



Job description			
Job title	KSCP (Safeguarding Children's Partnership) Quality Assurance Officer		
Grade	M		
Directorate	Children's Services		
Service/team	Safeguarding Children's Partnership		
Accountable to	KSCP Manager		
Responsible for	N/A		
JE Reference		Date Reviewed	July 2025

### Purpose of the Job

To support the quality assurance functions of the Knowsley Safeguarding Children Partnership.

To provide direction to the statutory, multi-agency safeguarding arrangements for Children, which helps to inform, drive and assure work to safeguard and promote the welfare of children and young people.

### 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.

Support the work of KSCP Manager and the KSCP groups in delivering effective performance information and developing frameworks to support Quality Assurance

Play a significant role in supporting the Quality Assurance Framework in relation to S11 and Section 157/175 audits and facilitate challenge sessions with multi-agency partners

Develop and maintain multi-agency safeguarding performance datasets to support the partnership's priorities.

Collect, collate, and analyse data from across statutory and non-statutory partners (e.g. health, police, children's services, education).

Identify themes, trends, and areas of risk from performance and audit activity to inform strategic decision-making.



Support and coordinate the delivery of the multi-agency audit programme, including case file audits, deep dives, and learning reviews.

Maintain systems for recording, tracking and reviewing recommendations from case reviews and serious incidents.

Support the evaluation and impact measurement of partnership learning and improvement activity.

Ensure that learning from audits, reviews, and performance data is captured, communicated, and tracked to embed change.

Provide quality assurance advice and support to partnership subgroups and project teams.

Contribute to the development and implementation of the partnership's Quality Assurance Framework.

Produce regular reports and dashboards for the Partnership Board, subgroups, and Independent Scrutineer.

To assist in the preparation for statutory inspections and peer reviews.

### 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.