

JOB DESCRIPTION

Post Title: Practice and Project Development Officer	Director/Service/Sector: Children's Services		Office Use
Grade: 8	Workplace: County Hall		JE ref: 4109
Responsible to: Senior Projects and Development Manager	Date: February 2022	Manager Level:	HRMS ref:
Job Purpose: To support the improvement, delivery and evaluation of Northumberland's Early Help service, particularly in relation to Healthy Relationships.			
Resources	Staff	The post holder is responsible for coaching, mentoring and appraising staff which could involve induction, supervision, work allocation and prioritisation. Has some responsibility for the work of others and for the allocation of resources. This may include training and mentoring graduates, internships and apprentices.	
	Finance	The post holder's duties may encompass the following: 1. Providing information to the finance team to help set budgets and assess the sufficiency of the funding Northumberland receives. 2. Financial monitoring and reporting to funder on grant spend. 3. Involvement in Payment by Results initiatives which will generate income to the local authority of up to £1m per year.	
	Physical	This post is responsible for the planning and monitoring of long term projects (12 months+), and ensuring that child-level data is secure and stored in accordance with Council data security procedures.	
	Clients	<p>Conduct presentations and provide challenge on performance management issues and needs assessments in senior fora as well as presenting analysis at regional fora. This could involve making recommendations that require services to work in a different way or to do remedial work in order to meet targets.</p> <p>Provide innovative solutions sometimes at short notice and be able to prioritise tasks of a varied nature in order to respond to requests from inspectors or analysis required from senior management. This will often involve leading teams in delivering these solutions as they often cannot be delivered by one person.</p> <p>The post holder plans work for others to undertake and supports / challenges / coaches senior and other staff in their service delivery. It has a large degree of scope to exercise initiative and persuade someone to a point of view. The post holder often needs to develop new initiatives from new, identifying appropriate methods of research, collating and analysing a range of data from different sources.</p>	
Duties and key result areas:			
<ul style="list-style-type: none"> • To develop, implement and maintain effective and efficient programme and project management and processes and ways of working that meet these requirements. • Provide professional advice to, and develop working relationships with, senior managers, operational managers, frontline practitioners and service users on matters of strategy, policy and practice. • To prepare reports and represent the service in reporting on performance at relevant Boards, subgroups, committees and management meetings. 			

- Advise and assist less experienced officers in the performance of their duties, this might include graduates, internships and apprentices.
- To facilitate group supervisions and a regular Community of Practice through a digital platform and regular events to provide an environment where practitioners can learn from each other and build networks.
- Monitor the resource and spending of grants, coordinating accurate and detailed Management Information returns.
- Coordinate and deliver training and induction activity.
- Undertake quality assurance activity and impact evaluations; identifying best practice and areas of improvement and working at a strategic level to address these.
- To negotiate the effective sharing of data from a variety of agencies.
- To actively promote and represent the interests of Northumberland and the County Council in relation to service activities and policies at a local, regional and national level as appropriate, particularly through participation in pilot programmes, showcasing good practice, and contributing to exchange networks.
- Monitor and report on performance, informing process planning/changes and monitor and forecast referral volumes.
- To manage the management information returns to funders and other relevant bodies in a timely and accurate manner.
- To work proactively across partners to ensure appropriate mechanisms in place to support parents in accessing interventions and to identify how/when provision can be further aligned to local need.
- Co-operate with funders (and any research organisation commissioned) in undertaking agreed monitoring and evaluation activities.
- Manage a regular communication plan for Northumberland to raise awareness and communicate changes and updates.
- To contribute to development of business processes.
- To contribute to the strategic development of the service.
- To contribute to service planning
- Deputise for absences of the Senior Projects and Development Manager.
- To be committed to equal opportunities and to comply with the County Council's diversity and equality policies. To be committed to safeguarding learners and follow policies, practices and procedures in relation to protecting children and adults.
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The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:	Some travel requirements
Working patterns:	Standard Office Hours
Working conditions:	Mainly desk-based

PERSON SPECIFICATION

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Essential	Desirable	Assess by
Knowledge and Qualifications		
<ul style="list-style-type: none"> • Degree level in a related discipline or equivalent standard of general education, or equivalent work portfolio in a related field. • Evidence of continuing development including taught or self taught methods. 		(a) (a/i)

<ul style="list-style-type: none"> • Understands the needs of/issues faced by vulnerable families. • Good understanding of parental conflict and the impact it has on children. • Understanding of relevant legislation in relation to children and families. • Good knowledge of child and adult safeguarding procedures. 		
Experience		
<ul style="list-style-type: none"> • Substantial experience working with children and families. • Experience in engaging effectively with others and building productive partnerships with key stakeholders at different levels. • Experience of project and programme planning, delivery and evaluation. • Delivery of training and/or other types of group facilitation. • Experience of delivering groups to parents and/or young people. • Experience of completing assessments and support of children and their families. 	<ul style="list-style-type: none"> • Project management experience. • Experience of quality assurance and audit activities. 	(a/i)
Skills and competencies		
<ul style="list-style-type: none"> • Well-developed IT knowledge and skills and able to effectively use ICT to achieve work objectives with considerable demand for precision. • Monitors performance against deadlines and milestones. • Developed negotiation skills and able to persuade others to an alternative point of view. • Demonstrates creativity and innovation in applying solutions for the benefit of the customer. • Able to plan over the medium-long term to deliver projects on time and meeting objectives. • Is an effective advocate for the team both within and externally. • Maintains a professional demeanour in stressful and difficult situations. • Highly effective in presenting and communicating complicated and sensitive information with stakeholders at all levels and through various mediums including face to face, virtually, and written reports. • Dependable, reliable and keeps good time. • Uses own initiative and can manage own time effectively, knowing when to seek advice. • Models and encourages high standards of honesty, integrity, openness, and respect for others. 		(a/i)

<ul style="list-style-type: none"> • Helps managers create a positive work culture in which diverse, individual contributions and perspectives are valued. • Proactive and achievement orientated • Ability to coach / appraise individuals effectively. 		
Physical, mental and emotional demands		
<ul style="list-style-type: none"> • Need to maintain general awareness with prolonged periods of concentrated mental attention. • Ability to support colleagues, resolving conflict, motivating and managing change. • Commitment to high standards of professional performance. • Normally works from a seated position with some need to walk, bend or carry items, travel to different sites and attend meetings. • Ability to work to strict deadlines, dealing with conflicting demands, prioritising workload effectively in order to meet demands on long term (over 1 year) projects. • Ability to cope with work-related pressure, resulting in mental demands. • Some contact with public/clients in dispute with the County Council, resulting in emotional demands. • Some exposure to working outdoors may be necessary. • Secure use, storage and transfer of confidential information. • Plans, schedules and monitors own work (and that of others, where applicable), competently within limited deadlines and according to relevant legislation and procedures. • Able to work with minimum direct supervision. 		(a/i)
Other		
<ul style="list-style-type: none"> • Able to meet the transport requirements of the post 		(a)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits