**Job Description**

**Coordinator**

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| **Service:** | Safeguarding, Inspection and Audit Service | **Team:** | Lancashire Safeguarding Business Unit | |
| **Location:** | The permanent office base will be County Hall in Preston although staff will not be expected to travel to this venue daily. As a minimum, staff are expected to be in the office three times a week / 60% of their contract hours pro-rata. | | | |
| **Salary range:** | SCP 30 – 35 (£39,513 - £44,711) | **Grade:** | | 9 |
| **Reports to:** | Business Manager | **Staff responsible for:** | |  |
| Note: While this post is hosted and supported within the local authority and is subject to its policies and procedures, terms and conditions, the post holder is responsible to the Business manager of the Lancashire Safeguarding Business Unit (LSBU) which is a partnership team, jointly funded by the Local Authority, Integrated Care Board and Police and is therefore independent, in terms of the delivery of their functions. | | | | |

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| **Job Purpose** |
| As part of the Lancashire Safeguarding Business Unit (LSBU), the post holder will support the development and co-ordination of the Children's Safeguarding Assurance Partnership (CSAP), Safeguarding Adults Board (SAB) and Child Death Overview Panel (CDOP) to ensure they fulfil their assurance, business and statutory functions and maintain effective multi-agency safeguarding practice  They will work closely with colleagues, managers and partners in a highly sensitive environment with limited supervision to coordinate meetings and support chairs, analyse data and identify key themes and trends, assist the development and delivery of work programmes, case management of safeguarding reviews and CDOP process, project management of thematic work, policy development, quality assurance and performance etc.  The post holder will contribute to ensuring that the voice and lived experience of children, young people, families, and vulnerable adults permeates across policy, practice and culture. |
| **Accountabilities/Responsibilities** |
| * Coordinate of activity of the CSAP, SAB and CDOP governance structures, supporting chairs and independent scrutineer with agenda development, monitoring progress of actions, briefing notes, management reports, quality assuring minutes, horizon scanning, responding to issues etc * Support CSAP, SAB and CDOP to deliver against priorities and work programme through timely monitoring and effective reporting and oversight of performance with tasks including QA of external review reports, data collation for analysis and management reports, project management of thematic work, policy development with multi-agency partners, support preparation for inspections etc. * Coordination of all aspects of the Child Safeguarding Practice Reviews (CSPR), Safeguarding Adult Reviews (SAR) and Child Death process (including liaison with the national panel of experts and the DfE/OFSTED) to ensure compliance with statutory guidance, procedures and best practice.: manage referrals, gather/assess timelines, support with notes and decision making, progress actions and recommendations, set up consideration / panel meetings, practitioner events and publications etc. * Develop appropriate processes to monitor the implementation of procedures and oversee inter-agency practice i.e. development of audit processes, to measure impact and outcomes within a scrutiny and assurance framework. * Utilise analysis of local and national intelligence and complex data sets to determine trends and themes, assist with the development of work programmes, including the delivery of multi-agency training, case reviews, procedures etc. * To administer, review and maintain effective data management systems i.e. QES, ECDOP etc. * Understand and support partners to apply legislative frameworks, statutory guidance and local policy and procedures. * Identify and monitor the progress of relevant strategic initiatives across the multi-agency partnerships and produce joint reports as required to monitor and improve inter-agency practice. * Develop and promote good working relationships with partners, providers, external commissioned staff i.e., independent case reviewers, thematic scrutineers etc. to support the LSBU to deliver the functions of CSAP, SAB and CDOP through effective decision making and problem solving etc. * Support the Independent Chair, Scrutineer, CSAP, SAB and CDOP to develop Annual Reports and associated resources. * Support the CSAP / SAB in preparing for regulatory inspection and contribute to development planning across safeguarding statutory partners. * Support Business managers to deliver their objectives and take on delegated responsibilities. * Support BSO's to effectively deliver their responsibilities to a high standard. * Deliver LSBU functions, CSAP / SAB / CDOP boards and subgroups business in a manner which builds ownership, promotes a strong performance culture, connects strategies to action, provides accountability and delivers results. * Support a culture of evidence and research-based practice to continually enhance safeguarding systems and their delivery of improved outcomes for citizens of all ages by embedding a strong learning and development regime. * Keep abreast of developments in national policy, guidance, and research, to ensure that professional safeguarding practice across all agencies is contemporary. * Develop and maintain a substantial body of up-to-date knowledge of specialist areas and detailed generalist knowledge across a wide spectrum of related fields. * Ensure the voice of children and the principles of making safeguarding personal are built into the development and delivery of safeguarding across the partnerships. |
| **Other**   * Participate in training and other opportunities for the professional development of self and others, including facilitating training. * Represent the Service/Council at meetings and conferences as appropriate. * Undertake other duties and responsibilities of an equivalent nature / appropriate to the grading of the post as may be determined by the Head of Service. |
| * **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**

**Coordinator**

All the following requirements are essential unless otherwise indicated by \*

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

Please note – (A) will be assessed on the application form and (I) will be assessed in the interview.

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| **Qualifications** |
| * Educated to degree level (or extensive relevant professional experience) (A) (I) * A formal project management, business administration or learning & development qualification\* (A) (I) |
| **Experience** |
| * Experience of administration and co-ordination in a safeguarding environment to support excellence of practice (A) (I) * Experience of multi-agency partnership working (A) (I) * Experience of involvement in case scrutiny within service settings and/or CSPR/SAR/CDOP (A) (I) * Experience of co-ordinating multi-agency projects, learning and development and the ability to prioritise work (A) (I) |
| **Essential knowledge, skills & abilities** |
| * Knowledge of and driven by person centered practice and continuous professional and organisational improvement (A) (I) * Knowledge and understanding of child or adult protection and safeguarding practice, policies and procedures (A) (I) * Knowledge of public protection and high-risk protection procedures (A) (I) * Knowledge of statutory requirements around serious incidents and safeguarding training requirements (A) (I) * Knowledge of the principles of quality assurance and measuring impact/outcomes\* (A) (I) * Knowledge of the Criminal Justice System\* (A) (I) * Highly developed and effective communication and interpersonal skills (A) (I) * Ability to write and review a variety of different high-level reports for different audiences (A) (I) * Ability to build relationships with a wide range of stakeholders, internally and externally (A) (I) * Strong analytical, problem-solving and project management skills (A) (I) |
| **Other essential requirements** |
| * Commitment to equality and diversity (I) * Commitment to health and safety (I) * Display the LCC values and behaviours at all times and actively promote them in others (I) * Commitment to participate in training appropriate to the role (I) * Flexibility in meeting requirements of the role which could include working from a different location, attending face to face meetings etc. (A) (I) * This is an essential car user post :   *You will be required to provide a car for your use in connection with the duties of this post and must be insured for business use. In certain circumstances consideration may be given to applicants who, as a consequence of a disability, are unable to drive* |