

To meet the budget gap this financial year a number of additional spending control measures are currently in place.

We are not currently evaluating or re-evaluating any roles unless the Executive Director agrees that there is an exceptional reason to do so e.g. to address the risk of an equal pay issue.

Where the Executive Director agrees that there is an exceptional reason to go ahead the JDQ must be submitted to monthly Workforce Expenditure Control Panel (chaired by the Chief Executive, Service Director – Human Resources and another member of the Corporate Leadership Team).

The JDQ needs to be emailed to vacancy.authorisation@cambridgeshire.gov.uk prior to the [Workforce expenditure control panel submissions dates](#). Forms received after the monthly deadline will be considered at the following month's panel.

You must not book a role in for job evaluation/re-evaluation until panel approval has been given.

Job Description

Job Title: **Harmful Sexual Behaviour Support Co-ordinator**

POSCODE: CCC0678

Grade: P2

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.

Lead and develop an integrated service that supports in response to incidents of harmful sexual behaviour, and ensures robust risk management, safeguarding and appropriate intervention. This role will provide co-ordination, leadership and specialist practice including AIM-based assessment and intervention, multi-disciplinary meetings, training, and co-ordination with integrated teams in line with CPSCP CSA Strategy and local HSB Policy.

Main accountabilities

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

| | Main accountabilities |
|----|--|
| 1. | Provide strategic leadership for the Sexual Behaviour Service , setting direction and annual plans to deliver CSA and Harmful Sexual Behaviour (HSB) priorities and action plans. |
| 2. | Embed effective partnership governance and accountability , contributing to performance and quality reporting, using agreed indicators to evidence impact, and holding providers to account for CSA/HSB outcomes. |
| 3. | Lead the development and review of multi-agency policies and procedures , ensuring consistent identification, assessment and management of CSA and HSB across the partnership. |

| | |
|-----|--|
| 4. | Oversee high-quality assessment and risk decision-making , including AIM-based assessments, investigations, pre-court advice, and participation in strategy discussions and professionals' meetings. |
| 5. | Coordinate CSA/HSB case planning across agencies , working with Social Care, Youth Justice, Police, Health and Education to ensure timely, child-centred and consistent practice. |
| 6. | Provide specialist input to safeguarding and public protection forums , including child protection processes, care reviews and MAPPA, ensuring risk management and safeguarding standards are met. |
| 7. | Maintain robust recording, reporting and oversight of service activity , ensuring accurate case records, formal reports and use of required case management systems. |
| 8. | Build workforce capability and practice quality , through supervision, practice leadership, and the design, delivery and commissioning of multi-agency CSA/HSB training aligned to safeguarding priorities. |
| 9. | Demonstrate an awareness and understanding of equality, diversity and inclusion. |
| 10. | Safeguarding commitment (<i>Include for roles involving work with children/vulnerable adults</i>) 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 |
|---|--|-------------------------|
| Professional Qualification and Registration | Holds a relevant professional qualification (e.g. Social Work, Nursing, Psychology) and maintains current professional registration. | Essential |
| Management qualification | Management | Desirable |

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

| Identify | Describe | Essential/ Desirable |
|-----------------------|---|-------------------------|
| Knowledge | | |
| CSA and HSB Knowledge | Demonstrates strong knowledge of Child Sexual Abuse (CSA) and Harmful Sexual Behaviour (HSB), including identification, assessment, risk management and intervention. | Essential |

| | | |
|--|---|-----------|
| Multi-Agency Safeguarding Knowledge | Understands statutory safeguarding guidance, local safeguarding procedures and multi-agency working arrangements. | Essential |
| AIM Framework Knowledge | Has working knowledge of AIM assessment and intervention frameworks and their application in practice. | Essential |
| Inspection and Regulatory Knowledge | Understands inspection and regulatory frameworks relevant to safeguarding and youth justice services, including HMIP, HMIC, Ofsted and CQC. | Essential |
| Governance and Quality Assurance Knowledge | Understands quality assurance, governance and performance management processes within safeguarding services. | Essential |
| Skills | | |
| Complex Assessment and Risk Analysis Skills | Able to undertake and oversee complex assessments and risk analyses using AIM and local tools, making defensible decisions. | Essential |
| Professional Judgement and Decision-Making | Demonstrates strong professional judgement, including the ability to make timely and proportionate decisions under pressure. | Essential |
| Chairing, Presentation and Reporting Skills | Able to chair meetings, present information clearly and produce high-quality written reports for professional and governance forums. | Essential |
| Challenge, Negotiation and Influence Skills | Able to challenge poor practice constructively and influence partner agencies to improve outcomes. | Essential |
| Training and Practice Leadership Skills | Able to deliver training, mentoring and practice leadership to support workforce development. | Essential |
| Recording and Data Skills | Maintains accurate electronic records and uses case management and performance data systems to support service improvement. | Essential |
| Communication and Engagement Skills | Communicates effectively with professionals, children, young people and families, including in complex or sensitive situations. | Essential |
| Experience | Give an idea of the type and level of experience required do not specify years of experience. | |
| Multi-Agency CSA/HSB Practice Experience | Has substantial experience of CSA and/or HSB practice within a multi-agency safeguarding context. | Essential |
| AIM and Local Tool Application Experience | Has demonstrable experience of applying AIM and local assessment tools in live casework. | Essential |
| Safeguarding Forum Experience | Has experience contributing to safeguarding meetings, strategy discussions or risk management forums. | Essential |
| Quality Assurance and Performance Experience | Has experience contributing to quality assurance, performance monitoring or governance activity. | Essential |

| | | |
|---|--|-----------|
| Flexible Working Capability | Able to travel countywide and work flexibly, including participation in out-of-hours arrangements where required. | Essential |
| Equality, Diversity and Inclusion (applies to all roles). | Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role. | Essential |
| Net Zero (applies to all roles). | Ability to contribute towards our commitment of becoming a net zero organisation. | Essential |
| Safeguarding (applies to all 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. | Essential |
| Multi-Agency Training Delivery Experience | Has experience of designing or delivering multi-agency training or structured practice development. | Desirable |
| Supervision Experience | Has experience of providing professional or clinical supervision. | Desirable |
| Serious Incident Report Experience | Has experience preparing or overseeing Serious Incident Reports and embedding learning into practice. | Desirable |
| Youth Justice Experience | Has experience working within Youth Justice services or contributing to pre-court decision-making processes. | Desirable |
| Commissioning or Service Coordination Experience | Has experience commissioning or coordinating specialist services or training. | Desirable |
| Cross-Border Working Experience | Has experience working across local authority boundaries, including transitions and cross-border risk management. | Desirable |
| Advanced Performance Analysis Experience | Has experience using performance data or centres of expertise to evaluate impact and inform service improvement. | Desirable |

Disclosure level

| | | |
|--|----------|---|
| What disclosure level is required for this post? | None | Standard |
| | Enhanced | Enhanced with barred list checks YES |

Work type

| | | | | | |
|--|-------|---------------|-------|--------|--------|
| What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid) | Fixed | Hybrid YES | Field | Remote | Mobile |
|--|-------|---------------|-------|--------|--------|

Job description questionnaire

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

| | | | |
|--------------------------------------|---|--|--|
| Job title: | Harmful Sexual Behaviour Support Coordinator | POSCODE <i>(Needed for re-evaluations)</i> | CCC0678 |
| Reports to (job title): | TBC but initially Youth Justice Service Team Manager, but probably in the future the Service Manager in QAPI | Directorate/Service: | CEF, Youth Support Service, Youth Justice Service |
| Presenting Manager: | Tom Watt | Date of evaluation: | |
| Supporting HR contact person: | Monica Verma | New Post | No |
| | | Re-evaluation: | Yes |

Job context

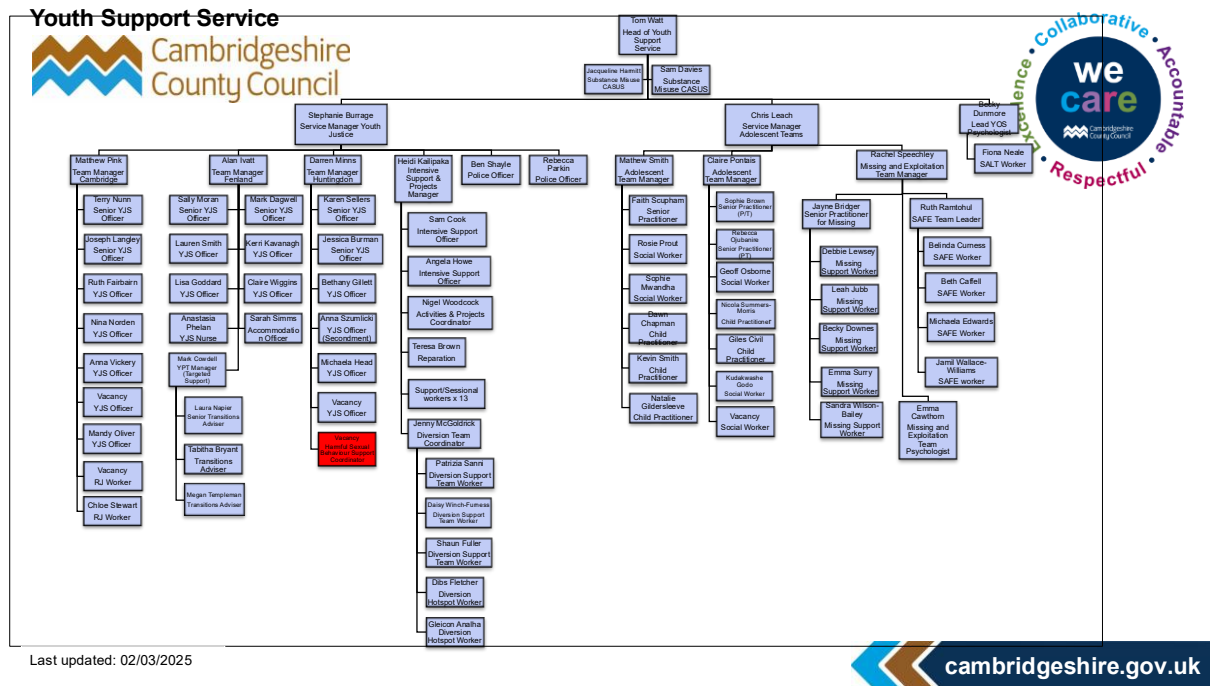
Give a short overview of the job context and the key objectives of the part of the organisation where the job is placed.

This post is currently vacant and will be the combination of the current Sexual Behaviour Service Lead Worker (P1) which has been vacant since Jan 26 and previous Sexual Behaviour Service Team Manager (P3) which was deleted 2 years ago. The service coordinates and provides specialist oversight and strategic direction for Harmful Sexual Behaviour concerns relating to children. It is currently based within the Youth Justice Service but has wider responsibilities across Children's Services including Education, sitting within a strategic partnership context.

The current post is not meeting the requirements of the management / oversight of Harmful Sexual Behaviour assessment, support and intervention and consequently the service offer is being restructured in consultation with the involved Service Directors to provide a more effective offer. The intention is to broaden the remit of the current Lead Worker to have a strategic lead in this area and oversee the delivery of assessment and intervention across Children's Services including Education in a way that has not existed since the deletion of the previous TM post. The remit is also being broadened to include the strategic oversight of Child Sexual Abuse as well as Harmful Sexual Behaviour. The role and structure of the service offer will also be further developed and established jointly with partners as part of the commencement of this role.

Organisation chart (include grades)

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



Last updated: 02/03/2025

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
Responsibility for strategic oversight of Harmful Sexual Behaviour work as well as support for Child Sexual Abuse rather than the previous role of providing information, support and guidance. The remit covers workers undertaking assessments and interventions in this challenging and demanding area, but with an expectation of oversight, training, ensuring appropriate delivery and leading and further developing the strategy.
- changes to the essential qualifications, knowledge, skills and experience
Greater level of strategic oversight experience required – leading a service and directing the work of others across a wide range of Children’s Services including Education.
- changes to the team structure
Previously there was a P3 Team Manager who undertook the lead role around strategy in a service embedded in Youth Justice. The service now will be outside Youth Justice and have greater autonomy and responsibility across wider Children’s Services. There will be an expectation of ensuring delivery of assessment and intervention in Children’s Services and Education rather than just supporting in Youth Justice.

Communication and influencing

| Contact | Nature of interpersonal skills used |
|-------------|---|
| Internal | |
| Social Care | Developing referral, assessment and partnership agreements, Agreeing joint working and risk management plans and processes. Delivering specialist training and providing specialist advice. Having the strategic lead across this work. |
| Education | As above |

| | |
|-----------------|--|
| Localities | As above |
| External | |
| Constabulary | As above. Also advising the police on appropriate YJS Interventions and disposals. |
| CAMHS | As above |
| Schools | As above |
| LSCB | As above |

Supervision and work planning

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

The post holder is responsible for annual planning for areas of responsibility and regular reviews. This also includes setting up the service from the outset given that this is being strategically restructured and moved from a responsibility primarily around Youth Justice to greater responsibility and strategic oversight within Children's Services for Harmful Sexual Behaviour as well as appropriate oversight of Child Sexual Abuse. They are also responsible for forward planning with other agencies in respect of joint working. This can be weekly, monthly and annually.

What level of supervision is this post subject to?

The post holder has monthly supervision with a P3 YJS Manager but is likely to be moved under the line management of a Service Manager in QAPI given the broader strategic and operational remit. They will also have Clinical Supervision set up with a Clinical Psychologist given the complexity and emotionally demanding nature of the work, particularly given that they need to support and coordinate others in undertaking the direct assessment and intervention.

They will also be responsible for support and coordination of complex case issues, staff issues including wider training and partnership/strategic developments using their discretion. At times they may seek advice and support from colleagues and their line manager if complex staff or partnership issues arise outside of supervision. They would also inform their line manager of serious case issues at time for information, but would make decisions regard appropriate actions.

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

The post holder will set service, team and individual objectives through service planning processes, team meetings and appraisals. They are responsible for developing an annual service plan for the Harmful Sexual Behaviour Service including the strategic overall delivery of HSB work across Children's Services and Education.

They are also responsible for managing their own workload and provide coordinating oversight of other workers across Children's Services who are undertaking Harmful Sexual Behaviour assessments and interventions. They have a responsibility for ensuring systems and processes are effectively in place to manage this work. Many of the priorities for the services are set by Local and National Standards and the post holder is responsible for performance against these for their service areas.

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

There are multi-agency and LSCB systems and processes that the post holder is responsible for ensuring the service areas follow. They are also responsible for amending and updating systems and process if areas of improvement are identified and ensuring these are agreed with partners and monitoring effectiveness. Where

national guidance does not exist they are responsible for identifying, implementing and developing quality frameworks and practice guidance and procedures.

The post is also responsible for ensuring national guidance and legislation is implemented, followed and training delivered, and they will put systems and process in place to ensure the service is performing against these areas. These process and systems need to be agreed jointly with partners such as the Constabulary and Education through the LSCB.

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).

The post holder would be expected to deal with any concerns raised about how head teachers and safeguarding leads in schools respond to Sexual Behaviour Concerns. They would meet with schools and advise on appropriate future actions and process. This includes work with Private schools and safeguarding panels.

The post holder is responsible for setting up the strategic operation of Harmful Sexual Behaviour support through assessment and intervention in Cambridgeshire and as a consequence will be involved in making decisions about complex cases and how the partnership responds to this. They may also have primary decision making in key case areas.

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

In situations of complex and serious case incidents for oversight of their decisions, serious staff concerns or partnership issues and challenges. The post holder would alert the appropriate senior managers in Children's Services, Education and / or Youth Justice.

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 YES |
| | use creative thinking to develop new concepts YES |

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

Freedom to act

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

The post holder has discretion over the setup and delivery of the identification, assessment and response to Harmful Sexual Behaviour work delivered through Children’s Social Care, Education and Youth Justice with sign-off from the Safeguarding Board and partners as appropriate. They will have oversight and decision making on case delivery as well as agreeing and ensuring training and appropriate skills and supervision are in place for workers in these areas around HSB.

The post holder is also responsible for making decisions about appropriate delivery of assessment and interventions in highly challenging, complex situations for individual children through specialist advice, guidance and training within the context of the service area where they have strategic oversight.

Impact

Financial impacts of the role

| Financial measure (e.g. income, expenditure, capital budget) | Amount (£) | Role (Direct control, joint control, advisory/influencing role) |
|---|--------------|---|
| At this time no direct budgetary responsibility is suggested, though oversight of relevant internal and (costed) external training delivery | Up to £5k pa | Joint control of agreements for external training provision |
| | | |
| | | |

Statistical Information

Is there any statistical information that can add to the understanding of the job? E.g. it is useful to know whether a Payroll Officer deals with 50 or 50,000 payslips.

From a caseload analysis in late 2025 the previous Lead Worker had a caseload of 27 children to have oversight around HSB with an age range of 5 to 16. The majority of the referrals (15) came from schools with Children’s Safeguarding referring most of the rest but some from CAMHS / Health.

The intention for the role is to oversee and deliver assessments and some interventions for these children, but the greater part of the role will be the strategic and operational oversight of the HSB. This will involve the oversight and support of up to 30 individuals Social Workers and Youth Justice Officers who will themselves be trained and supported to identify, assess and deliver interventions for HSB.

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


Hybrid working primarily from home but travel across county as necessary for meetings and visits. Nature of HSB work is highly stressful and emotionally demanding both for the postholder as well as for them providing support to substantial numbers of working undertaking direct work in this demanding and draining area.

Working environment

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

There is the potential of working in very stressful home environments with potential exposure to challenging behaviour and possibly threats given the nature of the work. This would be undertaken in as supported a manner as possible but it will not be possible to exclude this level of behaviour and possibly threat entirely.

Declarations

| All roles – Manager | |
|--|--------------------------------|
| JDQ completed by: Tom Watt | |
| By submitting this JDQ to panel I confirm that the relevant Executive Director has given consent for this post to be evaluated/re-evaluated. | |
| Signed:  | Date: 8 th May 2026 |
| Print name: Tom Watt | |

| 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: Vacant post | |

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. |
|---|