

# BUSINESS MANAGER SAFEGUARDING AND REVIEW

## PEOPLE



<b>Families First People</b>		
<b>Post Title</b>	<b>Grade</b>	<b>Role Type</b>
<b>Business Manager Safeguarding and Review</b>	<b>12</b>	

**Our Vision** - Is for a connected Staffordshire, where everyone has the opportunity to prosper, be healthy and happy.

**Our Outcomes** - The people of Staffordshire will:

- Be able to access more good jobs and feel the benefit of economic growth
- Be healthier and more independent
- Feel safer, happier and more supported in and by their community

## Reporting Relationships

**Responsible to:** Principal Child and Family Social Worker

**Responsible for:** The joint management of the Independent Chairperson Service

## About the Service

The People Directorate is committed to improving services and outcomes for vulnerable children and young people by having in place effective partnerships and processes that enable children to fulfill their potential regardless of economic and social background; home circumstances; ethnic background; gender; ability – including special Educational Need; or health. The overriding objectives of our engagement with children and young people are to work together to:

- Give all children a good start
- Ensure that they get a good education and that education sticks to them
- Keep them safe

This will be achieved by working to the purpose of “To deliver the right help at the right time to ensure children, young people and families have best possible outcome in life” and applying the following principle:

- **Children, young people and their families are at the centre of everything we do, and interventions and services are shaped and delivered around them**
  - Listen to the views of children, young people and their families to understand their needs.
  - Services to be built around the needs of children and young people, not around professional or service boundaries.
- **Services to be flexible to adapt and react to changing needs/demands**

## **Statement of Purpose**

To undertake the operational management and strategic development of the Independent Chairperson Service. The service is responsible for Quality Assurance in respect of care planning and management of thresholds for child protection and Looked After Children. This includes the auditing and monitoring of operational trends and activity, in producing statistical reports and making recommendations for service development.

**Key Accountabilities:**

- To take a lead role in developing and maintaining organisational systems for undertaking Child Protection conferences, Looked After Children Reviews and associated tasks.
- To take a lead role in collaboration with other Families First personnel, in maintaining the cross boundary child protection function of the local authority. Including the management of the Child Protection Register or equivalent post September 2008.
- To take a lead role in collaboration with other Families First personnel in managing cross boundary issues in relation to the placement of Looked After Children.
- To take a lead role in the development of the requirements of the Care Planning Placement and Review Regulations and the IRO Handbook.
- To ensure that the voice of the child is placed at the heart of all care and safeguarding processes and plans.
- To prepare strategic reports in making recommendations to the Families First Management Team and to the Staffordshire Safeguarding Children's Board.
- To provide specialist advice to operational staff in Children's Services and within wider inter-agency networks, including arrangements associated with more complex case examples.
- To provide a supervisory function for the team of Independent Conference Chairs throughout the county, including the provision of individual personal supervision in accord with the supervision policy.
- To provide induction to new team members and to complete personal performance plans which are reviewed in accordance with County Council policy.
- Through the delivery of the ICC service ensure that all Looked After Children and those subject to a Child Protection plan have relevant robust plans leading to best outcomes for them.
- To identify contemporary developments within research literature, and the national policy agenda, in making appropriate recommendations for implementing change at a local level.
- To work with other Families First staff in producing performance management in evaluation trends, adherence to locally agreed arrangements and in addressing practice and procedural developments.
- Represent the Service in Regional and National Events and to bring learning and insight into the service to promote continuous improvement.
- To represent the Families First service and to deputise for the Principal Social Worker(or equivalent) as required.

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council's climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the Council's Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**

A = Assessed at Application  
I = Assessed at Interview  
T = Assessed through Test

Minimum Criteria for Two Ticks *	Criteria	Measured by
	<p><b>Qualifications/Professional Membership</b></p> <ul style="list-style-type: none"> <li>Recognised professional qualification in Social Work (Dip SW/ CQSW/CSS) and registered with the HCPC Regulatory Body for Social Work.</li> <li>Post qualification award in               <ol style="list-style-type: none"> <li>Advanced practice, or</li> <li>Research, or</li> <li>Management</li> </ol> </li> </ul>	<p>A</p> <p>A</p>
	<p><b>Knowledge and Experience</b></p> <ul style="list-style-type: none"> <li>A working knowledge of statutory frameworks and of regulations and guidance relevant to the task</li> <li>A working knowledge of inter-agency procedures for protecting children and for the assessment of children in need</li> <li>A general understanding of research methodology</li> <li>Knowledge of contemporary research findings governing operational practice</li> <li>Familiarity with information technology - especially word processing, database and spreadsheet packages</li> <li>Minimum of 5 years post qualification work with children and families, at least 3 of which must have been in a statutory child care agency</li> <li>Minimum of 2 years managerial experience</li> <li>Supervision of social work staff</li> <li>Operating the Children Act and related guidance, including the Looked After Children system</li> </ul>	<p>A/I</p> <p>A/I</p> <p>A</p> <p>A/I</p> <p>A/I</p> <p>A</p> <p>A</p> <p>A</p> <p>A/I</p>

	<ul style="list-style-type: none"> <li>• Chairing multi-disciplinary meetings</li> </ul>	A
	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Capacity for creative thought and innovation</li> <li>• An ability to communicate effectively, both orally and in writing with professional staff in local organisational networks</li> <li>• Excellent interpersonal skills, including the ability to relate effectively to service users (and carers), in problem-solving on their behalf and in developing effective working relationships</li> <li>• Leadership skills with the ability to generate enthusiasm and commitment in others, including skills in coaching and mentoring</li> <li>• Possession of training and professional development techniques</li> <li>• Capacity to analyse a variety of data from different sources in order to determine trends for decision-making</li> <li>• Commitment to continuous improvement in the development of quality service</li> <li>• A commitment to equal opportunities and anti-discriminatory practice</li> <li>• An ability to drive in travelling to all localities of Staffordshire and neighboring authorities, unless excluded from driving due to a medical condition or disability</li> </ul>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>I</p> <p>A/I</p> <p>A</p> <p>A</p> <p>A</p>



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

We are proud to display the **Two Ticks Symbol**, which is a recognition given by Job Centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting the  
**Recruitment Team on 01785 276113**

**For further guidance on how behaviours are demonstrated by colleagues in different roles and the My Performance Conversation process see here - <http://www.staffordshire.gov.uk/jobs/aboutscc/Vision-and-Values.aspx>**