



## Job Profile

<b>JOB TITLE:</b> Partnership	Practice Development Manager, Safeguarding
<b>GRADE:</b>	POC
<b>POST NO:</b>	27502
<b>JOB TIER:</b>	5 (non-management)
<b>DBS CHECK:</b>	Enhanced
<b>GROUP:</b>	Social Care
<b>SERVICE:</b>	Safeguarding Partnership

### REPORTING STRUCTURE

<b>Reports to:</b>	Head of Safeguarding Arrangements
<b>Direct Reports:</b>	0
<b>Indirect Reports:</b>	0

### ROLE PURPOSE:

To support the delivery of a high-performing service to children, adults, their families and carers, in accordance with relevant policies and procedures and statutory requirements.

The position holders will be part of the Safeguarding Partnership and Quality Assurance service and will be responsible for driving the progression of the strategic priorities agreed at the Safeguarding Adults Board and Safeguarding Children Partnership. This includes contributing to, and leading, subgroups, the coordination of multiagency audits, and the analysis and dissemination of learning from audits.

The position holder will maintain a level of skill and training that will allow them to model, recognise and promote good safeguarding practice across the partnership, confidently supporting and challenging safeguarding practices as required.

## A. Job Description

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### 1. Resident & Community Contribution

- To understand the safeguarding arrangements in LBH and to be part of the cycle of learning and development across the partnership in promoting safe and high quality services for children, adults, their carers and families.
- Be part of the internal Quality Assurance Framework in checking and promoting high quality practice which in turn will translate to safer and better supported residents
- To demonstrate an understanding of the Council's *Customer Care Standards* and ensure that these standards are met in order to deliver the Council vision of 'putting our residents first'.

### 2. People Management

- No direct supervisory responsibility, however, it will be a requirement to develop and deliver workshops and to support training sessions and workshops both internally and externally

### 3. Operational Service Delivery

- Provide professional leadership through demonstrating exemplary practice, sharing knowledge and positively managing the interface between practice and education / training across a range of partner organisations
- Act as an organisational expert in role specialism, providing advice and support to other social work colleagues and multi-agency partners where required. Maintain a current knowledge of national policy, procedure and best practice.
- Manage a caseload of audit and quality assurance tasks. Identify thematic areas for development and contribute to a multi-agency Learning from Practice approach, making a contribution to Safeguarding Learning Events to disseminate learning and improve practice.
- Provide professional quality assurance of safeguarding activities within social care and partner agency practices. Ensure safeguarding practice is informed by research and meets statutory requirements. Foster a culture of critical reflective practice and continuous professional development.
- Provide professional consultation to all teams within the directorate, and other agencies, ensuring effective and efficient practice and procedures are in place.
- Develop and maintain professional networks across a range of partner organisations and sectors. Participate in the operation of Safeguarding Learning Event to help develop collaborative partnership relationships.

- Demonstrate awareness and compliance with required Standards including the Social Work Professional Capabilities Framework (Advanced level).

#### **4. Service Planning & Development**

- Contribute to creating and reviewing the Team Plan
- Contribute to the review and enhancement of Quality Assurance Frameworks across children and adults' services
- Analyse the recommendations of various internal and external practice reviews and assist in developing action plans and learning events
- Maintain knowledge of the current Team Plan and understanding of own contribution in order to ensure delivery of this plan.

#### **5. Financial & Resource Management**

- To demonstrate cost-consciousness and identify any cost effective changes to own way of working.
- To understand the ways in which value for money is delivered and to suggest different ways of working to their line manager

#### **6. Service Improvement**

- To analyse learning from audits and case reviews in both Hillingdon and at national level.
- To translate the learning into action plans that will in turn inform organisational development and staff training plans
- To arrange and co-ordinate learning events/workshops to ensure effective dissemination of learning and good practice across the service and to external partners
- To identify and suggest any improvements to current ways of working in order to deliver a more efficient and effective service for customers.

#### **7. Contacts**

- The position holder will have significant contact with external partners and organisations at all levels
- will have constant contact with Heads of Service in the Local Authority and other levels of management as requested
- will have contact with independent reviewers
- will be expected to present reports and to participate to various meetings and boards (for example Safeguarding Quality Implementation Board)

#### **8. Additional Responsibilities**

- Complete other reasonable tasks in order to fulfil role purpose or as instructed by management.

## 9. Key Performance Indicators

- Deliver against the service priorities
- Any other specific KPIs

## B. Person Specification

### Practice Development Manager, Safeguarding Partnership

This person specification will be used for recruitment to the Practice Development Manager Safeguarding Partnership vacancy in LBH. It will form the basis of the application form, and candidates will be also assessed against aspects of this person specification at interview.

1. QUALIFICATIONS	ESSENTIAL	DESIRABLE
Degree Level and relevant professional qualification (or equivalent)	✓	
Evidence of continuing professional development	✓	
2. STATUTORY or ROLE SPECIFIC REQUIREMENTS	ESSENTIAL	DESIRABLE
Current HCPC registered Social Worker	✓	
Full driving licence and use of a car for work purposes		✓
Enhanced DBS	✓	
Ability to work flexibly to meet the needs of the service which may include some work outside of usual hours, including occasional evenings and weekends	✓	
3. EXPERIENCE	ESSENTIAL	DESIRABLE
A range of post qualifying experience including work with children, adults, their families and carers	✓	
Experience of developing practice and improving safeguarding practice within own, and partner agencies	✓	

Experience of successfully chairing complex professional meetings, leading and developing multi-agency programmes, influencing and negotiating with partners	✓	
Experience of interpreting, analysing and monitoring information to identify priorities for safeguarding		✓
<b>4. KNOWLEDGE &amp; SKILLS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Ability to demonstrate a sound understanding of the relevant statutory provisions and the council/ Safeguarding Partnership Constitution	✓	
Ability to work collaboratively with stakeholders to deliver improved outcomes for residents	✓	
Ability to analyse a wide range of data and present findings to a variety of audiences, using the information to drive improvement	✓	
Ability to work effectively with elected Members	✓	
The confidence, authority and objectivity to constructively challenge practice and policies, hold agencies accountable, and influence multi-agency activity for change and improvement	✓	
Ability to contribute to innovative and effective approaches to complex problems	✓	
Excellent ICT skills including the ability to learn and use service specific software	✓	
<b>5. COMPETENCIES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>“Can do” positive attitude</b> Demonstrates a commitment to changing work practices and processes, and a willingness to try new ways of working or thinking.	✓	
<b>Takes responsibility and delivers results</b> Adapts to changing demands to ensure that objectives are met, overcoming problems and making well considered decisions.	✓	
<b>Team working</b> Acts as a role model to others in the team, sharing knowledge and experience when necessary, whilst respecting and valuing the contribution other team members' experiences can bring.	✓	

<p><b>Communication</b> Demonstrates well developed written and verbal communication skills; and the confidence to present reports and verbal accounts credibly to a variety of different audiences.</p>	✓	
<p><b>Customer Care</b> Develops contacts and relationships with customer/ client groups, regularly reviewing service delivery and taking responsibility to ensure quality service provision.</p>	✓	
<p><b>Takes ownership of personal development</b> Takes action to develop own and others' capability and knowledge by promoting and supporting developmental opportunities to improve performance.</p>	✓	