

## **Job Title: Safeguarding Partnership Policy & Development Officer    Pay Band: 10**

**Job Purpose:**

- To lead and manage projects that will ensure the statutory functions of the Darlington Safeguarding Partnership are being fulfilled.
- To ensure all child deaths are fully reviewed in line with the Children Act 2004
- To support the functions and priorities of the Darlington Safeguarding Partnership
- To promote and ensure the Partnership meetings are effective multi-agency forums, by creating positive outcomes for vulnerable children and adults.

**Valued Behaviour Level: 1****JE reference: C2406**

## **What are you expected to do?**

1. To lead on specific projects as determined by the Lead Safeguarding Partners.
2. To contribute to the development, co-ordination, and production of relevant policies, protocols, procedures and guidance to safeguard children and adults and promote their welfare, incorporating current legal and statutory guidance.
3. To keep up to date with national policy and legislation, regional and local developments, research and other initiatives with regards to 'safeguarding' and incorporate these into the work of the Partnership, as appropriate.
4. To develop and maintain effective working relationships with key statutory, voluntary and private sector agencies working with children, young people and vulnerable adults.
5. To liaise with all agencies to ensure child death information is collated in advance of the CDOP panel and maintain positive relationships with Designated Doctor for Child Deaths and the Coroner.
6. To respond in accordance with County Durham and Darlington CDOP procedures and attend rapid response meetings as directed by the Business Manager.
7. To undertake specific tasks relating to the Partnership's functions, including those relating to Case Reviews and advise the subgroup chairs as appropriate on the procedures.
8. To develop and maintain relevant communication that promotes the work of the Partnership.
9. To include in the work of the Partnership such as in briefings, training and subgroup agendas learning and messages from serious case reviews, safeguarding adult reviews, audits and other case reviews.
10. To appropriately signpost members of the public and professionals to safeguarding procedures.



11. To provide advice and guidance to all agencies and respond to queries when required.
12. To mentor and hold relevant meetings with Lay Members to increase their knowledge and confidence to act as a critical friend at partnership meetings.
13. To ensure that appropriate recording systems are in place that provide clear audit trails about decision making and recommendations in all processes relating to serious case reviews, case reviews, child deaths.
14. To contribute to the production of the Partnership's Annual Reports, Business Plans and Work Programmes.
15. To support the Business Manager in monitoring and setting the multi-agency budgets.
16. To support the work of the subgroups and ensure related tasks are completed in an effective and timely manner.
17. To develop tools and resources that will enable agencies to complete audits such as section 11, terms of reference etc.
18. To analyse data and write reports that will be presented to relevant forums such as subgroups and task and finish groups.
19. To liaise and work with other agencies and where appropriate liaise and attend regional forums, to ensure consistent and effective joined up working within safeguarding.
20. To support the Business Manager in consulting with the public and raising the community awareness of safeguarding and on specific issues such as child sexual exploitation, self-neglect etc.
21. To contribute to the development and delivery of training as identified and directed by the Business Manager.
22. To promote the work of the Partnership and purpose of the Partnership by attending single agency team meetings/events as required.
23. To ensure the performance management needs of the Partnership are met through liaising and supporting agencies to share their in-house safeguarding data and to develop templates and tools that will allow for consistent reporting.
24. To implement the performance frameworks as required by the Business Manager.
25. To assume personal responsibility for keeping up to date with professional practice requirements to safeguard children and adults and to undertake relevant training as required.
26. To ensure the Partnership has effective mechanisms for involving vulnerable adults and children in their work and ensuring their voices are heard.
27. To prepare for relevant inspections (Ofsted, CQC and JTAI) and reviews including peer reviews as required.

28. To ensure the control of information in respect of individual cases is in accordance with data protection and confidentiality requirements.



## Person Specification

| Criteria No.                          | Attribute                                                                                                                                                                                                            | Essential (E) | Desirable (D) |
|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------|
| <b>Qualifications &amp; Education</b> |                                                                                                                                                                                                                      |               |               |
| 1                                     | A relevant professional qualification in Social Care, Health or Education (or appropriate other)                                                                                                                     |               | D             |
| 2                                     | Project management qualification such as PRINCE2 or equivalent                                                                                                                                                       |               | D             |
| <b>Experience &amp; Knowledge</b>     |                                                                                                                                                                                                                      |               |               |
| 3                                     | Approximately 3 years' Experience in 'safeguarding' (adults or children) and inter-agency working within Health, Police, education or Social Care                                                                    | E             |               |
| 4                                     | Knowledge of legislation, guidance and relevant research in safeguarding                                                                                                                                             | E             |               |
| 5                                     | Experience of interpreting legislation, policy or procedures to give recommendations and advice                                                                                                                      | E             |               |
| 6                                     | Experience in identifying learning and development needs                                                                                                                                                             | E             |               |
| 7                                     | Knowledge and understanding of the roles and functions of the Partnership                                                                                                                                            | E             |               |
| 8                                     | Experience of managing complex projects and in a multi-agency context                                                                                                                                                | E             |               |
| <b>Skills</b>                         |                                                                                                                                                                                                                      |               |               |
| 9                                     | Ability to negotiate and work in partnership across a range of statutory, voluntary and independent organisations                                                                                                    | E             |               |
| 10                                    | Experience of establishing and maintaining a range of management information systems, including complex databases and spreadsheets                                                                                   | E             |               |
| 11                                    | Experience of data collection and report writing                                                                                                                                                                     | E             |               |
| 12                                    | Experience of analysing information, triangulating with research and drawing sound conclusions                                                                                                                       | E             |               |
| 13                                    | Ability to communicate both orally and in writing to a wide range of audiences (including ability to write clear and concise reports & presentations)                                                                | E             |               |
| 14                                    | Ability to participate in and coordinate the development of multi-agency policy, procedure and guidance                                                                                                              | E             |               |
| 15                                    | Ability to work on own initiative taking a pro-active approach to problems                                                                                                                                           | E             |               |
| 16                                    | Ability to work within a challenging environment                                                                                                                                                                     | E             |               |
| 17                                    | Ability to follow multi-agency safeguarding procedures and provide advice and support                                                                                                                                | E             |               |
| 18                                    | To maintain tight systems to ensure that CDOP procedures are followed by all agencies effectively and in a timely manner. To ensure that feedback is given to all concerned parties including Ofsted, where relevant | E             |               |
| 19                                    | To ensure efficient operation of Partnership meetings, sub groups and other relevant forums                                                                                                                          | E             |               |



|           |                                                                                                                                                 |          |  |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------|----------|--|
| <b>20</b> | To be skilled in providing training and/or presentations to a wide range of audiences across the multi-agency partnerships                      | <b>E</b> |  |
| <b>21</b> | To be able to contribute to the production of a partnership newsletter                                                                          | <b>E</b> |  |
| <b>22</b> | IT literate, capable of using MS Word, Powerpoint, Microsoft Teams and other office packages including AI tools such as Co-pilot and Beam Notes | <b>E</b> |  |
|           | <b>Personal Attributes</b>                                                                                                                      |          |  |
| <b>23</b> | Adaptable, flexible and reliable                                                                                                                | <b>E</b> |  |
|           | <b>Special Requirements</b>                                                                                                                     |          |  |
| <b>24</b> | Ability to adjust working arrangements to meet service demands e.g. occasional delivery of training outside normal office hours                 | <b>E</b> |  |
| <b>25</b> | Access to reliable transport in order to carry out the travel requirements of this post                                                         | <b>E</b> |  |

## Supporting Statement

### Our values:

Are at the heart of everything we do. Our values are not just words, the way we behave is one of the most important ways we can demonstrate them.

#### RESPECT...

be Respectful towards the Council, each other as colleagues as well as our community, residents, service users, stakeholders and wider partners.

#### COLLABORATE...

act Collaboratively and ensure our successful journey of collaboration continues to ensure that we maximise opportunities to achieve success.

#### INNOVATE...

be Innovative in everything we do and voice improvements to ensure we offer quality services.

#### DELIVER...

deliver quality services to all and strive to always deliver the best we can with the resources available.

### All employees will be expected to:

- Engage with our My Journey process and supporting conversations.
- Ensure that you work and communicate in line with our core values, policies and procedures and you are aware of your obligations under these.
- Behave according to the Valued behaviours framework, the Dignity & Respect Policy and Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re. conflicts of interest, gifts, hospitality and other matters covered by the Code.
- Carry out your role in line with our Equality agenda.
- Be a team player and willing to be supportive and flexible.
- Carry out any other duties of a similar nature related to this post that may be required from time-to-time.
- Comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters to protect yourself and others.
- Carry out your role in line with our climate neutral ambitions.
- We are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
- This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment, the employee will be subject to rechecking as required from time to time by ourselves.