

**Job Description**

**Job Title:** Business Manager - Sunderland Safeguarding Children Partnership (SSCP)

**Salary Grade:** Grade 9

**SCP:** 37 - 41

**Job Family:** Organisational Support

**Directorate:** Neighbourhoods

**Work Environment:** Agile

**Reports to:** Lead Officer for Community Safety

and Safeguarding and accountable to Chief Officer level Statutory Partners

**Number of Reports:** 2

**Purpose:**

The Sunderland Safeguarding Children Partnership (SSCP) is a multi-agency partnership which brings together agencies who work to safeguard and promote the welfare of children and young people across Sunderland. The aim of the Partnership is to coordinate what is done by each body represented on the board for the purpose of safeguarding and promoting the welfare of children in Sunderland, and ensuring the effectiveness of that work.

The post holder will support the statutory safeguarding partners (Sunderland Council, Sunderland Clinical Commissioning Group and Northumbria Police) and the relevant agencies to co-ordinate their safeguarding services in accordance with their agreed multi-agency arrangements – [SSCP MASA](https://www.safeguardingchildrensunderland.com/p/about-us-1/sunderland-multi-agency-safeguarding-arrangements).

The post holder will oversee and manage the operational delivery of the SSCP’s business plan by providing leadership and support to the SSCP’s work streams - championing the voice of the child, promoting a multi-agency learning culture of high support and high challenge and ensure compliance with local and regional training strategies, procedural frameworks, quality assurance frameworks and statutory arrangements for Child Safeguarding Practice Reviews.

The SSCP is absolutely committed to improving outcomes for children and young

people in Sunderland and to a “think family/whole family” approach to safeguarding,

working in collaboration with the Sunderland Safeguarding Adult Board and the

Safer Sunderland Partnership

**Main Duties and Responsibilities**

* To ensure a clear and coherent approach to business planning for the Partnership including budget management, service and project development and performance.
* To ensure the effective day to day operational management of the Partnership and its infrastructure, ensuring compliance with statutory guidance and best practice.
* Provide professional support and guidance to the Independent Scrutineer so that the statutory functions of the Partnership are met with the fullest compliance.
* To take lead responsibility for the co-ordination of the statutory local learning reviews to ensure they comply with guidance; including the commissioning of independent authors, communication with local panels and frontline practitioners, drafting of terms of reference, quality assurance of reports and liaison with key government offices, eg. the National Child Safeguarding Practice Review Panel, Coroners, etc.
* To lead on the production of the annual business plan and the annual report, and ensure delivery plans and reporting arrangements are in place for the agreed priorities and effective for each sub-group function of the SSCP.
* To ensure the quality assurance and performance data requirements of the partnership are agreed and implemented. To monitor and analyse performance activity and report as required to the SSCP.
* To act as line manager for the staff of the SSCP business unit, fulfilling the expected duties required by Sunderland City Council.
* To ensure the views of children and their families inform and challenge the

development of the safeguarding partners’ strategic priorities.

* To be aware of current research and practice developments as well as legislative changes and to ensure that the SSCP reflects these in discussions and decision-making.
* To support regional developments which enable safeguarding activity at scale linked to the priorities of the key statutory partners via the Tyne, Wear and Northumberland Safeguarding Partnership.
* To act as the responsible authority for licensing.
* To ensure clear public communication strategies are in place, including transparency of Partnership business, safeguarding related campaigns, easily accessible information and guidance via the dedicated website, and safe social media use

**Other Duties**

On behalf of the key statutory partners this role will be hosted by Sunderland City Council and report on a day to day basis to the Lead Officer for Community Safety and Safeguarding.

The post holder will be expected to:

* Conform to the expected statutory and mandatory training requirements of Sunderland City Council.
* Practice in accordance with the Council’s policies and procedures.
* Comply with all relevant professional codes of practice and conduct.
* Promote equality and diversity; working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* Undertake other duties and responsibilities allocated at the request of the statutory partners which are appropriate to the grade of this post.
* To meet the travel requirement to travel within and out of the City to undertake the role.
* To comply with the principles and requirements of Council in relation to the Data Protection Act 2018 and GDPR in relation to the management of Council records and information and respect the privacy of personal information held by the Council and the Freedom of Information Act 2000.
* Carry out duties with full regard to the Council’s Equality policies, Code of Conduct, health and Safety and all other Council policies.
* A commitment to continuous improvement.
* To promote and champion a positive organisation-wide culture that reflects the Council’s values.

S Douglass

June 2020