**SEFTON METROPOLITAN BOROUGH COUNCIL**

**JOB DESCRIPTION**

Job Title: Sefton Safeguarding Partnership Manager

Department: Children's Services (CS)

Grade: L

Job Evaluation Number: A5133

Responsible to: Assistant Director Safeguarding & QA

**Job Role**

To be responsible for all aspects of the management of the Sefton Safeguarding Children Partnership (SSCP); to support the statutory partners in developing and implementing the multi-agency safeguarding arrangements; take the strategic lead in promoting the safeguarding of children in local strategic partnerships, and in coordinating the contribution of relevant partners in this.

**Key Duties/ Responsibilities**

**Strategic Management**

* To be aware of national and local developments and initiatives in safeguarding children, advise the Chair and statutory partners regarding these, and coordinate response to such initiatives.
* To advise Lead Safeguarding Partners, 3 Key Statutory Leads, and the wider safeguarding partnership.
* To be responsible for the development, implementation and monitoring of the SSCP Strategy and Business Plan in order that the multi-agency safeguarding arrangements work effectively to bring about the best outcomes for children and young people.
* To work with the 3 Key Statutory Leads and Independent Scrutineer to develop the annual report regarding the local safeguarding arrangements.
* To represent the SSCP at appropriate meetings locally and regionally.
* To support local partners in relation to any regulatory inspection regimes with regards to multi-agency safeguarding arrangements.

**Performance**

* To support the scrutiny arrangements of the SSCP to ensure the effectiveness of the multiagency arrangements.
* To develop a multi-agency performance framework (quantitative and qualitative) that reflects the safeguarding activity of all partners.
* To analyse and present multi agency data and audit performance in relation to the Partnership and make recommendations regarding future direction and actions.
* To coordinate, analyse and report on the annual multi agency audits including S175 and S11 audits.

**Resource Management**

* Development of performance and quality assurance management systems reporting and quarterly performance reports
* To hold and manage the SSCP budget, in line with directions of the 3 Key Statutory Leads.
* To develop and manage the SSCP Business Support Unit (including any specific posts within the Business Support Unit) to support the SSCP to ensure the development, implementation and monitoring of the multi-agency safeguarding arrangements taking into consideration:

1. Co ordinating and leading on the statutory requirements of local safeguarding arrangements; Rapid Reviews, Child Safeguarding Practice Reviews and CDOP process.
2. Developing processes to ensure that the voice of children and their families are heard and listened to within the Partnership.
3. Engagement with and support to all relevant partners (including the Third Sector and The Education Sector) in order that they can effectively engage with the local safeguarding arrangements and understand their roles and responsibilities as well as be informed of key messages and key changes in relation to safeguarding locally and nationally.

* To develop multi agency policies and procedures in response to regional and national emerging safeguarding guidance.
* To develop governance arrangements on a multi-agency basis for the Partnership to ensure effective communications both within the Partnership (including its subgroups) and other partnerships/Boards is clear and co-ordinated.
* To co-ordinate multi-agency responses to children’s safeguarding including policies and procedures and workforce development opportunities both regionally and nationally.
* Identify and disseminate learning identified from a range of sources / processes (reviews, audits, complaints etc) and to develop mechanisms to measure the impact of this learning upon multi-agency practice.
* Co-ordinate and support the multi-agency appeal process to address complaints within timescales.
* To commission independent authors of CSPR’s when required and directed by the National Safeguarding Panel and then to coordinate multi-agency review panels and support the review process and dissemination of information/ actions/ recommendations.
* Commissioning of training as identified within the annual training plan but also as required arising from local and national safeguarding reviews.

**GENERAL:**

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it’s grading.

The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

All staff has a duty to take care of their own health & safety and that of others who may be affected by your actions at work. Staff must co-operate with employers and co-workers to help everyone meet their legal requirements.

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not ‘protected’ (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order. For further information, please refer to DBS filtering guidance at www.gov.uk/dbs.

The Authority has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the Council.

**Note:** Where the post holder is disabled, every reasonable effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

**Prepared by:**

**Name:**  Nabeel Chaudry

**Designation:** Interim Assistant Director – Safeguarding and QA

**Date:** October 2024

**Person Specification**

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| **Qualifications and Experience** | **Essential (E) or Desirable (D)** | **How assessed** |
| * Degree or equivalent relevant qualification. * Extensive experience of working at a senior level within a safeguarding Service. * Experience of strategic planning and partnership development. * Experience of multi-agency review processes. * Experience of dealing with matters which are highly sensitive and confidential. | **E**  **E**  **E**  **E**  **E** | **AF/I/C**  **AF/I**  **AF/I**  **AF/I**  **AF/I** |
| **Personal Qualities & Attributes** |  |  |
| •Excellent time management skills, ability to work on own initiative and under pressure, and the flexibility to adapt to changing workload demands and be able to deliver to deadlines in a complex working environment.  •Experience of multi-agency working at a strategic level, including developing relationships, presentation of information and chairing of meetings  •Experience of leading change programmes, improve service quality and support a culture that drives up standards and performance  •Committed to promoting awareness of safeguarding issues across the community and seeking out and listening to views of children, families and communities | **E**  **E**  **E**  **E** | **AF/I**  **AF/I**  **AF/I**  **AF/I** |
| **Special Requirements** |  |  |
| • Member of a professional body, DBS check  • Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving license with access to own car. | **E**  **E** | **AF/I**  **AF/I** |