

Blackburn with Darwen, Blackpool and Lancashire Children's Safeguarding Assurance Partnership and Safeguarding Adults Boards

Joint Partnership Business Unit

Job Description: Coordinator			
Directorate:	Safeguarding, Inspection and Audit		Location: Bases to be agreed
Team:	Joint Partnership Business Unit		Post Numbers: To be agreed
Grade:	9		Designated Line Manager: Business Manager, Joint Partnership Business Unit
Staff Responsibility:	N	Number of staff directly supervised: N/A	Budget responsibility for Business Unit Resources – N

Note: The post holder will be an employee of Lancashire County Council and will be subject to its policies, procedures, terms, and conditions. The post holder will be line managed by a Business Manager. The Business Unit supports Lancashire County Council, Blackburn with Darwen Council and Blackpool Council and Strategic Partners.

Job Purpose: Coordinator with the responsibility to:

- Support the Senior Business Manager and Business Manager in ensuring the efficient and effective development and co-ordination of the Children's Safeguarding Assurance Partnership, Safeguarding Adults Boards and partnership functions.
- Support the Senior Business Manager and Business Manager in ensuring Children's Safeguarding Assurance Partnership, Safeguarding Adults Boards and Children's Partnership Boards, Child Death Overview Panel fulfil their assurance, business and statutory functions through maintaining effective and timely monitoring arrangements.
- Deliver effective co-ordination within the Joint Partnership Business Unit to support the Children's Safeguarding Assurance Partnership, Safeguarding Adults Boards, Children's Partnership Boards and Child Death Overview Panel.
- Promote a consistent collaboration and innovation with partners to develop and maintain

effective multi-agency safeguarding practice.

- Analysing data and brief Senior Business Manager and Managers on key themes and trends.
- Support the Business Managers in developing a plan for the delivery of multi-agency learning and development, as identified by the adult's and children's learning and development sub-groups.
- Develop, monitor, and evaluate learning and development to develop and promote best practice.
- Coordination of all aspects of the Child Safeguarding Practice Review Process, Child Death Overview Panel and Safeguarding Adult Reviews
- Undertake scrutiny, quality assurance and research and development work

Accountabilities / Responsibilities

- Co-ordinate Children's Safeguarding Assurance Partnership Tactical Areas/Operational Groups and Safeguarding Adults Boards and Sub-Groups
- Preparing for regulatory inspection and contribute to development planning across safeguarding statutory partnerships.
- Undertake co-ordination of business that builds ownership and commitment and promotes a strong performance culture in the Joint Partnership Business Unit and partnerships that connects strategies to action, provides accountability and delivers results.
- To support and develop a confident learning culture, which promotes evidence-based learning and research-based practice.

Collaborative Working

- Develop and promote good working relationships with partners and with other relevant agencies and support the Business Managers and Senior Business Manager in coordinating the effective functioning of the Children's Safeguarding Assurance Partnership, Safeguarding Adults Boards, Children's Partnership Boards and Child Death Overview Panel.
- Work with partner agencies to continually improve safeguarding and protection systems to deliver improved outcomes for citizens of all ages.
- Build and maintain effective relationships with key partners, commissioners, service providers and service customers for example Health and Wellbeing Board, Safeguarding Health Executive and Community Safety Partnership to ensure the effective delivery of business plans and strategic priorities.

Service Improvement

- Identify and monitor the progress of relevant strategic initiatives across the multi-agency partnerships and produce joint reports as required in order to monitor and improve inter-agency practice.
- Utilise analysis of local and national intelligence, to assist with the development of work programmes, including the delivery of multi-agency training, case reviews, procedures etc.
- Support Business Managers in the preparation of Annual Reports and ensure their submission to relevant bodies and individuals.
- Keep abreast of developments in national policy, guidance, and research, to ensure that professional safeguarding practice across all agencies is contemporary and that suitable learning and development is in place.
- Co-ordinate the voice of children and the principles of making safeguarding personal so that they are built into the development and delivery of safeguarding across the partnerships.
- Support the Business Manager in ensuring the voice of children and vulnerable adults and the principles of making safeguarding personal are built into the development and delivery of safeguarding across the partnerships.

Systems and Processes

- To co-ordinate, develop and maintain up-to-date learning in the field of multi-agency adult's and children's safeguarding for the Business Unit.
- To assist with ensuring that appropriate processes are in place to monitor the implementation of procedures and oversee inter-agency practice.
- To coordinate audit processes and learning and development processes.
- To assist with the management of the development of systems to deliver an effective and efficient approach to improving safeguarding and protection in Blackburn with Darwen, Blackpool and Lancashire.

The post holder must also undertake other duties within their competence or otherwise appropriate to the grading of the post as required.

The post holder will be required to travel to a range of locations across the region in the course of their duties.

EQUAL OPPORTUNITIES: The Council is committed to achieving equality of opportunity both in the delivery of services to the community and its employment arrangements. We expect all employees to understand and promote our policies in their work.

HEALTH & SAFETY: All employees have a responsibility for their own health & safety and that of others while undertaking their duties. Employees have a general duty to assist the Council in implementing its general statement on Health & Safety Policy.

PERSON SPECIFICATION

Requirements	Essential (E) or Desirable (D)	To be identified by application form (AF), interview (I) or test (T)
Qualifications		
Educated to Degree level or relevant professional experience.	E	AF
A formal project management, business administration or learning and development qualification	D	AF
Experience		
Experience of administration and co-ordination in a safeguarding environment to support excellence of practice.	E	AF/I
Experience of multi-agency partnership working.	E	AF/I
Experience of involvement in case scrutiny within service settings and/or CSPR/SAR/Child Death Overview Panel.	E	AF/I
Experience of coordinating multi-agency projects, learning and development and the ability to prioritise work.	E	AF/I
Experience of involvement in inspection processes and preparation	D	AF/I
Knowledge and Skills		
Knowledge of and driven by person centered practice and continuous professional and organisational improvement.	E	AF/I
Highly developed and effective communication and interpersonal skills	E	AF/I
Knowledge and understanding of child and/or adult protection and safeguarding practice, policies and procedures.	E	AF/I
Knowledge of public protection and high-risk protection procedures.	E	AF/I
Knowledge of statutory requirements around serious incidents and safeguarding training requirements.	E	AF/I
Knowledge of the principles of quality assurance and measuring impact/outcomes.	D	AF/I
Ability to write a variety of different high-level reports for different audiences.	E	AF/I
Knowledge of Criminal Justice System.	D	AF/I
Analytical and problem-solving skills	E	AF/I
Ability to build relationships and negotiate with partners to ensure obligations are fulfilled	D	AF/I
Knowledge of CSPR and SAR Processes	D	AF/I
Other		
Commitment to Equality and Diversity	E	AF/I
Commitment to Health and Safety	E	AF/I
Flexible approach to working hours	E	AF/I
Commitment to attendance at work	E	AF/I

