**Job Description**

**Practice Development Lead Officer**

Education and Children's Services

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| **Service:** | Children's Services | **Team:** | Early Help Service | |
| **Location:** | Various across Lancashire | | | |
| **Salary range:** | £30,095 - £34,373 | **Grade:** | | Grade 8 |
| **Reports to:** | Quality Review Officer | **Staff responsible for:** | | n/a |

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| **Job Purpose** |
| Reporting to a Quality Review Officer, post holders will work in partnership with service stakeholders to provide locality focussed technical support to operational delivery teams by applying both applied and theoretical knowledge. Post holders will be aligned to one of the six locality areas in Lancashire;   * Burnley and Pendle * Hyndburn, Ribble Valley and Rossendale * Lancaster, Fylde and Wyre * Chorley and South Ribble * Preston * West Lancashire   Key areas of support focus will be the implementation of practice development strategies at a locality level through planned workforce development and thematic leadership e.g. public health outcomes improvement, school readiness, learning outcomes/curriculum programmes and accreditation, digital inclusion including social media, risk taking behaviour/exploitation etc.  They will apply judgement and analysis to identify practice delivery challenges and work up recommendations for operable solutions in a wide variety of routine operational situations, working within established service and professional guidelines.  They will proficiently support both less experienced staff, as well as take part in project work with more senior members of staff.  Post holders will support the systems and procedures for appropriate performance monitoring, professional recording, quality assurance, data sharing protocol and impact analysis amongst the frontline teams. They will take the lead on key thematic roles at a locality level to ensure knowledge is shared around best practice.  Supporting the Quality Review Officers in the delivery and continuous improvement of early help services for children, young people, and families in line with the vision for Children and Families in Lancashire developed by the Children and Families Partnership Board which states;  ***Children, young people and their families are safe, healthy and achieve their full potential***  To deliver this vision we have agreed some key outcomes:  ***Five Outcomes***   1. Vulnerable children and young people are safe from harm and build resilience. 2. Children and young people achieve their full potential in education, learning and future employment. 3. Children and young people enjoy heathy lifestyles and know how to help others. 4. Children, young people and families have a voice in shaping the support they receive. 5. Children and young people live in Lancashire where they can enjoy a good quality of life, be happy and want to stay. |
| **Accountabilities/Responsibilities** |
| * 1. Reviewing service policy and procedures to maintain their fitness for purpose, and undertaking complex technical tasks in terms of designing new procedures, assisting with inspections, reviewing assessment methodologies and analysis of key performance data sets.   2. Support service managers and frontline staff in their use and interpretation of key data sets for the early help service to ensure appropriate consideration of customer needs and implementation of appropriate practice response processes.   3. Undertake specialised technical and analytical support activities to assist Quality Review Officers and Service Managers in delivering early help services   4. Collate and analyse technical data from a variety of sources and interpret findings for review by more senior colleagues. This may include producing ad hoc reports or project work.   5. Providing information, advice and guidance to service operational managers and practitioners by interpreting established procedures, using technical experience and by applying best practice within the early help field.   6. Provide on the job training, mentoring and guidance to less experienced members of staff around key service policy and procedure to ensure they are able to develop the necessary skills to deliver in their role.   7. Regularly communicate with other agencies and service providers to share information, build working relationship and to ensure joined up service provision in relation to key early help policy and strategy   8. Suggest improvements to current working methods to contribute to improvements in service delivery   9. Visibly and actively support and promote the corporate activities and the values of the Council.   **Other**   * 1. Flexible application of working hours to respond to periodic service needs to work outside of core weekday/daytime hours   *Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post-holder. This is not an exhaustive list of all tasks that may fall to the post-holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.* |
| **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.  **Customer Focused**  We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times. |
| **Our Values** |
| **We expect all our employees to demonstrate and promote our values:**  **Supportive**  We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.  **Innovative**  We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.  **Respectful**  We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.  **Collaborative**  We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone. |

**Person Specification (Grade 8 – Technical/Professional)**

**Locality Specialist Support Officer**

Education and Children's Services

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| **Requirements** | **Essential (E) or**  **Desirable (D)** | **Identified by**  **Application**  **Form (A) or**  **Interview (I)** |
| **Qualifications:** |  |  |
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| Professional and/or academic level 5 qualification or equivalent or substantial experience in a relevant  technical, specialised or operational field | E | A |
| **Experience:** |  |  |
| Experience in ensuring delivery against agreed service plans | E | A, I |
| Experience of working with a wide range of other professionals to develop shared initiatives for service delivery | E | A, I |
| **Knowledge and Skills:** |  |  |
| Good awareness of council policies and those related to the role in early help. | E | A, I |
| Detailed knowledge of own/relevant service area and relevant working systems, equipment and/or IT software | E | A, I |
| Strong analytical skills and problem-solving capability | E | A, I |
| Good written and verbal communication skills | E | A, I |
| Ability to informally train and mentor less experienced staff. | E | A, I |
| Ability to influence others based on technical or professional expertise. | E | A, I |
| Ability to build and maintain effective networks and relationships | E | A, I |
| Ability to interpret management information systems to ensure ongoing review of performance of teams and progress towards targets and objectives within the service. | E | A, I |
| **Other (including special requirements)** |  |  |
| 1. Commitment to equality and diversity | E | I |
| 2. Commitment to health and safety | E | I |
| 3. Display the LCC values and behaviours at all times and actively  promote them in others | E | I |