|  |  |  |
| --- | --- | --- |
|  | **POST TITLE:** | **NAAS Co-ordinator** |
| 1. **2.** | **POST NUMBER:** |  |
| 1. **3.** | **GRADE:** | Grade 13  Job Evaluation Ref No: N10349 |
|  | **LOCATION:** | County Hall |

1. **RELEVANT TO THIS POST:**

**Flexible Working:** Subject to service needs the council’s flexible working policy is applicable to this post

**Disclosure & Barring Service:** Subject to DBS Enhanceddisclosure

**Politically Restricted:** The council has designated this as a politically restricted

(SCP 44 and above) post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State.

1. **ORGANISATIONAL RELATIONSHIPS:**

The NAAS Co-ordinator will be accountable to the Service Improvement Manager.

1. **DESCRIPTION OF ROLE:**

The post holder will be responsible for the successful delivery of the National Assessment and Accreditation Scheme within Durham.

1. **DUTIES AND RESPONSIBILITIES *SPECIFIC* TO THIS POST:**

Listed below are the responsibilities this role will be primarily responsible for:

* Development and delivery of NAAS project plan.
* Development and delivery of a communications plan to ensure all practitioners and managers are familiar with both the Key Knowledge and Skills Statements (KSS) and NAAS.
* Manage the budget associated with the NAAS, ensuring that resources are used effectively.
* Work collaboratively with the wider service to ensure that policies and procedures support the embedding of the KSS within Children’s Social Care.
* Develop and maintain relationships with the DFE throughout this programme of work.
* Develop and maintain a relationship with the delivery partner (Mott McDonald) and the Research Partner (Kantar Public)
* Work collaboratively with Workforce Development and Human Resources colleagues to ensure that our existing workforce development offer is aligned to the KSS.
* Work collaboratively with Phase 2 sites both regionally and nationally to ensure that we learn from best practice.
* To represent Durham at regional and national NAAS events.
* To produce written reports of progress as required to various strategic meetings across the Council.

**9. COMMON DUTIES AND RESPONSIBILITIES:**

9.1 **Quality Assurance**

To set, monitor and evaluate standards at individual, team performance and service quality so that the user and the Service’s requirements are met and that the highest standards are maintained.

To establish and monitor appropriate procedures to ensure that quality data are reported and used in decision making processes and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

9.2 **Communication**

To establish and manage the team communications systems ensuring that the Service’s procedures, policies, strategies and objectives are effectively communicated to all team members.

9.3 **Professional Practice**

To ensure that professional practice in the team is carried out to the highest standards and developed in line with the Service’s stated objectives of continual improvement in quality of its service to internal and external customers.

9.4 **Health and Safety**

Manage health and safety in their area of responsibility in accordance with the relevant section(s) of the Corporate/Service Health and Safety Policy and to ensure that the Health and Safety policy, organisation arrangements and procedures as they relate to areas, activities and personnel under your control are understood, implemented and monitored.

9.5 **General Management (where applicable)**

To provide vision and leadership to staff within a specialist team, ensuring that effective systems are in place for workload allocation and management, the application of the Authority’s and the Service’s policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

9.6 **Financial Management (where applicable)**

To manage a designated budget ensuring that the Service achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

9.7 **Appraisal**

All employees will receive appraisals and it is the responsibility of each employee to follow guidance on the appraisal process.

9.8 **Equality and Diversity**

As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice.  To ensure our commitment is put into practice we have an equality policy which includes responsibility for all employees to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

       These policies apply to all employees of Durham County Council.

9.9 **Confidentiality**

All employees are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work unless it is permitted for the purposes of their role, they have explicit consent from the person concerned or exceptions governed by legislation.

All employees must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using Council information assets. The Council has a Personal Information Security Policy in place.

9.10 **Induction**

The Council has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualification** | * Social work qualification * Current HCPC social work registration * Practice educator qualification or commitment to work towards the qualification |  | Application form  Selection Process  Pre-employment checks |
| **Experience** | * Significant social work experience with children and families * Experience of supervising or mentoring other practitioners * Co-ordinating and administering multiple, simultaneous activities/projects on time and within budget * Experience of working independently and using own initiative to deliver project outcomes | * Working with all levels of senior management across organisations and in a political environment. | Application form  Selection Process  Pre-employment checks |
| **Skills/Knowledge** | * Ability to develop effective relationships with a variety of internal and external stakeholders. * Detailed understanding of the current context for social work education and continuing professional development, both regionally and nationally. * Excellent oral, written and presentation skills * Excellent organisational skills * Ability to prioritise workload/manage competing deadlines effectively * Budget management skills * Excellent IT skills * Negotiating and influencing skills to motivate stakeholders and maximise project outcomes. | * Project Management skills | Application form  Selection Process  Pre-employment checks |
| **Personal Qualities** | * A solution focused approach * Enthusiasm * Resilience |  | Application form  Selection Process  Pre-employment checks |
| **Other qualities** | * Travel is as essential requirement of the post |  | Application form  Selection Process  Pre-employment checks |