

Job Description Auditor

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| Service: | Children's Social Care | Team: | <i>Safeguarding Inspection & Audit</i> |
| Location: | <i>County Hall</i> | Post number: | <i>TBC</i> |
| Salary | 32,233 - £37,107 | Grade: | 9 |
| Reports to: | Audit Team Manager | Staff responsible for: | None |

Job Purpose

Achieving the best outcomes for children and young people in Lancashire. Keeping children and young people safe and protected from harm, undertaking audits to improve the quality of children's services in Lancashire. Working with partners to provide a professional response and continuously improve the life of all children and young people in Lancashire.

Accountabilities/Responsibilities

- Scrutinise and challenge practitioners, front-line and senior managers on quality of practice, identifying and escalating safeguarding concerns. Embedding learning and strengthening the management oversight across Children's Services.
- Interviewing children, young people and their parents/carers regarding their experience of Children's Services to inform audit and quality assurance.
- Post-audit discussion with practitioners to review and reflect, identifying areas for improvement and professional development to ensure the child's experience is central to each intervention.
- Identification of internal policies and procedures that require updating to reflect changing legislative frameworks. Contributing to continuous professional development of the service, recognising areas for improvement and developing proposals to implement positive changes.
- Analyse audit findings to support managers in understanding the quality of practice across Children's Services.
- Develop action plans following individual audits and provide critical input or lead in formulation of plans to support teams or service areas to address audit findings.
- Develop positive working relationships with colleagues at all levels of the organisation to embed learning and improve quality of practice. Sharing audit findings with Advanced Practitioners in each area of practice to support individuals, teams and localities in continuous improvement.
- Build partnerships, networks and positive working relationships across Children's Services including the Local Children's Safeguarding Board to improve multi-agency service delivery and outcomes for children.
- Contribute to multi-agency audit and themed audit programmes, presenting findings, challenging where appropriate and engaging in the development of multi-agency responses to findings.

- Deliver training and guidance to social work managers who undertake audit.
- Comply with LCC and service-specific administrative and financial procedures including the maintenance of appropriate and up-to-date records.
- Liaise with designated line manager and comply with service requirements regarding supervision, undertaking continuous professional development and attendance at formal training.
- Be aware and responsive to the differing needs of all groups within the community.
- Undertake any other duties in relation to this area of work.

Other

- **Equal Opportunities**
We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.
- **Health and safety**
All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.
- **Safeguarding Commitment**
We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Lancashire County Council

| Person Specification Form | | |
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| Job title: Auditor | Grade: 9 | |
| Directorate: Children & Young People | Post number: | |
| Establishment or team: Safeguarding, Inspection and Audit. | | |
| Requirements (based on the job description) | Essential (E) or desirable (D) | To be identified by: application form (AF), interview (I), test (T), or other (give details) |
| Qualifications | | |
| <ul style="list-style-type: none"> • Educated to Degree Level or Equivalent. • Social Worker registration with the HCPC. • C or equivalent in mathematics. | E E E | AF AF AF |
| Experience | | |
| <ul style="list-style-type: none"> • Social Work and supervisory experience across a range of children's services. | E | AF, I |
| <ul style="list-style-type: none"> • Experience of undertaking audits | D | AF, I |
| <ul style="list-style-type: none"> • Understanding of audit and its purpose | E | AF, I |
| <ul style="list-style-type: none"> • Knowledge and experience of what good looks like. | E | AF, I, T |
| <ul style="list-style-type: none"> • Experience of challenging practice of practitioners and managers. | E | AF, I |
| Knowledge, skills and abilities | | |
| <ul style="list-style-type: none"> • Demonstrative knowledge of social work theory and practice. | E | AF, I |
| <ul style="list-style-type: none"> • Knowledge of key legislation and policy frameworks surrounding children's services and their application with detailed understanding of the professional, regulatory, statutory, corporate frameworks and standards. | E | AF, I |
| <ul style="list-style-type: none"> • Knowledge of a wide range of Children's Services such as Children's Social Care, Fostering, Adoption, or SEND (Special Educational Needs and Disabilities). | E | AF, I |
| <ul style="list-style-type: none"> • Ability to work positively and constructively with colleagues, managers and partner agencies through effective communication and networking skills. | E | AF, I |
| <ul style="list-style-type: none"> • Understanding and ability to deliver reflective practice with the ability to train and mentor other professional staff. | E | AF, I |
| <ul style="list-style-type: none"> • Ability to critique a case or poor practice as well as the ability to recognise and celebrate good practice. | E | AF, I, T |
| <ul style="list-style-type: none"> • Ability to develop plans based on findings and monitor such plans. | E | AF, I |
| <ul style="list-style-type: none"> • Understanding of Ofsted judgements and requirements in terms of practice standards and inspection. | E | AF, I |
| <ul style="list-style-type: none"> • Good written and verbal communication. | E | AF, I |
| <ul style="list-style-type: none"> • Numerical ability. | E | AF, I |

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| <ul style="list-style-type: none"> Highly developed understanding of safeguarding procedures in a range of services. | E | AF, I |
| <ul style="list-style-type: none"> Proficiency in MS Excel and MS Office | E | AF, I |
| <ul style="list-style-type: none"> Ability to work under pressure within tight timescales and manage competing priorities. | E | AF, I |
| Other (including special requirements) | | |
| | | |
| <ul style="list-style-type: none"> Commitment to Equality & Diversity. | E | AF, I |
| <ul style="list-style-type: none"> Commitment to Health & Safety Display the LCC values and behaviours at all times and actively promote them in others. | E E | AF, I AF, I |
| <p>This is a car-user's post. However, we may consider you if you cannot drive because of a disability.</p> <p>In addition to the skills knowledge and experience described above, you may be required to undertake a lower graded role as appropriate.</p> | E | AF, I |
| | E | AF, I |

Prepared by:

Note: We will always consider your references before confirming a job offer in writing.

LANCASHIRE COUNTY COUNCIL

PRE-EMPLOYMENT RISK IDENTIFICATION FORM (R.I.F.)

(NB Completion of this form does not fulfill the requirement to undertake a general risk assessment under the management Health and Safety at Work Regulations 1999)

A Pre-employment Risk Identification Form must be completed by the Headteacher/Head of Service/Line Manager. If any assistance is required in completing this form, please contact the Health and Safety Team.

This form **must** accompany the Vacancy Authorisation Form (REC1) when requesting clearance to advertise and accompany any referral to the Occupational Health Service for the pre-employment medical clearance of a candidate for appointment.

CONFIDENTIAL

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|---|-----------------------------------|
| Team/Establishment | Safeguarding Inspection and Audit |
| Post/Job title | Auditor |
| Description of main activities the employee will be required to undertake (or attach job description) As detailed below | |
| Form completed by: (print name): Chris Turner | |

A. The job to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)

Managers should note that if any of the following 10 activities are involved, there is an automatic requirement for a pre-employment assessment by Occupational Health and, possibly, for subsequent Health Surveillance.

| | | YES | NO |
|---|---|--------------------------|-------------------------------------|
| 1 | Work at heights (e.g. over 2m from tall step/extension ladders; scaffold towers, roofwork etc). | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2 | Work in excessively noisy environments above statutory control limits (Highly unlikely to include examples associated with any office environments. Examples might include use of woodworking machinery, road drilling, masonry cutting etc). | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3 | Work in unusual environmental conditions (e.g. where access or egress or free flow of air may be restricted or where there may be a build up of gases, vapours or fumes or the use of breathing apparatus is required). | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4 | Use of hand operated tools and equipment known to be associated with hand arm vibration syndrome (e.g. percussive metalworking tool; rotary handheld tool [not floor polishers]; grinders; percussive hammers and drills etc). | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5 | Driving Lancashire County Council Vehicles or transporting others in own vehicle (to include only those driving HGVs over 7.5 tons, PCVs, minibuses (i.e. requiring MIDAS qualification) and anyone regularly transporting, as part of their normal duties, more than 3 other persons). | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6 | Some contact with hazardous substances (e.g. chemicals with an orange warning label indicating: very toxic; toxic; harmful; corrosive; sensitising by inhalation/skin contact; carcinogenic; mutagenic; toxic for reproduction; professional bio/pesticides; organophosphates; gluteraldehyde; latex gloves). | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7 | Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8 | Work with lead or lead-based products (e.g. some paints). | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 9 | Food handling/preparation (of raw or uncooked food only). | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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| 10 | Occupational fieldwork or work in extreme conditions (e.g. involving excessive heat or cold or frequent walking for long distances over rough terrain in all weather conditions, forestry/countryside work). | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|----|--|--------------------------|-------------------------------------|

B. The job to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)

This section is for the information of applicants and does not facilitate a referral to Occupational Health.

If employees require advice concerning any of the risks identified, they should consult with their Line Manager.

| | | YES | NO |
|----|--|-------------------------------------|-------------------------------------|
| 11 | Face to face contact with the public/service users (e.g. at sensitive front line posts re abuse, aggression, assault). | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 12 | Working in isolation/lone working. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 13 | Work with electrical wiring (e.g. colour blindness). | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 14 | Work where there may be an increased risk of needlestick injuries or blood borne infections HIV; Hepatitis B; Hepatitis C: (e.g. site supervisors; site work, grounds or buildings maintenance, gardeners; some carers). | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 15 | Work that may bring the employee into contact with rats, rat contaminated ground or other animals or livestock (e.g. risk of weils disease, other animal borne diseases, zoonoses). | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 16 | Manual handling (other than routine office/administrative lifting and carrying e.g. assisting / moving service users with mobility problems, portering type activities). | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 17 | Working with vulnerable service users (e.g. children with disabilities; the elderly; children/adults with learning difficulties; alcohol/drug abusers). | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 18 | Work involving repetitive movements or forced posture (e.g. twisting, screwing, movements of the hands wrists, arms and/or shoulders awkward body and limb posture or excessive force, bending, kneeling). | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 19 | Work as a regular display screen user (where more than 1/3 of a person's time is spent using DSE continuously over any 1 month period). | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Any other occupational hazards/comments that you consider to be relevant to the post which are not included above:

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| Head of Service/Line Manager/ Name of Headteacher (please print) | | | |
| Signature: | | | |
| Telephone Number: | | Date: | |

Directorate Core Values

| Adult & Community Services Directorate | Children & Young People Directorate |
|--|--|
| <p>We believe in putting people first – promoting independence, opportunity, protection and inclusion.</p> <p>Our core values are:</p> <ul style="list-style-type: none"> • Everyone is unique and should be treated with respect. • Working in partnership is more effective than working alone. • People who use our services, and their carers, should be fully involved in decisions about their lives. • Everyone has a right to free access to information. • Our services should respond to the diversity of our local communities. • Our workforce is our most important resource. Investing in our staff, involving them in decisions and developing flexible ways of working achieve better results for the people who use our services. | <p>We believe we can make a positive difference to the lives of children and young people.</p> <p>Our core values are:</p> <ul style="list-style-type: none"> • the role of parents, carers and everyone who has parenting responsibilities; • what children, young people and their families want to tell us; • the power of people working together to achieve common aims; • good public service; • the richness of our diverse communities and cultural heritage; • the essential contribution which education and learning make in improving the lives of children and young people; and • the creative contribution made by children and young people to their communities. |
| Environment Directorate | Office of the Chief Executive Directorate |
| <p>Our core values are to:</p> <ul style="list-style-type: none"> • develop and maintain safe and effective transport systems; • support and protect Lancashire's people and businesses; • improve the quality of Lancashire's environment and quality of life for the people of Lancashire; • help regenerate Lancashire's urban and rural areas; and • plan a better, more sustainable future for Lancashire. | <p>Our core values are:</p> <ul style="list-style-type: none"> • governance; • corporate working; • partnership working; • community leadership; • communication; and • service delivery. |
| Resources Directorate | |
| <p>Our core values are to:</p> <ul style="list-style-type: none"> • satisfy the council's customers within the legal and financial restrictions placed on us; • support and develop our staff; • increase the extent to which we aim for, measure and improve service performance and standards; • help build strategic capacity for the county council; • maintain good governance; • support partnership working; • maintain consistency across the whole of the county council; • understand and share the objectives of the council and its directorates, whilst acting always in the interests of the council as a whole; and • promote efficiency and value for money. | <p>To help achieve these objectives, we will continue to develop a working environment where:</p> <ul style="list-style-type: none"> • ideas flourish and participation is the norm; • communication, feedback and praise go in all directions; • everyone contributes with the aim of achieving agreed goals, not doing only what they are told to do; • processes are a framework, not a straitjacket; and • managers are treated with respect and treat everyone with respect. |