



Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Wandsworth Safeguarding Children Partnership (WSCP) Business Manager	Grade: MG1
Section: Safeguarding Partnership	Department: Children's Services
Responsible to following manager: Head of Participation and Community Engagement	Responsible for following staff: WSCP Senior Business Support Officer
Post Number/s: SC041	Last review date:

Working for the Richmond & Wandsworth Better Service Partnership

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

Richmond & Wandsworth Better Service Partnership aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

To have responsibility for the management of the Wandsworth Safeguarding Children Partnership business, specifically the delivery of its statutory function of scrutinising the role of the partnership in ensure the safety and wellbeing of children in Wandsworth.

To oversee and manage the operational delivery of the Wandsworth Safeguarding Partnership and its subgroups, and in doing so support the Safeguarding Partners and Relevant Agencies in co-ordinating their safeguarding services; acting as a strategic leadership group in supporting and engaging others; and implementing local and national learning including from serious child safeguarding incidents, as defined in Working Together to Safeguarding Children



Specific Duties and Responsibilities

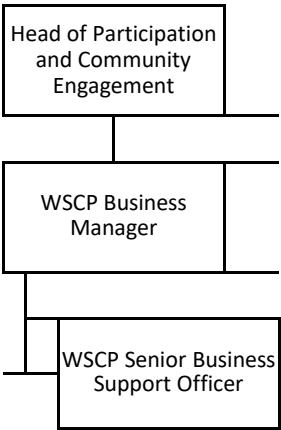
1. To ensure a clear and coherent approach to business planning for the Partnership including budget management, service and project development and performance
2. To ensure the effective day to day operational management of the Partnership and the subgroups ensuring compliance with statutory guidance and best practice.
3. Provide professional support and guidance to the chairs and Independent Scrutineer of WSCP so that the statutory functions of the Partnership are met with the fullest compliance.
4. To take lead responsibility for the co-ordination of any statutory local learning reviews; ensuring they comply with guidance; including the commissioning of independent authors, drafting of ToRs and liaison with key organisations such as the Child Safeguarding Practice Review Panel.
5. To lead on the production of the annual business plan and the annual report for the Partnership, and ensure delivery plans for the agreed priorities are in place and effective for each subgroup function of the WSCP
6. To ensure the quality assurance and performance data requirements of the partnership are agreed and implemented. To monitor and analyse performance activity and report as required to the WSCP.
7. To act as line manager for the staff of the WSCP business unit, fulfilling all of the duties required by Wandsworth Borough Council of a line manager.
8. To ensure the views of children and their families inform and challenge the development of the safeguarding partner's strategic priorities.
9. To be aware of current research and practice developments as well as legislative changes and to ensure that the WSCP reflects these in discussions and decision-making.
10. To act as the responsible authority for licensing
11. To attend local and regional meetings, as appropriate to the role, to promote partnership working.
12. Communicate the work of the WSCP in a variety of media including the dedicated website.
13. Manage and monitor the partnership budget and make recommendations for expenditure.
14. Any other appropriate duties as and when required



Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, handling complaints and health and safety.
- To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Current team structure





Person Specification

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Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements	Essential	Desirable	Assessed by A & I/ T/ C (see below)
Knowledge			
Knowledge of the key legislation and statutory guidance in Children's Services including:- The Children Act 1989, Children Act 2004, The Children and Social Work Act 2017; Working Together to	X		A & I / T
Knowledge and understanding of Key functions and responsibilities of multi-agency Safeguarding Partnership.	X		A / I
Experience			
Substantial experience of partnership working.	X		A / I



Substantial experience of advisory or practice work within safeguarding.	X		A / I
Delivery of projects involving a number of stakeholders-on time and to budget.	X		A /
Experience of gathering, analysing and using information to improve performance and service delivery.	X		A I
Managing and supervising staff	X		A
Experience of managing change in a complex, multiple partnership environment.	X		A /
Skills			
High level of organisation.	X		A/I
Proven ability to communicate with frontline staff, strategic leaders, elected members and members of the public.	X		A/I /T
Ability to use performance data, audit information, and service user	X		A /
Proven writing abilities such as ability to prepare a detailed annual report for the work of the WSCP and a SMART annual business plan.	X		A/I /T
The ability to chair multi-disciplinary meetings and to achieve clear and meaningful decision-making.	X		A /
IT literate i.e. able to use Outlook, Word and Excel, and confident in use	X		A /
Qualifications			
Degree or equivalent level, or Relevant professional qualification (e.g. Social Care, Education, Health or Police), or able to	X		A / C
Evidence of continuing professional and / or technical		X	A

A – Application form / CV

I – Interview

T – Test

C – Certificate