



Job description			
Job title	Children's Transformation and Development Support Officer		
Grade	G		
Directorate	Children's Services		
Service/team	Early Help and Prevention		
Accountable to	Early Help and Prevention Development Manager		
Responsible for			
JE Reference	A5402	Date Reviewed	November 2025

Purpose of the Job

You will support the day-to-day delivery of Children's change and transformation programmes, both government and local, and other early help and prevention activity as determined by the Early Help and Prevention Development Manager. This will include the day-to-day support and management of team data systems and records. This post will also include some engagement with partner agencies who support early help activity across the borough.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. To support the Early Help and Prevention Development Manager and other team members in the implementation of plans and procedures as part of change and transformation activity.
2. To co-ordinate meetings relating to change and development activity including but not limited to distributing electronic invitations and agenda/minutes, and attending meetings
3. To act as a point of contact for Children's change and transformation projects and early help development and deal with general enquiries about the projects and programmes of work undertaken by the team.
4. To support and co-ordinate development and transformation activity as directed – including but not limited to monitoring agreed actions and providing support in taking forward development activity as required.



5. To support the Early Help and Prevention Data Development Manager in the development, implementation and maintenance of data systems and performance data to enable the monitoring of the change and transformation activity and outcomes for families.
6. To support in the production of briefings, reports and presentations and the submission of returns for government programmes as required
7. To support lead practitioners from delivery services in the completion of data systems supporting the delivery of the programmes of work of the team, and to prepare data exchange documentation and ensure that all data is shared in a secure manner in accordance with agreed local protocols
8. To develop, utilise and support data management systems ensuring that all information systems are maintained and updated as policy and procedure dictates
9. To support the work of the Early Help and Prevention Analyst and the Data Compliance Officer to ensure the appropriate data governance, information sharing agreements and data processing agreements are developed with services and partner agencies to underpin the delivery of early help, family help and child protection and support the wider Corporate business intelligence approach.
10. To work with partners to develop and promote early help and prevention and wider development and transformation activity and to support services as required.
11. To arrange for the payment of invoicing including raising requisitions and purchase orders using the Council's e-procurement system and to assist with budget monitoring processes.
12. To support the monitoring and administration of budgets relating to the various programmes within the team in line with the financial regulations of Knowsley Council
13. To carry out all responsibilities with due regard for Knowsley Council's equality and diversity policies and procedures.
14. To comply with the Standing Orders and Financial Regulations of Knowsley Borough Council, and to ensure that all work functions are undertaken in accordance with Health and Safety legislation, codes of practice and with Knowsley Council's Health and Safety Plan.
15. To undertake any other duties commensurate with the grading of this post, as required by the Assistant Executive Director (Childrens) or their delegated Officer.



Knowsley Better Together – Staff Qualities



Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.