structures, within appropriate limits	
Excellent inter-personal skills	
Circumstances	
Occasional work outside of normal working hours	
Special Requirements	
This post is subject to a enhanced Disclosure and Barring Service (DBS) check.	

DBS Disclosure Required **Basic** ☐ **Standard** ☐ **Enhanced** ☒

(Tick as appropriate – guidance available from your HR Advisor, if a DBS is not required please leave boxes blank)