

# Job Description



<b>Job Title:</b> CDR Hub Coordinator	<b>Service Area:</b> Public Health	
<b>Directorate:</b> Adults & Health	<b>Post Number:</b>	<b>Evaluation Number:</b>
<b>Grade:</b> SO2	<b>Date last updated:</b> New Post	

## 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.

## Overall Purpose of Job

To work as part of the Child Death Review (CDR) Hub team across the Boroughs of Tower Hamlets, Newham, Waltham Forest, City and Hackney previously known WELC, as a 5 area footprint, with Newham being the Lead borough: to coordinate the CDR System, such that the system functions efficiently and effectively.

## Background

New Child Death Review (CDR) statutory guidance was released in October 2018 outlining a set of requirements of The CDR Partners. The two main CDR partners are Clinical Commissioning Groups (CCGs) and Local Authorities (LAs) who now have joint responsibility to meet the requirements outlined in the guidance as set out in the Children Act 2004, amended by the Children and Social Work Act 2017.

Local areas in England are required to meet all requirements of The Guidance.

The main requirements and responsibilities, outlined in the guidance, includes the following

Every child death is subject to a two-stage process

- The Child Death Review Meeting (CDRM)
- The Child Death Overview Panel Meeting (CDOP)

A CDRM must be held for any child who dies, irrespective of the cause. The CDRM should be multi-agency. It should be attended by professionals involved with the child's care during their life and other professionals responsible for investigating the child's death

CDR partners should ensure that there are appropriate resources to provide a key-work liaison function for bereaved families

This is a role that will coordinate the process and outcomes of the reviews, which will help to prevent future deaths.

To contribute effectively in administering the Child Death Overview Panel process (CDOP, a statutory function of the Local Safeguarding Children Board Children Act 2004), be a point of contact for all information relating to child deaths which occur within the Newham-Waltham Forest-Tower Hamlets-City & Hackney jurisdictions, and ensure that procedures are carried out to fulfil this role in accordance with Government legislation and guidance in relation to safeguarding children and reviewing child deaths.

This will require the post holder to:

- Provide excellent coordination and administration of meetings and information, including effective use of the eCDOP IT database.
- Build and maintain good quality, ongoing and one-off, relationships with professionals and their organisations who need to participate in the child death review process;
- Contribute good quality practice-related judgement as part of the process of reviewing child death cases; and
- Engage directly with key liaison family coordinator and occasionally with families to ensure that they are supported and can contribute to the child death review process.

The post holder.

1. The post holder reports to the CDR Hub Team Manager.
2. The post holder will be required to work Monday to Friday within working normal hours totalling 36 Hours per week.
3. The post holder will have no direct reports or budget responsibility.
4. The role includes deputising for CDR Hub team Coordinator colleagues; and providing updates and guidance to the CDR Hub team Keyworker.

### **Job Context**

The post holder is required to do this in compliance with the WELC CDR Standard operating procedure; and the national guidance, including (not exhaustively) *Working Together to Safeguard Children (2018)*; the *Child Death Review Statutory Guidance (2018)*; the *SUDI/C Guidelines (2016)* and *Guidance for the conduct of local reviews of the deaths of people with learning disabilities (2017)*.

### **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.

### **General:**

1. The post holder will enable the facilitation of working in partnership with agencies – health, police, coroners, local authority (children’s social care, housing, community safety, leisure), education and the voluntary & community sector – to ensure a co-ordinated approach to the child death review process; and to ensure that bereaved families are kept informed, can contribute and are assisted to access bereavement support.
2. The post holder will ensure that a consistent high quality service is provided across the CDR Hub area in response to all child deaths (aged 0 – 18 years) in line with the Standard operating procedure (SOP); the CDOP Terms of Reference and the Partnership Terms of Agreement.
3. The post holder is responsible for adhering to the Learning Disability Mortality Review (LeDeR) Programme within the existing Child Death Review process to support the evaluation of all deaths of children with learning difficulties from 4 to under 18 years of age.
4. The post holder will work to coordinate the CDR System such that the system functions efficiently and effectively.
5. Build and maintain good quality, ongoing and one-off, relationships with professionals and their organisations to ensure that they participate fully in the child death review process.
6. Contribute good quality practice-related judgement, as part of the process of ensuring that children are safeguarded and child death cases are properly reviewed.
7. Provide excellent coordination and administration of child death review meetings, child death overview panel meetings and information, including effective use of information management using the eCDOP IT database.
8. Have the ability to manipulate and analyse data effectively.
9. Manage relationships with relevant agencies within and outside of the Hub footprint to promote the review of child deaths in line with the CDR System SOP.
10. Promote compliance with the CDR System SOP through awareness-raising and training with relevant agencies within the Hub footprint and within the Hub itself.
11. To participate in home visits with the police as part of the rapid response process collecting and collating information to inform an investigation into the death.
12. To ensure that families are engaged with directly and provided with appropriate bereavement support to have the ability to contribute to the child death review process, and to feed back to the CDOP where gaps in this provision are identified.
13. Deal confidently with confidential information within data protection guidelines
14. Request and gather information to enable deaths to be reviewed by the child death review meetings and the child death overview panel meetings
15. Liaise closely with the designated doctor and the chairs of the child death review meetings and the child death overview panel meetings
16. Keep the eCDOP database up-to-date for all deaths
17. Supervise and guide the CDR Hub Keyworker in relation to shared cases

18. Deputise for the CDR Keyworker as required
19. Develop positive relationships and networks with partners in the child death review process
20. Undertake raising awareness of the processes at team meetings etc. across the partnership, for example, by developing appropriate materials and delivering awareness-raising events across the Hub footprint area, on a rotation basis annually.
21. Complete the annual Department of Health statistical return
22. Research and gather information for annual reports including trends and theme and to inform project work
23. Develop a project plan and materials where appropriate to deliver child death-related public health messages
24. Develop appropriate materials in order to disseminate learning lessons.
25. Provide child death-related information to improve practice as requested
26. Provide child death-related project support; and coordinate events and workshops as required
27. Organise child death-related events and meetings effectively.

### **Confidentiality**

All employees must abide by the principles outlined in the Data Protection Act 1998 and the Freedom of Information Act 2000, as per the Local Authority's Information Security Policy.

In the course of your employment you may become aware of information, including medical information, relating to patients, visitors or members of staff. Such information is confidential, and must not be passed on to anyone other than those authorised to receive it in the course of their duties. Staff are reminded that a breach of their duty of confidentiality could lead to disciplinary action up to and including dismissal.

All information and data, made or received by you and kept in whatever form, concerning the business of the LSCB shall be the property of the LSCB. When required, or on the termination of your employment you shall give all such information and data to your manager. You shall also return all LBN equipment issued to you during the course of your employment.

You must not remove any documents, computer disks/tapes or other electronic storage device containing any confidential information from any of the organisations premises at any time without proper advanced authorisation. Where authorisation is granted and the documents are in electronic format, you must transport them in an encrypted format to current LBN standards. For paper copies, these must be transported in a secure, robust envelope/container.

All records, both paper and electronic, must not be left unattended or in an unsecure location at any time. All such documents, computer disks/tapes or other electronic storage devices and copies are the property of the employer, as is any other material

whatsoever in your possession relating to the organisation or its personnel, suppliers, clients or affairs.

## **5. Data Protection – Your Data**

As part of your employment with LBN we will need to maintain personal information relating to your work on your personal file. You have a right to request access to your personal file via the Human Resources Department.

## **6. Health & Safety**

Under the Health & Safety at Work Act (1974), it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts and omissions at work. This includes co-operating with management in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly any defects, risks or potential hazards.

You must co-operate with Management in discharging its responsibilities under the Health and Safety at Work Act 1974 and ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors.

## **7. Equal Opportunities**

The post holder must comply with and promote the organisation's Equal Opportunities Policy and avoid any behaviour which discriminates against colleagues, potential employees, patients or clients on the grounds of gender, sexuality, age, race, ethnic or national origin, religion, disability or social class.

You are at all times required to carry out your responsibilities with due regard to the Trusts Equal Opportunities Policy and to ensure that staff receive equal treatment throughout their employment with the LBN.

## **8. Conflict of Interests**

You are not precluded from accepting employment outside your position with the Trust. However such other employment must not in any way hinder or conflict with the interests of your work for the Trust and must be with the knowledge of your line manager.

## **9. Risk Management**

Risk Management involves the culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects. Every employee must co-operate with the LBN to enable all statutory duties to be applied and work to standards set out in the Risk Management Strategy.

## **10. Safeguarding Children**

LBN actively promotes a "safeguarding children culture" within the organisation in line with The Children Act 2004. As such each member of staff is expected to carry out their role and responsibility in relation to a child or children's welfare; for example ensuring they access child protection training in accordance with their role, accessing child protection supervision if they are in a clinical role working with children and being aware of who to contact and what action to take if they are concerned regarding the welfare of

a child. We are committed to ensuring all staff are supported in respect to their safeguarding children duties.

### **Smoking/Alcohol**

LBN provides a smoke-free work environment and has a No Smoking Policy in all its premises. Staff must not be on duty under the influence of alcohol.

# 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
<b>EQUALITY AND DIVERSITY</b>  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.	
<b>PROTECTING OUR STAFF AND SERVICES</b>  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.	
<b>KNOWLEDGE</b>	
<ul style="list-style-type: none"> <li>Numeracy and literacy qualification e.g. GCSE English and Maths or equivalent.</li> <li>Relevant professional qualification</li> </ul>	Application Form/Interview  Application Form/Interview

<ul style="list-style-type: none"> <li>• A clear understanding of Child Death Review processes within the context of National Guidance and local procedures</li> <li>• A clear understanding of Safeguarding Children processes within the context of National Guidance and local procedures</li> <li>• A clear understanding of Public Health agendas and processes</li> <li>• A clear understanding of the importance of multi-agency working in relation to Child Death Review and Safeguarding Children</li> <li>• A clear understanding of the value of service user participation in relation to Child Death Review and Safeguarding Children</li> <li>• Relevant knowledge of the impact of child death on bereaved families</li> <li>• Maintains own knowledge base and regularly updates this with learning activities and awareness of legislative updates</li> <li>• Understanding of the concept of preventable, unexplained and unexpected death</li> <li>• Project management</li> <li>• Knowledge of Research methodology.</li> </ul>	<p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
<b>EXPERIENCE</b>	
<ul style="list-style-type: none"> <li>• Experience of working directly with families within a health and wellbeing agenda</li> <li>• Experience and knowledge and application of IT systems and software packages.</li> <li>• Worked on / experience with child death overview panel</li> <li>• Experience of working in the community</li> <li>• Experience of training in Safeguarding</li> <li>• Experience of having worked in a fast paced, customer focused environment.</li> </ul>	<p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p>



SKILLS AND ABILITIES	
<ul style="list-style-type: none"> <li>• Excellent time management skills / flexible approach to work and able to maintain effective work / life balance</li> <li>• Ability to manage own emotions when dealing with complex or shocking situations.</li> <li>• Ability to work with minimum supervision, using problem solving skills and initiative to provide a customer focussed support service.</li> <li>• Able to work to a high degree of independence but participates in team activities with colleagues within multi-disciplinary teams</li> <li>• To plan and organise own programme of work which is flexible to meet the needs of the role.</li> <li>• Willingness to attend meeting out-of-hours as required.</li> <li>• Excellent levels of literacy and numeracy</li> <li>• Ability to work flexibly, balancing competing priorities and meeting deadlines whilst understanding the needs, timescales and deadlines of others</li> <li>• Ability to deal diplomatically and confidentially with a wider range of stakeholders internally and externally</li> <li>• Ability to identify improvements to processes and systems and to share the recommendations with the wider team</li> <li>• Ability to provide supervision and guidance to the CDR Family liaison professional</li> <li>• Ability to undertake research, gather information about best practice</li> <li>• Ability to collate data and present confidently to a multi-professional audience</li> <li>• Ability to develop contacts and build relationships with a range of professionals at all levels both within and outside the WELC footprint</li> <li>• Ability to gather information from a range of sources which at times may need a persistent and imaginative approach.</li> </ul>	<p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p>

<p><b>PERSONAL STYLE AND BEHAVIOUR:</b></p> <ul style="list-style-type: none"> <li>• Ability to maintain high professional standards</li> <li>• Ability to communicate effectively</li> <li>• Ability to be friendly and approachable</li> <li>• Ability to manage conflict</li> <li>• Ability to manage staff effectively and fairly</li> <li>• Ability to show empathy and understanding</li> </ul>	<p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p>
<p><b>OTHER SPECIAL REQUIREMENTS:</b></p> <ul style="list-style-type: none"> <li>• Willingness and ability to work occasional evenings and weekends to maintain service delivery.</li> <li>• Some of the duties undertaken by this post [may/will] require the post holder to have a full current driving licence, and be willing to drive a Council vehicle after completing a Council driving test.</li> <li>• This post is subject to a [standard/enhanced] DBS check.</li> <li>• This post is exempt from The Rehabilitation of Offenders Act (1974).</li> </ul>	<p>Application Form/Interview</p> <p>Application Form/Interview/Test</p> <p>Satisfactory clearance at conditional offer stage</p> <p>Application Form</p>