

Job Description



Job Title: Safeguarding Children Partnership Service Manager	Service Area: Quality Assurance	
Directorate: Children and Young People Directorate – Quality Assurance	Post Number:	Evaluation Number:
Grade: SMR A	June 2022	

PEOPLE AT THE HEART OF EVERYTHING WE DO

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team. As a Senior Leader, you will be expected to model the behaviours required of all staff in relation to our values of Honesty, Equality, Ambition, Respect and Trust

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work

PROTECTING OUR STAFF AND SERVICES

Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

CORPORATE PARENT

We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017

OVERALL PURPOSE OF JOB

- 1) To provide overall leadership and management and be accountable for the performance and quality of work in the Newham Safeguarding Children Partnership (NSCP) Business Office.
- 2) To provide management focus to the planning, development, delivery and monitoring of the service specifications, strategies, priorities and objectives of the NSCP, ensuring it fulfils its statutory responsibilities national and local requirements.
- 3) To provide professional advice and support to the independent chair of the NSCP Executive, develop successful partnerships and joint working arrangements.

- 4) To ensure a clear and coherent approach to business planning for the NSCP Executive including budget management, service and project development and performance.
- 5) To provide impartial, professional advice to the Chair of the NSCP Executive and partner agencies to enable them to chair the Executive effectively, and keep them up to date with regional and national developments in respect of safeguarding children.
- 6) To ensure the effective day to day operational management of the Board and the sub groups ensuring compliance with statutory guidance and best practice.
- 7) To manage and coordinate Child Safeguarding Practice Review processes including effective implementation of learning and workforce development to improve service delivery.
- 8) To lead and facilitate the production of the annual business plan, the annual report for the Executive and, ensure delivery plans for the agreed priorities are in place and effective for each sub group function of the NSCP.
- 9) To canvas the views of children, young people and their families about their experience of service delivery including how services can be improved and to ensure that these views are acted on appropriately.
- 10) To support our restorative approach to the culture in Newham and our systemic model of practice,

JOB CONTEXT

- The post holder is accountable to the Assistant Director of Quality Assurance
- The post holder will have direct line management responsibility for up to 3 (FTE) members of staff including the NSCP Business Manager.
- The post holder will be expected to work autonomously and be able to make evidenced-based decisions which effectively manage risk.
- Lead and be accountable for the effective operation of the service.

KEY TASKS AND ACCOUNTABILITIES:

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.

Responsible for:

- Ensuring that the work of the NSCP is influenced by key national developments and up to date research and that the NSCP is informed of the implications and any necessary actions.
- Production and monitoring of the NSCP business plan, ensuring all agencies are clear about their role and contribution.
- To support the chair with the quality assurance processes for the NSCP.
- Advising NSCP members on high level policy issues and making recommendations for decision-making relating to the NSCP's budget, duties, priorities, and future direction.
- To support the Executive and its members to work together effectively to meet government and local priorities, develop policies, procedures and support excellent service provision to achieve the outcomes specified in the business plan.
- Develop and maintain effective working relationships with key statutory, voluntary and private sector agencies working with children and young people in Newham to ensure all contribute to and benefit from membership of the Executive.
- Establish an effective working relationship with the chair of the NSCP and senior officers from partner agencies and other partnerships.
- To manage the budget on behalf of the Executive.

- To co-ordinate and direct the work of the sub-groups and task groups to progress the work of the Executive in accordance with the annual business plan.
- To support the chair to develop and maintain an effective performance management framework to assist partner agencies to know and understand the quality of safeguarding practice.
- To manage and quality assure the Child Safeguarding Practice Review (CSPR) process ensuring systems are in place to deliver high quality reviews. This will include the management of robust monitoring processes and ability to challenge partner agencies who do not meet the required standards.
- To ensure the NSCP operates effectively and is supported to deliver its agreed objectives.
- To develop and manage a forward work programme for NSCP and Executive meetings.
- To manage the NSCP Business Manager.
- To ensure processes are in place to communicate the sharing of good practice and lessons learned from CSPRs to multi-agency forums.
- To represent NSCP interests at regional and national levels and to share information, skills, experience and knowledge through regional and national networks.
- To promote ways of working which ensures that agency boundaries are not an obstacle for achieving quality outcomes.
- To support the delivery of agreed outcomes across partner agencies and have systems in place that enable effective reporting to the Executive's partners.
- Establish effective working relationships with key regional partners to ensure continuous improvement and promotion of the Executive work.
- To ensure the alignment of work priorities and cross cutting issues in close collaboration with other key partnerships including the Safeguarding Adults Board.
- To provide advice, guidance and challenge to professionals from partner agencies.
- To demonstrate independence from any of the partner agencies in a manner that promotes support, challenge and scrutinises outcomes in order to effectively deliver the Executive's business.
- To support work that partner agencies have access to high quality, relevant multi-agency training programmes and evaluate the quality and measure of outcomes of the training.
- To support a multi-agency audit system with agreed resource commitment from partner agencies.
- To represent the NSCP at appropriate meetings and report upon policy development, performance and quality assurance.
- To ensure the involvement and participation of children, young people, carers and families in the work of the NSCP.
- To lead the development of information governance and the productive use of ICT in support of inter-agency working and effective communication and development of protocols.
- To lead on the NSCP Communications Strategy.
- To ensure the work of the Board is known and understood by all partner agencies.
- To ensure that appropriate secure systems and processes are in place to manage the storage and transfer of sensitive and highly confidential information.
- Coordinate and manage media enquiries working closely with the Chair of the NSCP to formulate appropriate strategies.
- Ensure budgetary management and control for the NSCP Business Office in line with agreed strategy and follow financial governance arrangements. Manage the efficient use of resources within the service area and ensuring value for money in terms of service delivery.

Personal Specification



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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
EQUALITY AND DIVERSITY We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.	
PROTECTING OUR STAFF AND SERVICES Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.	
KNOWLEDGE: <ul style="list-style-type: none"> Extensive knowledge of the Children Act 1989, the Children Act 2004, Working Together 2018 and other legislation and guidance relating to children and their families Knowledge of best practice and research findings in relation to safeguarding children and adults. Knowledge of safeguarding requirements within the context of improving outcomes for children and families. 	Application Form/Interview Application Form/Interview Application Form/Interview

<ul style="list-style-type: none"> ▪ Demonstrable commitment to diversity issues in both service provision and employment practices and evidenced achievement of positive outcomes. 	Application/Test
<ul style="list-style-type: none"> ▪ Experience of successfully working to a budget in a demanding public arena- 	Application/Test
SKILLS AND ABILITIES: <ul style="list-style-type: none"> ▪ Able to hold accountability for child and family safeguarding practice and its impact on the lives of Newham children 	Application Form/Interview
<ul style="list-style-type: none"> ▪ Able to demonstrate professional and personal integrity and resilience through a problem-solving and constructive approach 	Application Form/Interview
<ul style="list-style-type: none"> ▪ Able to use and apply data and management information to achieve continuous service improvement 	Interview/Test
<ul style="list-style-type: none"> ▪ Excellent verbal and written communication skills 	Application Form/Interview/Test
<ul style="list-style-type: none"> ▪ Able to build influential and productive relationships within the service and partnership arrangements. 	Application Form/Interview/Test
<ul style="list-style-type: none"> ▪ Able to be analytical, view complex issues with clarity and make management decisions that are objective, impartial and evidence based. 	Application Form/Interview/Test
<ul style="list-style-type: none"> ▪ Able to support, manage and motivate staff through difficult and sensitive issues 	Application Form/Interview/Test
<ul style="list-style-type: none"> ▪ Able to create a positive and energising environment which inspires and motivates staff and partners 	Application Form/Interview/Test
<ul style="list-style-type: none"> ▪ Able to prioritise budgets to meet demand and ensure quality of service provision 	Application Form/Interview/Test
<ul style="list-style-type: none"> ▪ Computer literacy skills necessary to work with information management systems and produce good quality data in a variety of formats. 	Application Form/Interview/Test
<ul style="list-style-type: none"> ▪ Ability to think strategically and plan operations 	Application Form/Interview/Test
PERSONAL STYLE AND BEHAVIOUR: <ul style="list-style-type: none"> ▪ Demonstrates resilience and sensitivity. 	Interview
<ul style="list-style-type: none"> ▪ Demonstrates collaborative challenge 	Interview
OTHER SPECIAL REQUIREMENTS: <ul style="list-style-type: none"> ▪ Willingness and ability to work occasional evenings and weekends to maintain service delivery. 	Satisfactory clearance at conditional offer stage
<ul style="list-style-type: none"> ▪ This post is subject to an enhanced CRB check. 	