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| Service and job specific context statement | |
| **Directorate:** | Children and Young People's Service |
| **Service:** | Safeguarding Unit |
| **Post title:** | Policy and Development Officer |
| **Grade:** | M |
| **Responsible to:** | NYSCP Partnership Manager |
| **Staff managed:** | None |
| **Date of issue:** | February 2021 |
| **Job family:** | **P&T - Professional & Technical** |

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| Job context |
| The North Yorkshire Safeguarding Children Partnership (NYSCP) is a highly effective partnership, with a strong independent Scrutineer/Chair of the Executive and business manager providing a clear direction and effective challenge to ensure that the Board fulfils the requirements of legislation.  This position includes working with NYSCP Partners to further develop our culture of interagency working and to help ensure that strategic visions are translated into local plans in collaboration with professionals, partners and service users. The post holder will work to the Partnership manager of the NYSCP and with the Chairs of the subgroups, task and finish groups and other multi-agency NYSCP groups, in order to ensure that the business of the Partnership is conducted efficiently and effectively. |
| Job specifics |
| In addition to the accountability statements within the core job description, the postholder will:   * Assist in the preparation of the business plan and annual assurance report |

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| Structure | |
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| Job Description | |
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| Job purpose | The core focus of this job is to provide professional support to the safeguarding partnership, organising the business of the partnership and relevant sub-groups in order to meet national and local requirements.  To have a key role in the development of policies and procedures of the board to reflect current legislation and best practice.  To develop a strategy for community engagement and contribute to wider engagement within the Directorate. |
| Operational management | * Effectively manage the day to day operation of the NYSCP sub-groups including development of effective delivery plans against the agreed priorities, ensuring compliance with statutory guidance and best practice. * To establish task and finish groups to facilitate project implementation, determine priorities and ensure completion in accordance with the underlying policies and strategies of the board. Understand and appreciate the complexity of the working environment and ensure that solutions are practical, workable and conducive to the context. * To monitor, interpret and report changes in legislation, other national and local developments, and research which may affect inter-agency working and developments in professional practice for the Partnership to consider. |
| Communications | * Successfully build strong working relationships to inspire confidence and support, demonstrating political awareness and sensitivity to the needs of relevant agencies * Effectively manage conflict situations and pro-actively seek to be creative in developing solutions in order to deliver win-win. * Develop and implement a Partnership communications and engagement strategy and action plan to ensure the citizens of North Yorkshire, people who use support and other stakeholders are aware of, and contribute to the development of the partnerships priorities. |
| Partnership / corporate working | * Co-ordinate the development and implementation of a multi-agency training strategy to ensure staff and managers are adequately trained in safeguarding * Promote the development of the Local Safeguarding Partnerships across key agencies in localities. * Liaise with colleagues to ensure that children’s and adults’ safeguarding are, where appropriate, developed in partnership through agreed joint protocols, procedures and policies * Build strong working relationships with principal stakeholders including service users and NYSCP Partners * Establish effective links with regional and national networks as appropriate to share learning and develop practice. |
| Systems and information | * Develop and maintain a framework for the collation and analysis of key inter-agency data * To work in partnership to ensure that any systems requirements to support the work of the Partnership are understood and progressed * To monitor and interpret trends in data and report to the NYSCP sub-groups accordingly |
| Strategic management | * Work with the senior managers to develop and monitor delivery of the vision and strategic direction for the Partnership. * To develop and co-ordinate the appropriate Safeguarding Audit Review process, including Constructively challenge existing perspectives/working practices at a strategic level and be capable of building a robust, evidence-based case for change. * Develop reports on the performance of all North Yorkshire’s Safeguarding functions. * To develop and embed a quality assurance framework and performance infrastructure across North Yorkshire which measures the quality, effectiveness and outcomes of the Partnership. |
| Safeguarding | * To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate |

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| Person Specification | |
| Essential upon appointment | **Desirable on appointment** |
| Knowledge   * Knowledge of Safeguarding legislation, national policy and best practice * Knowledge and understanding of the range of service development and policy issues arising from developments in safeguarding across all statutory agencies * Knowledge and understanding of appropriate safeguarding practice, policy and procedures * Knowledge and understanding of how equality and diversity, dignity and respect of human rights will apply to this role * Knowledge of quality assurance mechanisms |  |
| Experience   * Experience of working within an appropriate setting (health/social care/police), or extensive knowledge of the public sector * Experience of developing and maintaining effective external partnerships * Experience of writing and presenting proposals to senior staff * Experience of putting new legislation /guidance into practice * Experience of developing policies and procedures * Experience of public engagement activities * Experience/ability to use quality assurance systems to monitor and evaluate service provision, including setting and monitoring standards | * Experience of strategic planning and policy formulation and implementation |
| Occupational Skills   * Leadership and management skills to lead /motivate project groups from different agencies * Ability to work across agency and partner boundaries and form positive working relationships with stakeholders * Good political awareness and ability to demonstrate sensitivity to different needs of Safeguarding Board partners * Flexible approach with the ability to respond effectively to changing circumstances, without losing focus or direction * Ability to manage own workload and prioritise effectively * Persuading, influencing and negotiating skills – uses a range of techniques to successfully persuade, influence and /or negotiate with others in a range of situations * Problem solving skills – takes responsibility for and produces a range of solutions to problems * Analytical skills – Analyses information from a range of sources, demonstrating critical awareness, probing for further information or a greater understanding * Written communication skills- presents/records information in an accessible format suitable for a varied audience, reviews and measures the effectiveness of existing communications * ICT skills – good level of ICT skills across a range of office packages |  |
| Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role   * Educated to degree level or relevant professional qualification e.g. DIPSW , CQSW | * Professional qualification or post graduate qualification |
| Other Requirements   * Ability to travel across the County for work purposes |  |
| Behaviours | [Link](http://www.northyorks.gov.uk/article/23524/What-you-should-know-before-applying-for-a-job) |

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.