

## **Job Description**

**Post Title:** Service Improvement Assistant: Children, Education and Skills A4695

**Evaluation:** 449 points **Grade: N5**

**Responsible to:** Service Manager

**Responsible for:** N/A

**Job Purpose:** Through high quality support, constructive challenge and strong organisational skills to make things better for children and families in Newcastle.

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. Other duties of a similar nature and level may be required from time to time.

1. To support service improvement activity across the Children's Social Care division
2. To be responsible for the creation and monitoring of action plans and coordination of performance monitoring reports.
3. To maintain information systems with care and accuracy to provide information which informs processes and functions within the Directorate.
4. To support project planning and project delivery as directed.
5. To undertake research as directed and provide draft reports to support the functions within the Directorate.
6. To develop and maintain positive working relationships with internal and external stakeholders.
7. To provide advice and guidance on internal policies and procedures as required.

8. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.