

## Job profile

### Service and job specific context statement

<b>Directorate:</b>	Children and Young People's Service
<b>Service:</b>	Safeguarding Unit
<b>Post title:</b>	NYSCP Partnership Manager
<b>Grade:</b>	N
<b>Responsible to:</b>	Safeguarding Unit Manager
<b>Staff managed:</b>	Manages a team of specialist professionals
<b>Date of issue:</b>	February 2021
<b>Job family:</b>	<b>C&amp;S - Care &amp; Support</b>

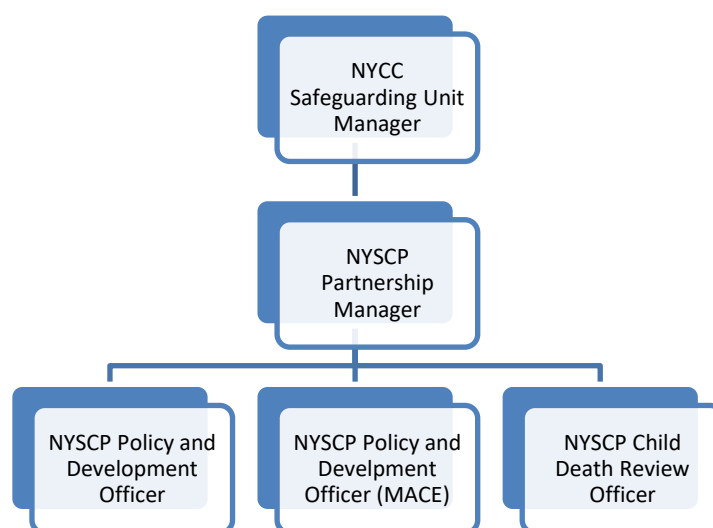
### Job context

The functions of the Safeguarding Children Partnership are set out in primary legislation (Children Act 2004) and Children and Social Work Act (2018). It has a number of core functions:

- **Provide thresholds, policies and procedures regarding safeguarding and child protection.**
- **Review, monitor, challenge and scrutinise all constituent agencies around the single agency provision of Safeguarding and Child Protection.**
- **Provide multi-agency training around Safeguarding and Child Protection.**
- **Functions relating to Child Deaths**
- **Functions relating to Child Safeguarding Practice Reviews**
- **Produce the Annual Safeguarding Assurance Report**
- **All partner agencies are either Statutory partners or Relevant agencies.**
- **The three main partners, Children's Services, Police and Clinical Commissioning Group provide funding**
- **The post is politically restricted**
- To have a commitment to shared values and the common purpose of developing a culture of interagency working; including statutory bodies, third and private sector organisations.
- To ensure that strategic visions are translated into local plans in collaboration with professionals, partners and service users.

### Structure

## Job profile



## Job Description

<b>Job purpose</b>	<p>To provide strategic support and direction to the North Yorkshire Children Safeguarding Partnership .</p> <p>To ensure that the work of the partnership impacts on and influences outcomes for children.</p> <p>To manage the Child Death Overview Panel and pooled budget</p> <p>To develop, deliver and evaluate a multi-agency Training Strategy for all partner agencies.</p>
<b>Effective communication and engagement with children, young people and their families and carers</b>	<ul style="list-style-type: none"> <li>• Develop and use effective communication systems appropriate to the audience.</li> <li>• Understand the effects of nonverbal communication</li> <li>• Build rapport and develop relationships using the appropriate form of communication</li> <li>• Know that communication is a two way process</li> <li>• Remember and understand the procedures and legislation relating to confidentiality issues that apply to your job role</li> <li>• Understand the limits of confidentiality that apply to your job role</li> <li>• Ensure that the NYSCP engages with children and young people around its core functions.</li> <li>• Ensure that all agencies have policies and procedures in place in order to engage with children and young people.</li> </ul>
<b>Child and young person development</b>	<ul style="list-style-type: none"> <li>• Have a broad knowledge of the laws and key policy areas related to children,</li> <li>• Ensure that all agencies have training in place regarding the legislative frameworks of safeguarding and child protection.</li> <li>• Provide monitoring through audit and other performance management tools that all policies, procedures and legislation is in place and actively understood.</li> </ul>

## Job profile

<b>Safeguarding and promoting the welfare of the child</b>	<ul style="list-style-type: none"> <li>• Have an awareness of Child Health Programme and Early Help Strategy</li> <li>• Responsible for the production of safeguarding Partnership Thresholds, Procedures and Policies.</li> <li>• Provide a clear performance model in order to monitor and scrutinise partner agencies in accordance with the key performance indicators.</li> <li>• Monitor and scrutinise agencies compliance with the above policies and procedures.</li> <li>• Provide regular multi-agency audit around thresholds.</li> <li>• Be responsible for promoting and safeguarding the welfare of children and young people</li> <li>• Undertake a countywide “needs analysis” and mapping exercise for multi-agency training.</li> <li>• Design, implement and review multi-agency training in order for agencies to understand what is meant by safeguarding and the different ways in which children and young people can be harmed</li> <li>• Design, implement and review multi-agency training in order for agencies to understand the key role of parents and carers in safeguarding and promoting children and young people’s welfare</li> <li>• Design, implement and review training on abuse, and neglect.</li> <li>• Be aware of all current legislation, guidance and regulation, related to policy and inspection</li> <li>• Relate the above to policies, procedures and thresholds.</li> <li>• Be able to interpret Government and local guidance, policies and procedures</li> <li>• Understand data protection issues in the context of the role</li> <li>• Be able to interpret relevant guidance and use in training, policies and procedures.</li> <li>• Provide clear management and support to the Multi Agency Child Exploitation and Contextual Safeguarding officers and procedures</li> </ul>
<b>Supporting transitions</b>	<ul style="list-style-type: none"> <li>• Operate effective cross-agency referral processes</li> <li>• Know about organisation procedures and relevant legal frameworks</li> </ul>
<b>Multi-agency working</b>	<ul style="list-style-type: none"> <li>• Communicate effectively with other practitioners and professionals</li> <li>• Appreciate that others may not have the same understanding of professional terms</li> <li>• Provide timely, appropriate and succinct information to enable other practitioners to deliver their support.</li> <li>• Provide in-depth reports to the NYSCP Executive and other agencies around Safeguarding and Child Protection.</li> <li>• Provide in-depth reports to County, District and Parish Councillors.</li> <li>• Complete the Annual Safeguarding Assurance report on safeguarding in north Yorkshire and the Child Death Review Annual Report within North Yorkshire and York.</li> <li>• Work in a team context, forging and sustaining relationships across agencies and respecting the contribution of others working with children young people and families.</li> <li>• Have the confidence to challenge situations by looking beyond your immediate role</li> <li>• Present facts and judgements objectively</li> <li>• Know the value and expertise you bring to a team and that brought by your colleagues</li> <li>• Know your role within different group situations and how you contribute to the overall group process</li> </ul>

## Job profile

	<ul style="list-style-type: none"> <li>• Develop your skills and knowledge through close working with the Local, Regional and National organisations Have a an in-depth knowledge and understanding of the range of organisations and individuals working with children, young people</li> <li>• Know how to work within your own and other organisational values, beliefs and cultures</li> <li>• Know what to do when there is an insufficient response from other organisations or agencies, while maintaining a focus on what is best for the child or young person best interest</li> <li>• Have an in-depth understanding of Children services and knowledge of the Early Help Strategy.</li> <li>• Have an in-depth knowledge of key laws relating to children and young people, adults, health and criminal law.</li> <li>• Know about employers safeguarding and health and safety policies and procedures</li> </ul>
<b>Sharing information</b>	<ul style="list-style-type: none"> <li>• Systems and data based information handling; bringing together shared information and making good use of available information.</li> <li>• Clear language and communication</li> <li>• Encourage children and young people to share information</li> <li>• Be aware of own and others professional boundaries</li> <li>• Have in-depth knowledge of current legislation and data protection issues</li> <li>• Have awareness of any legislation which specifically restricts the disclosure of certain information</li> <li>• Know that the Data Protection Act can be a tool to enable and encourage information sharing</li> <li>• Understand legislation governing own profession, different policies and procedures</li> <li>• Understand the difference between permissive statutory gateways and mandatory statutory gateways and their implications for sharing information</li> <li>• Provide clear guidance linked to best practice for practitioners in the NYSCP Procedures.</li> </ul>
<b>Integrated working</b>	<ul style="list-style-type: none"> <li>• To have a commitment to shared values and the common purpose of developing a culture of interagency working; including statutory bodies, third and private sector organisations.</li> <li>• To ensure that strategic visions are translated into local plans in collaboration with professionals, partners and service users.</li> </ul>
<b>Operational management</b>	<ul style="list-style-type: none"> <li>• To manage the Safeguarding Partnership Business Unit in providing a safe Child Protection and Safeguarding Service to meet local, regional and national need.</li> <li>• To provide expertise to organise tasks from inception to completion such as a national conference, Regional Events, multi-agency audit and multi-agency training and briefings.</li> <li>• Provide expert professional advice to the NYSCP on Safeguarding Issues such as legislation; Government guidance and policy, including Children's Strategic Planning, research findings, funding arrangements and practice developments that reflect best practice in Safeguarding.</li> <li>• To Manage the Child Death Review Officer and the Child Death Overview Panel on behalf of the NYSCP and the City Of York.</li> <li>• To develop planning for the NYSCP in partnership with service users, staff and the constituent agencies and develop systems and methods to             <ul style="list-style-type: none"> <li>◦ identify the nature and extent of child abuse and related issues in the North Yorkshire County Council area, and</li> </ul> </li> </ul>

## Job profile

	<ul style="list-style-type: none"> <li>○ match needs to services available from the constituent organisations.</li> <li>• To ensure the NYSCP Terms of reference is updated, relevant and effective in delivering the national and local agenda for the NYSCP.</li> <li>• Develop, implement and manage the delivery of a multi-agency training plan linked to national regional and local demands.</li> <li>• Develop implement and maintain the Induction process for NYSCP Members.</li> <li>• Develop and implement Multi-agency Audits to assist in the planning and monitoring of services.</li> <li>• Report audit findings to the NYSCP in order to improve safeguarding practice in all the constituent agencies.</li> <li>• Audit safer recruitment practices of individual agencies including LADO arrangements.</li> <li>• Contribute to OFSTED and other inspection frameworks as required.</li> <li>• Work effectively to maximize the NYSCP role in promoting high quality child protection and safeguarding activity within North Yorkshire.</li> <li>• Contribute to the delivery of NYSCP Business Plan.</li> <li>• Work with Safeguarding Adults Board and Community Safeguarding Partnership around transitions arrangements for those in need of protection.</li> <li>• Contribute to the development of multi-agency Performance Management Framework.</li> <li>• Provide expert support and advice to the Independent Scrutineer and NYSCP Executive on a range of Safeguarding and constitutional matters</li> <li>• To ensure NYSCP complies with the requirement for Child Safeguarding Practice Review and Child Death Review process.</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Maintain strong and effective communication links with all partner agencies.</li> <li>• Provide professional advice and briefings to the Independent Scrutineer.</li> <li>• Ensure production and dissemination of NYSCP Ebulletin.</li> <li>• Develop the NYSCP Website, social media platforms and communication strategy</li> </ul>
<b>Partnership / corporate working</b>	<ul style="list-style-type: none"> <li>• To work with the Independent Scrutineer , members of the NYSCP and external bodies on projects and service developments which will improve outcomes for service users. This will include the commissioning of Child Safeguarding Practice Reviews the administration of the report and the implementation and evaluation of any resulting recommendations.</li> <li>• Work with and influence County and District councils around Safeguarding Issues.</li> <li>• Develop a multi-agency training strategy, linked to the training strategies of constituent agencies.</li> <li>• Develop a multi-agency child exploitation strategy and monitor progress</li> <li>• Develop the NYSCP three year Multi Agency Strategy</li> <li>• Support the auditing of child protection practice within individual agencies and assist in developing plans with agencies to respond to audit findings.</li> <li>• Challenge constituent agencies that do not meet their safeguarding requirements.</li> <li>• Work with groups of Children and Young People to develop safeguarding strategies across North Yorkshire, to engage young people in specific projects on behalf of the NYSCP.</li> <li>• To work with the Independent Scrutineer , members of the NYSCP and external bodies on projects and service developments which will improve outcomes for service users. This will include the commissioning of Child Safeguarding Practice Review,. The administration of Child Safeguarding Practice Review and implementation and evaluation of any resulting recommendations.</li> </ul>



## Job profile

<b>Resource management</b>	<ul style="list-style-type: none"> <li>• Support the NYSCP Executive and Subgroups within the Partnership</li> <li>• Develop and manage the delivery of a multi-agency training plan linked to National, Regional and local demands.</li> <li>• Managing the NYSCP budget.</li> <li>• Manage the NYSCP Policy and Development Officers and Child Death Review Officer.</li> <li>• Evaluate agencies.</li> </ul>
<b>Systems and information</b>	<ul style="list-style-type: none"> <li>• To manage the integrated Data system and produce performance reports linked to the system.</li> <li>• To develop strategies and design systems to enhance the work of the NYSCP in line with National, regional and local objectives.</li> <li>• Develop and influence planning for the NYSCP in partnership with service users, staff and the constituent agencies and develop systems and methods to manage the integrated Data system and produce performance reports linked to the system.</li> <li>• To produce reports to a professional standard. This will include producing the NYSCP Work plan and Annual Assurance Report with and on behalf of the Executive and subgroups. To produce correspondence and statistical data as required.</li> </ul>
<b>Strategic management</b>	<ul style="list-style-type: none"> <li>• To help the NYSCP in formulating and developing its strategic direction, including the development of and monitoring of Performance Indicators both at a national, regional and local level. To co-ordinate the development and review of the NYSCP strategy and the Business Plan.</li> <li>• Design, Develop, and co-ordinate the review of the NYSCP strategy and Business plan.</li> <li>• Develop a multi-agency training strategy linked to the Training Strategies of constituent agencies.</li> <li>• Provide a Child Death Overview Service in line with national guidance.</li> <li>• Provide the Annual Safeguarding Assurance report to the Senior Managers and Elected members and publish.</li> </ul>

## Person Specification

Essential upon appointment	Desirable on appointment
<b>Knowledge</b> <ul style="list-style-type: none"> <li>• Detailed knowledge of current child care legislation</li> <li>• Detailed knowledge of current safeguarding children policy, practice and current research</li> <li>• Detailed knowledge of performance management including audit and statistical analysis</li> <li>• Detailed Knowledge of Human Resource issues, especially pertaining to those who work with children.</li> <li>• Detailed knowledge of Safer Recruitment</li> <li>• Detailed knowledge of public sector issues and local government, especially pertaining to safeguarding issues</li> </ul>	<ul style="list-style-type: none"> <li>• Project Management Experience</li> </ul>
<b>Experience</b> <ul style="list-style-type: none"> <li>• Significant experience of managing at a Senior Level within a statutory Child Protection Service.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience training staff within child protection</li> </ul>

## Job profile

- Experience of Managing staff at a Senior Level working in the field of child Protection.
- Working at a senior Level with a range of agencies and organizations within the statutory and voluntary sector, strategic, planning and partnership development.
- Experience of commissioning services at a Senior Level
- Experience of developing NYSCP child protection policies and procedures
- Experience of managing budgets and coordinating budgets across a range of organizations
- Experience of working at specific level with Government office
- Experience of influencing the commissioning process in other agencies.
- Experience of delivering high quality services and setting and monitoring standards.
- Evidence of managerial/supervisory experience at a senior level.
- Experience of influencing decision making at strategic level both locally, regionally and nationally.

### Occupational Skills

- Ability to analyse information and strategic operational requirements and recommend improvements
- Ability to lead change programs, improve service quality and support a culture that drives up standards and performance
- Ability to develop, manage and contribute to partnerships involving various stakeholders to achieve positive outcomes
- Ability to communicate with a range of people including children and young people, strategic and operational managers and lead and council members
- IT skills including Word, Power point, and data bases applications.
- Ability to chair meetings across a wide range of groups effectively
- Ability to develop specified work programmers and timetables
- Ability to take forward in initiatives from design to implementation
- Excellent communication skills working with colleagues at all levels, and in all disciplines.
- Effective presentation skills appropriate to a wide range of audiences
- Ability to develop, manage and contribute to partnerships involving various stakeholders to achieve positive outcomes.
- Ability to develop productive working relationships that command respect, trust and confidence.
- Ability to manage and monitor performance effectively and to set clear objectives for the review of individual and service level performance.
- Ability to design, develop and manage services to meet National Regional and local indicators
- Ability to manage a pooled budget
- Ability to develop strategies from government and regional initiatives

### Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role

- Degree Level in a related Children and Young People field

### Other Requirements

## Job profile

- Operate at a strategic level in relation to managing performance and agreeing organisational goals.
- Strategically interpret guidelines. You strategically lead on the implementation of such guidelines.
- Strategically plan and work with partners.
- Strategically to support and develop a culture of effective community engagement and customer outcomes.
- Act strategically to identify the skills and talents required by staff groups to deliver current and future objectives.
- Develop a culture in which change is viewed positively
- You provide clear strategic direction within and outside the Council
- You determine Council priorities in response to local, regional and national demands and expectations.
- Must be willing to participate in all initiatives which facilitate continuous improvement
- Must be able to travel independently throughout North Yorkshire and York.
- Must be able to attend the mandatory conferences and training provided by the DFE and Ofsted.
- Must comply with NYCC policy in relation to Data Protection and Information Security and Equalities policy.

### Behaviours

[Link](#)

NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.