

## **Job Description and Person Specification**

### **Job details**

Job title: Children's Safeguarding Project Officer

Grade: I

Reports to: Northamptonshire Safeguarding Children Partnership Business Manager

Responsible for:

Directorate and Service area: Northamptonshire Safeguarding Children Partnership

### **Purpose of the job**

- 1. To have delegated lead responsibility, under the direction of the NSCP Business Manager for the delivery of the statutory responsibilities, business strategies and plans of the NSCP.**
- 2. Under the direction of the NSCP Business Manager to lead on agreed areas of responsibility such as the Child Death Overview Panel (CDOP), Local Learning Review, Child Exploitation Sub Group, Quality & Governance Sub Group and other functions of the NSCP and enable successful partnerships and joint working arrangements to implement the strategic priorities of the Partnership.**

### **Principal responsibilities**

1. To pro-actively assist and support the sub groups and task and finish groups of the main Partnership, providing advice and ensuring the work plans are completed.
2. To take lead responsibility for NSCP functions and agreed statutory processes – such as the Child Safeguarding Practice Review (CSPR) process, CDOP process, Quality and Governance and Training and Development.
3. To make and develop communication and working relationships with partner agencies and key professionals – such as lead paediatrician/consultants, coroner's office, police, social care, health leads, and service users.
4. To take the lead as directed by the NSCP Business Manager for the development of policy, procedure and practice to meet future challenges and improvements to safeguarding services.
5. To assist and contribute to the business planning cycle, annual reports and performance reports along with supporting and preparing for management of inspections, annual review meetings, other national and regional bodies.
6. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

7. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the department.
8. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

### **General responsibilities applicable to all jobs**

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Understand the councils commitment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parents possible to children and young people in our current and previous care.
4. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

### **Special features of the post**

This post requires satisfactory clearance of a Disclosure and Barring Service disclosure.

### **Person Specification**

<b>Attributes</b>	<b>Essential criteria</b>	<b>Desirable criteria</b>
Education, Qualifications and Training	<ul style="list-style-type: none"> <li>• Educated to further education standard.</li> <li>• GCSE English and Maths at Grade C or above</li> </ul>	<ul style="list-style-type: none"> <li>• Degree</li> <li>• Professional qualification – Health, Social Care, Education</li> </ul>
Experience and Knowledge	<ul style="list-style-type: none"> <li>• Proven significant knowledge or technical experience of either the operational understanding of the work of the NSCP or equivalent understanding of key statutory safeguarding processes.</li> </ul>	

Attributes	Essential criteria	Desirable criteria
	<ul style="list-style-type: none"> <li>• Substantial and proven experience of providing professional support to lead professionals/committees or partnerships and in depth knowledge of safeguarding business processes</li> <li>• Significant knowledge of compliance with equality and diversity legislation and policy and procedure.</li> <li>• Proven experience of successfully negotiating, influencing and advocating with and on behalf of a wide range of stake holders, in multi-agency context and at all levels of seniority. This will include external/independent chairs, senior managers in social care, health, education, managers, children, young people, adults and families.</li> <li>• Ability to implement effective management practices, relating to work planning, performance information management, and quality assurance.</li> </ul>	
Ability and Skills	<ul style="list-style-type: none"> <li>• <i>Demonstrate ability to speak fluent English (in accordance with duty placed on Local Authorities Part 7 of the Immigration Act 2016 to comply with fluency duty)</i></li> <li>• Excellent IT skills with an understanding and ability to work with Word/Excel and to create and manage databases. Also the ability to use Adobe and the internet.</li> <li>• Demonstrate excellent organisational ability</li> <li>• Demonstrate excellent written and verbal communication.</li> <li>• Able to maintain a high level of confidentiality</li> <li>• Demonstrate an ability to cope under pressure whilst working on own initiative.</li> </ul>	<ul style="list-style-type: none"> <li>• Good Team Player</li> <li>• Sense of humour</li> <li>• Ability to use IT as a research tool.</li> </ul>

Attributes	Essential criteria	Desirable criteria
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	