

Northumberland County Council
JOB DESCRIPTION

Post Title: Northumberland Children and Adults Safeguarding Partnership (NCASP) Business Manager		Director/Service/Sector: Children's Services / Children's Social Care		Office Use
Band: 11		Workplace: County Hall		JE ref: Z125 HRMS ref:
Responsible to: Senior Manager - Safeguarding Adults		Date: July 2022	Manager Level:	
Job Purpose: To manage and lead on the strategic development of the Northumberland Children and Adults Safeguarding Partnership (NCASP), known as 'Board', a statutory multi-agency body made up of senior managers from a range of agencies responsible for co-ordinating local safeguarding arrangements and monitoring the effectiveness of work to safeguard and promote the welfare of children, young people, and adults.				
Resources	Staff	Across the County of Northumberland coordinate, monitor and assess the work of other agency representatives working to the Boards priorities. Chair multi-agency sub committees and lead on Board programmes of work regarding the safeguarding of children's and adults welfare. Liaise with and challenge Board senior managers to ensure statutory requirements are met.		
	Finance	Manage the NCASP budget. Produce regular financial reports for the NCASP. Account for all expenditure. Appraise the and independent chair/scrutineer of all financial risks. Evaluate and negotiate NCASP partners financial contributions to Board functions		
	Physical	Chairing meetings and report writing. Considerable report writing and IT. Managing the security of highly confidential material. Work in dispersed locations across Northumberland		
	Clients	Responsibility for the work of, and timely delivery of, the NCASPs work programme so as to achieve maximum positive outcomes for vulnerable children and adults in Northumberland. Work in collaboration with multi-agency partners to achieve the Boards aims and objectives.		
Duties and key result areas:				
Services				
<div>1. In consultation with the Board chair/scrutineer, and the Partnership Manager, lead the short, medium, and long terms business planning process and associated programmes of work for the NCASP.</div> <div>2. Lead on all business planning against priorities agreed by the NCASP Chair and oversee the production and timely delivery of the Annual Report.</div> <div>3. Act as professional adviser in safeguarding children and adults to the NCASP partner organisations in respect to matters relating to the work of the NCASP.</div> <div>4. To manage and resolve complex situations including coordination of Safeguarding Practice Reviews and media responses.</div> <div>5. Keep abreast of changes and developments in Government policy, guidance and research, to ensure that professional practice across all agencies with regard to safeguarding children and adults is well informed and up to date.</div> <div>6. Develop and promote good working relationships with NCASP partners and with other interested agencies and take a lead role in overseeing the effective functioning of sub-groups.</div> <div>7. Identify and lead on the progress of relevant strategic initiatives across the multi-agency partnership, and produce reports for the NCASP in order to monitor and improve inter-agency practice.</div> <div>8. Identify and monitor the progress of relevant strategic initiatives across the multi-agency partnership in liaison with theSafeguarding Partnership Senior Manager , Safer Northumberland partnership and produce joint reports as required in order to monitor and improve inter-agency practice.</div> <div>9. Co-ordinate statutory processes for Local Safeguarding Practice Reviews, Safeguarding Adult Reviews and other learning reviews including liaison with the national panel of experts and the DfE/Ofsted ensuring compliance with statutory guidance and procedures.</div> <div>10. Represent the NCASP as required at the regional Child Death Overview panel and ensure that child deaths are reviewed in a timely manner and lessons learnt are identified for the NSSP.</div> <div>11. Ensure that appropriate processes are in place to monitor the implementation of procedures and oversee inter-agency practice. Contribute to audit processes both for the NCASP and the Council.</div>				

12. Under the direction of the Safeguarding Partnership Senior Manager manage and influence the setting and implementation of safeguarding standards in multi-agency safeguarding practice.
13. Oversee the development and delivery of the NCASP multi-agency training programme and advise on the content of learning initiatives.
14. Manage and chair NCASP sub committees.
15. Lead and manage the NCASP in preparing for regulatory inspection and contribute to development planning.
16. Act as the first line contact for the NCASP during OFSTED and CQC inspections

People

17. Line manage and supervise any staff the Board identifies as necessary to support its operation.
18. Responsibility for managing and leading multi-agency partners in delivering complex NCASP work programmes, assessing and evaluating effectiveness and challenging senior managers to ensure success.
19. Meet regularly with the NCASP Chair/Scrutineer and the Safeguarding Partnership Senior Manager to assess effectiveness and action relating to the NCASP function.
20. Contribute to the selection and development of the Independent Chair/scrutineer of the NCASP.
21. Act as the single point of contact for partner agencies, Council Members, the media and the public on matters relating to the NCASP and its work.
22. Foster and maintain good relationships with other Business Managers regionally and liaise with managers in other authorities on specific issues such as cross boundary Safeguarding Practice Reviews.
23. Link with other strategic groups within the Council and partner agencies that have an impact on the work of the NCASP.

Resources

24. Manage and risk assess the NCASP budget.
25. Negotiate and influence partners financial contribution to NCASP work.
26. Identify and implement large scale systems to ensure delivery of the NCASP work plan.
27. Harness human resources to ensure delivery of programmes of work that meet NCASP objectives.

Communication and information sharing

28. Consider and develop ways in which the views of adults, children and young people may inform and influence the work of the NCASP.
29. Communicate both verbally and in writing complex and contentious information.
30. Negotiate with senior managers from the NCASP .
31. Maintain a thorough overview of safeguarding issues and developments to inform local strategic plans, policies and procedures.
32. Lead and manage the development of service strategies and Departmental Business Plans as they relate to NCASP functions.
33. Publicise the NCASP and its work among partner agencies, private, voluntary and independent sector organisations, community and faith groups and the general public, through face to face meetings, presentations and a range of media.
34. Manage and lead on the development and maintenance of the NCASP website, ensuring that materials are up to date and relevant to a wide range of audiences.
35. Respond to complaints, Freedom of Information Act requests and Members enquiries as they relate to the NCASP within agreed timescales.

Quality & Equality

36. Ensure that the NCASP addresses the need to safeguard children and adults.
37. To undertake all work activities ensuring that the Council's policies and procedures (including Equal Opportunities and Health and Safety) are adhered to and that the organisation's values are upheld.
38. Undertake any other duties consistent with the objectives and duties of the post.

Note

The post holder will be required to have specific knowledge and experience relating to the provision of services to children.

The post holder may be required to:

- Attend meetings at offices both within and beyond the Councils boundaries to meet the responsibilities of the post.
- Attend occasional meetings and events outside of office hours in the evenings or at weekends.

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: Car driver Working patterns: 37 hours Working conditions: Office based	
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PERSON SPECIFICATION

Post Title: NCASP Business Manager		Director/Service/Sector: Wellbeing & Community Health		Ref: Z125
Essential		Desirable		Assess by
Knowledge and Qualifications				
<ul style="list-style-type: none">● A relevant professional qualification (Social Work/Nursing/teaching) and/or educated to degree level.● Expert knowledge and understanding of safeguarding legislation and how it impacts on the range of services provided by NCASP partner agencies● Knowledge of the safeguarding children national agenda● An expert understanding of what constitutes effective practice in the provision of services to children.● Knowledge of performance assessment and quality assurance models● Considerable understanding and awareness of the social and political context in which the NSSP works.● Knowledge of the purpose and function of services delivered by NSSP partners● Knowledge of causal factors in child abuse, risk assessment, and intervention methodologies.		<ul style="list-style-type: none">● Management qualification● Project management qualification		(a) application form, (i) interview, (r) references,
Experience				
<ul style="list-style-type: none">● Minimum of 5 years' experience of working with children in a child protection or social care setting.● Safeguarding and child protection management experience.● Experience of the collation and analysis of management information● Experience of audit and quality assuring practice against standards, objectives, and targets● Experience of high level partnership working and leadership with senior officers from agencies.● Demonstrable experience of effective partnership and inter-agency work.				(a) application form, (i) interview, (r) references, (p) presentation

<ul style="list-style-type: none"> ● Experience of managing complex projects, setting clear priorities, objectives and standards within a business planning framework and delivering to performance targets. ● Experience of public speaking and presenting reports to a range of audiences. ● Experience of report writing for senior managers ● Experience of working with people from a range of backgrounds and different levels of seniority within the NCASP and across the partnership. 		
Skills and competencies		
<ul style="list-style-type: none"> ● Proven ability to influence and develop positive relationships with senior managers from partner agencies. ● Proven ability to coordinate long term projects and work programmes, developing clear outcomes and managing resources and timescales effectively. ● Ability to write succinct, coherent, and grammatically correct reports for a range of audiences. ● Considerable ability to analyse and interpret complex information, legislation and data and make sound professional judgements and recommendations. ● Significant ability to think and act strategically, and to promote the aims and aspirations of the NCASP. ● Ability to manage resources effectively, including finances, people and assets. ● Ability to develop a highly motivated and professional partnership. ● Ability to identify and challenge poor performance. ● Ability to plan, prioritise and organise work so that objectives are met ● Ability to remain highly organised and focussed while working under pressure to meet strict deadlines. 		a) application form, (i) interview, (r) references, ability test(t)

<ul style="list-style-type: none"> ● Considerable negotiation skills and proven abilities in resolving challenging/difficult/contentious issues ● Ability to achieve change through diplomacy and direction ● Ability to self-motivate and work autonomously within policy and procedure regarding a range of NSSP activity with minimal senior manager oversight. ● Considerable interpersonal and team working skills to support policy and partnership working. ● Articulate and informed ● Ability to use authority and demonstrate leadership whilst working with minimal contact from senior colleague 		
Physical, mental and emotional demands		
<p>Demonstrable and considerable resilience and ability to manage the substantial emotional demands of the work through:</p> <ul style="list-style-type: none"> ● Meeting the requirements of the post ● Working autonomously with minimal senior manager oversight ● working effectively under pressure ● working effectively with distressing subject matter ● Managing effectively professional tensions ● Self-reflection and self-direction. 		a) application form, (i) interview, (r) references,
Other		
<ul style="list-style-type: none"> ● Commitment to achieving good outcomes for children ● Commitment to working in partnership with agencies, children, and families ● Commitment to equal opportunities 		a) application form, (i) interview, (r) references,

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