



Job description			
Job title	Business Manager – Knowsley Safeguarding Children Partnership (KSCP)		
Grade	PMG1		
Directorate	Children and Young People		
Service/team	Safeguarding and QA		
Accountable to	Head of Service – Safeguarding and Quality Assurance		
Responsible for	Business Unit staff within the Knowsley Safeguarding Children Partnership		
JE Reference	B1271	Date Reviewed	July 2026

Purpose of the Job

You will provide strategic leadership and operational management for the Knowsley Safeguarding Children Partnership (KSCP). You will support safeguarding partners to work effectively together to protect children and young people and improve outcomes across Knowsley. You will lead the delivery of the Partnership's priorities, business planning, performance framework, quality assurance arrangements, learning and improvement activity and safeguarding review processes. This will ensure statutory requirements are met and you hold partners to account for safeguarding practice and performance.

Duties and Responsibilities

This is not a comprehensive list of all tasks that 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. Lead and manage the operational delivery of the Knowsley Safeguarding Children Partnership Business Plan and associated priorities, ensuring effective partnership governance and accountability arrangements are in place.
2. Provide strategic advice, professional support and coordination to the Independent Scrutineer, safeguarding partners and partnership governance groups. Ensuring effective scrutiny, challenge and



- oversight of multi-agency safeguarding arrangements and compliance with statutory responsibilities.
3. Develop, implement and monitor robust performance, quality assurance and audit frameworks to evaluate the effectiveness of local safeguarding arrangements and drive continuous improvement.
 4. Lead the coordination and management of Child Safeguarding Practice Reviews and other learning reviews. Ensuring compliance with statutory guidance and effective dissemination of learning across partner agencies.
 5. Produce and oversee the delivery of the Partnership's annual business plan, annual report and associated delivery plans, ensuring clear reporting and monitoring arrangements are in place.
 6. Analyse complex safeguarding information, performance data and audit findings, providing high-quality reports, recommendations and briefings to support strategic decision-making.
 7. Ensure the voice, views and lived experiences of children, young people and families inform partnership priorities, planning and service improvement activity.
 8. Lead on the development and delivery of partnership learning, improvement and workforce development activity to promote effective safeguarding practice across the partnership.
 9. Effectively manage the Partnership budget and resources, ensuring effective financial planning, value for money and compliance with Council financial regulations.
 10. Provide effective leadership, management and supervision to staff within the KSCP Business Unit, supporting high performance, professional development and workforce wellbeing.
 11. Develop and maintain positive working relationships with statutory partners, agencies and stakeholders, promoting collaboration, constructive challenge and shared ownership of safeguarding priorities.
 12. Lead partnership communication and engagement activities, ensuring safeguarding information, learning and key messages are accessible to professionals, children, young people, families and the wider public.
 13. Pro-actively represent the Partnership at local, regional and national forums, contributing to safeguarding developments, policy discussions and partnership initiatives.
 14. Maintain a thorough and up to date knowledge of legislative, policy and practice developments to ensure these are reflected in local safeguarding arrangements, priorities and improvement programmes

As part of your role with the Council, you share a collective responsibility to support and champion children and young people who are cared for by the Council and young people who are care experienced. Children and young people tell us that including this in all job descriptions “is good” because they want all Council employees to understand how important it is to “treat children in care and care experienced young people as they would their own”. We ask that you do this with the same commitment, care and ambition that any parent would, regardless of your job role or service area. Children and young people tell us that they want all Council employees to be “genuine”, helping to create



a supportive environment, remaining alert to any worries and concerns, and ensuring that safeguarding is promoted and responded to appropriately.

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.
- As a senior officer, you will be expected to support the Council's emergency preparedness, response, and recovery arrangements; this may include, but is not restricted to, participation in appropriate training and exercises, participation in our emergency duty officer rota, and attending Strategic and/or Tactical and/or Recovery Coordinating Groups with our multi-agency partners.