

## Job Description

Job Title: Specialist PA

POSCODE:

Grade: SO1

### Overall purpose of the job

Please write one or two sentences about why the job exists. Focus on the achievement of the key end results of the job.

Working as a Personal Adviser within the Corporate Parenting Service, the role will further develop Cambridgeshire's Local Offer to our Care Leavers and drive forward the organisation's aspirations to realise potential pledges from both within the authority and from partners throughout the county, in order to maximise the opportunities for our Care Leavers. This will also include the continuing development of our existing Local Offer, working in consultation with staff and our care leavers to ensure we, as an organisation are fulfilling our Corporate Parenting responsibilities to the best of our ability.

### Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

Main accountabilities	
1.	Oversee the continued development of Cambridgeshire's offer to Care Leavers, creating a sustainable, live and meaningful document. This will involve coordinating with Communication and Information team to keep the website updated and accurate as well as owning and updating a hard copy version of the Local Offer for Care Leavers.
2.	Be responsible for educating, supporting and challenging CCC to fully understand and maximise their role as a corporate parent. The post holder will attend regional and national workshops and events designed to improve Local Offer awareness and development. The post holder will work across the authority to raise awareness of the Corporate Parenting Principles and work with teams across the authority to fully realise the corporate parenting potential that exists, e.g. encouraging Local Authority employees to sign up as mentors to Care Leavers, having various teams offering two weeks work experience to a care leaver each year or offering a job, apprenticeship or volunteer hours all in order to enhance our offer to Care Leavers.
3.	Identify innovative and exciting opportunities outside the organisation, with communities, voluntary and private sector. The role will be expected to go out into the community and work with partners to find new opportunities for Care Leavers similar to those that will need to be created within the Local authority e.g. work experiences, mentors etc.
4.	To build relationships with partners across the county. Through these relationships, we can build a countywide cohort of 'ambassadors', who pledge to support our Care Leavers in reaching their full potential. The role, through relationship building and management will encourage partners to pledge support to our Care Leavers and offer innovative solutions such as the hosting of events and engagement for Care leavers, opportunities to shadow leading figures within organisations or provision of white goods to support Care Leavers moving into

	their first home. Really the possibilities here are endless and will rely on the post holders ability to build and capitalise on relationships with business, partners and community groups.
5.	Engage and build relationships with our Care Leavers to ensure their voices are heard and they have a significant role in shaping the evolution of the Local Offer. This will involve working with our participation service who have regular contact with care Leavers to ensure that Care Leavers are represented in Strategic meetings and that they are used as a constant reference group to shape and inform the Local Offer. It will be the roles responsibility to ensure the lived experience of Care leavers is reflected in our Local Offer.
6.	To investigate the potential for developing and supporting an apprentice to work alongside them. The key concept here is for a Care Leaving apprentice to work alongside the role to deliver on the Local Offer. This may take some time but it will be the role's responsibility to support and line manage the apprentice if appointed.
7.	Create a clear Action and Legacy Plan to ensure the Local Offer fulfils its potential.
8.	Work with the Care Leaving Teams to embed the Local Offer, as a core part of the service CCC provides to its Care Leavers. Ensuring all staff understand, contribute to, and use the Local Offer in their day-to-day roles. The role will be the key point of contact should staff have any questions or queries about the Local Offer or if they are unable to answer questions about the Local Offer they are getting from Care Leavers. However it is important that the care Leaving team does not become reliant on the role. The onus is on the role to educate the team on how to use and utilise the Local Offer in their day-to-day work rather than constantly referring to the post holder.
9.	To provide updates and reports to the Local Offer Steering Group and Corporate Parenting Sub-Committee regarding the progress of the Local Offer as members have taken a keen interest in the project
10.	To act as the front door to formerly closed Care Leavers, investigate their status as a Care Leaver and either hand the case over to the Care Leaving Team if they are eligible for a service or inform them that they do not meet the eligibility criteria.
11.	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

**Safeguarding commitment** *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment

**Person Specification**

**Qualifications, knowledge, skills and experience**

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
A' Levels/NVQ Level 3	Relevant Work Area or Equivilant	E

	<b>DipSW or equivalent</b>	<b>D</b>
	<b>Diploma in Youth and Community Work</b>	<b>D</b>
<b>Degree/NVQ Level 4</b>	<b>Preferably relating to children and young people.</b>	<b>D</b>

Minimum levels of knowledge, skills and experience required for this job

<b>Identify</b>	<b>Describe</b>	<b>Essential/ Desirable</b>
<b>Knowledge</b>		
Children & Young People	<p>Able to demonstrate a sound understanding of issues relating to children and young people and the ability to engage with this group and respond appropriately.</p> <p>Demonstrable understanding and commitment to equal opportunities and the ability to use this knowledge in anti-discriminatory professional practice with young people and partner organisations</p>	E
Care Leavers	<p>Understanding of the laws and issues relating to care leavers.</p> <p>Able to demonstrate significant knowledge of current local and national policies affecting Care Leavers.</p>	E
<b>Skills</b>		
IT/Digital	Ability to use full MS Office package	E
	Ability to support Web development/content, alongside our in-house communications teams.	E
Communication and Engagement	<p>Proven ability to communicate effectively within a range of settings, using a wide range of communication skills.</p> <p>Demonstrable skills in engaging with external organisations, communicating our vision and negotiating potential opportunities for our Care Leavers</p> <p>Strong skills in building sustainable relationships across the public, voluntary and private sectors.</p>	<p>E</p> <p>E</p> <p>D</p>
Innovation and Initiative	Ability to think bigger in order to enhance the opportunities available to our care leavers, whilst remaining mindful of our organisation's statutory requirements.	E
<b>Experience</b>	Give an idea of the type and level of experience required <b>do not</b> specify years of experience.	
Direct work with Children & Young People	Experience of working and engaging with Children & young people.	E

Working with children in care and care leavers	Experience of the Care system and, of working with children in the care system and transitioning out of care will be useful	D
Engagement and relationship development with Partners	Ability to demonstrate excellent communication skills to develop new partnerships and build on existing relationships	E
<b>Equal opportunities</b>	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	
<b>Safeguarding</b> (include for roles working with children/vulnerable adults)	Demonstrate an understanding of the safe working practices that apply to this role.	
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	

#### Disclosure level

What disclosure level is required for this post?	None	Standard
	<u>Enhanced</u>	Enhanced with barred list checks

#### Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	Fixed	<b>Flexible</b>	Field	Home
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## Job description questionnaire

Page 1 and 2 of this document will form the job description and person specification for the post.

<b>Job title:</b>	<b>Specialist Personal Adviser</b>	<b>POSCODE</b> <i>(Needed for re-evaluations)</i>	
<b>Reports to (job title):</b>	<b>Service Manager</b>	<b>Directorate/Service:</b>	<b>P &amp; C</b>
<b>Presenting Manager:</b>	<b>Kate Knight</b>	<b>Date of evaluation:</b>	
<b>Supporting HR contact person:</b>	<b>Olivia Russell</b>	<b>New Post</b>	
		<b>Re-evaluation:</b>	

## Job context

**Give a short overview of the job context and the key objectives of the part of the organisation where the job is placed.**

Based within the Corporate Parenting Team, this PA role will be responsible for driving forward Cambridgeshire's Local Offer for Care Leavers, ensuring a smooth transition from project implementation into business as usual.

Key objectives;

- As part of the team of Personal Advisers the role will have a solid understanding of the work and needs of Cambridgeshire's Care Leavers.
- Work with both Care Leaving Teams to maintain and update the offer as well as communicate and engage with Care Leavers.
- Regular engagement and consultation with care leavers, ensuring their voices are heard and acted upon wherever possible.
- Researching best practice nationally, development and realisation of innovative concepts which will meet the needs of Cambridgeshire's Care Leavers.
- Report on progress, through high-quality written reports and direct presentations.
- To ensure the Local Offer achieves all key milestones and project plan is maintained and developed as opportunities arise.
- Follow up all leads provided by colleagues, members and key partners. Develop sustainable relationships; ensuring the Local Offer aspirations are clearly understood
- Support the transition from project work to business as usual, ensuring all parties are clear of the future objectives and responsibilities.

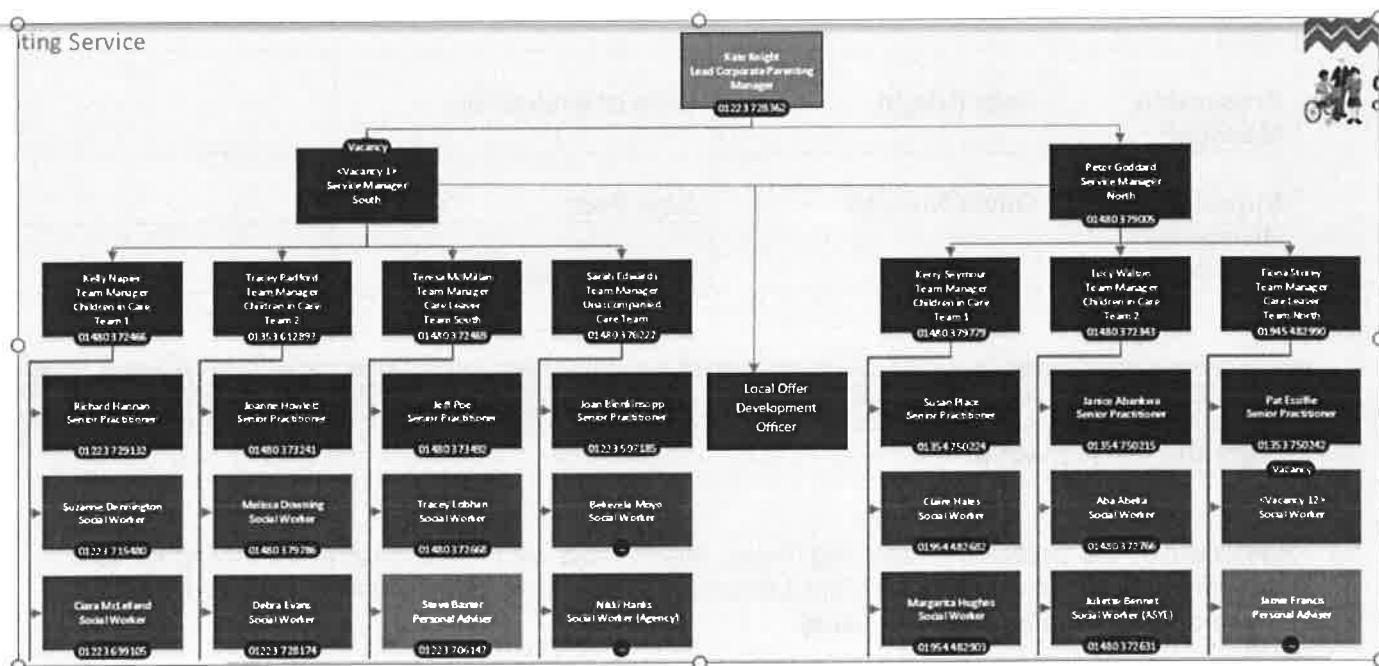
The role will primarily be based in Scott House in Huntingdon but there will be requirement to travel to other parts of the county.

## Organisation chart (include grades)

Please provide an organisation chart which includes the manager of the post, its peers and direct reports.

<https://camweb-live.storage.googleapis.com/upload/camweb.cambridgeshire.gov.uk/our-organisation/people-and-communities/Corporate%20Parenting%20Teams.pdf?inline=true>

- This role will directly report into Kate Knight, Lead Corporate Parenting Manager.
- The role will be supported by other members of the Corporate Parenting Team.



## Change of accountabilities (for re-evaluations only)

What are the major changes to the role?

These should clearly show the reason for this re-evaluation i.e. the:

- changes to the accountabilities;
- changes to the essential qualifications, knowledge, skills and experience; or
- changes to the team structure

## Communication and influencing

Contact	Nature of interpersonal skills used
<b>Internal</b>	
Care Leaving Teams	Information Sharing and Working together
Comms & Information Team	Information Sharing and Working together
Lead Manager Corporate Parenting	Information Sharing
Ultimately all teams across the authority	Changing Behaviours/Influencing Change
<b>External</b>	
Businesses	Relationship Building, Influencing and Changing Behaviour
Community Groups	Relationship Building, Influencing and Changing Behaviour
Statutory partners	Relationship Building, Influencing and Changing Behaviour

## Supervision and work planning

**What degree of forward planning is required in this job (daily, weekly, monthly, annual, etc)?**

The role would have the freedom to plan out their days as they see fit. This freedom should allow the role the time and space to cultivate new relationships and build on existing ones as well as allowing time to work across the authority to raise awareness of our Corporate Parenting Duty. So long as the Local Offer continues to develop and progress, the role will retain the freedom to act independently so long as the Lead Manager for Corporate Parenting is satisfied with progress on the Local Offer. The post holder will be expected to use their initiative to chase up leads and build new relationships in an innovative fashion. There is no need to keep the Corporate Parenting Service managers informed of their day-to-day plans and the role should feel free to chase up hunches and leads and use their initiative.

**What level of supervision is this post subject to?**

One Hour of supervision every two weeks

**What type of priorities is the post holder able to set themselves?**

Description within their role parameters to prioritise workload as they see fit. i.e. they may set their own agenda so long as the accountabilities are met and the Local Offer continues to develop e.g. they have the discretion to prioritise external meetings with businesses and partners if they so wish or can focus on building adherence to the Corporate Parenting principles across the authority instead. Though both aspects will need to be fulfilled the post holder can prioritise and allocate time as they see fit.

**What kind of systems, procedures or 'rules' are set around the job?**

The role may need to use the ICS ONE system on occasion but this will not be integral to the role.

The role will also need to adhere to the Local Authorities Safeguarding protocols as they may well be working with young people on a frequent basis. The post holder will not be left alone with any Care Leavers and there will always be another staff member present when the post holder is interacting with Care Leavers.

**Problems encountered**

**What types of problems are encountered in this job and what steps would you expect the post holder to take to find the solution (give 2 examples).**

Partners not engaging or responding to our approach – Chase up at least twice following initial attempt, then look at alternate routes, look at other contacts within the organisation that could be approached or use senior management connections to initiate contact.

Resistance from Teams to engage and deploy the Local Offer – Follow internal escalation process

**At what point does the post holder escalate a problem to a more senior employee?**

Follow internal escalation process

**Decision making**

Does the post holder makes a decision based on	a set process to resolve the problem
	a solution based on their past experience
	seek more information to determine the extent of the problem
	<u><b>use creative thinking to develop new concepts</b></u>

Please give an example to illustrate the approach to decision making specified above.

The role is intended to be creative and develop new approaches to build relationships and partnerships across Cambridgeshire with the common goal of supporting Care Leavers across the County

#### Freedom to act

Please give two examples of areas that the post holder has discretion over.

N/A

#### Impact

Financial impacts of the role

Financial measure (e.g. income, expenditure, capital budget)	Amount (£)	Role (Direct control, joint control, advisory/influencing role)
Care Leaving Team Budget	-	Influencing

Statistical Information

The Local Offer for Care Leavers is being developed in order to support 341 eligible Care Leavers currently entitled to a service.

#### Physical effort and/or strain



Describe whether the job requires physical effort and/or strain more than is normally experienced in a routine office environment

N/A

#### Working environment

Does the job require working outdoors, or being exposed to objectionable, uncomfortable or unfavourable working conditions?

N/A

#### Declarations

##### All roles – Manager

JDQ completed by: Kate Knight

By submitting this JDQ to panel I confirm that the relevant Director/Assistant Director has given consent for this post to be evaluated/re-evaluated.

Signed:

Date:

Print name:

##### Re-evaluations only – Current Post Holder

Current post holder – by signing this form I confirm that I have been involved in completing the JDQ and confirm that it is an accurate reflection of my current role.

Signed:

Date:

Print name:

HR Advisory - Prior to submitting the job to panel please provide the Hay Lines of this posts Line Manager and Direct Reports.

Job title	Hay Line			Score
	Know How	Problem Solving	Accountability	

HR Advisory - Advice given to the manager

Use this section to record any relevant background information and advice that you have given to the manager.

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