

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Children's Social Care, Business Support Officer (Safeguarding LAC Review)	Grade: Scale 6
Section: RAS/CiN/CLA/Safeguarding/ Specialist Services	Directorate: Children's Services
Responsible to following manager: Principal/Senior Business Support Officer/ Team Manager	Responsible for following staff: N/a
Post Number/s: C0476	Last review date: 31/08/20

Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement 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.

The Shared Staffing Arrangement 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

This role is integral to ensuring Reviews for Looked After Children in Wandsworth take place. We are therefore looking for committed people who are, confident and experienced administrators with excellent organisational skills, the ability to take concise minutes directly into Word using a keyboard. You should have a good understanding of data with experience of Excel up to an intermediate level. Offering support to the Independent Reviewing Officer (IRO), Service Manager and Head of Service.

Specific Duties and Responsibilities

1. Control of the review dates, liaising with Parent/Carers and professionals as appropriate to ensure that dates are not over-booked
2. Liaison with IRO, Service Manager and Business Manager as appropriate should review dates need to be revised for any reason
3. To be the key contact for IRO and other members
4. To prepare and circulate review agendas and documents in good time
5. To attend and minute review meetings, and issue formal minutes and actions afterwards in line with statutory timescale
6. To maintain up to date information on all IROs, ensuring that any statutory checks are kept current
7. To coordinate all room bookings and meeting arrangements, both in advance and on the day, to ensure that rooms are available, and the meetings have everything necessary to run smooth
8. Ensure Data entry is accurate and in time

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, 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 role within the council.



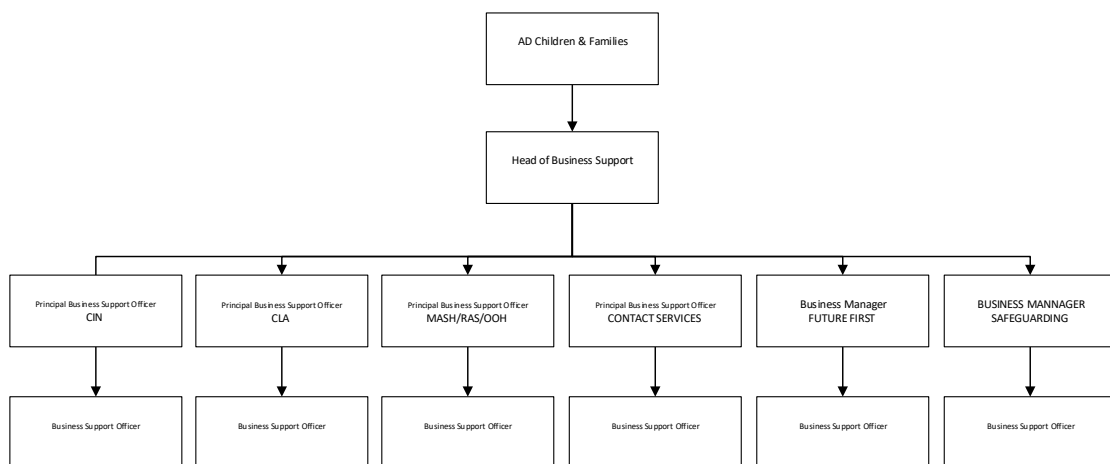
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- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

Additional Information

- To ensure that Panel members receive all necessary training to allow them to execute their role well
- To provide reports as necessary in support of the Panel process (e.g. placements made since approval, etc.)
- To ensure that all relevant Mosaic data is kept up to date
- To undertake any other duties deemed commensurate with this post as directed by the line manager
- To take responsibility for and be committed to personal and professional development and keep up to date with law, regulation, guidance, standards, government policy and research relating to all aspects of the work
- Produce quarterly and annual statics for the Fostering Manager and Panel Chair

Team structure:



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Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

Being open. This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

Being supportive. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

Being positive. Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements	Assessed by A & I/ T/ C (see below for explanation)
Knowledge	
Sound knowledge and experience of Microsoft Office (Word Excel Outlook Access and PowerPoint) and an ability to provide some IT support and advice to new team members	I
An understanding of the importance of confidentiality and understanding of safeguarding Children Young People	I
Willingness to learn other team members areas of work to be able to cover high work demands annual leave and sickness	I
Experience	
Experience of working in a busy social care environment with professionals and public, supporting a diverse group of people, in relation to review support	I
Experience of using Social Care Recording Systems such as Mosaic	I/T
Experience of providing office administrative support to a large diverse team of staff including induction of new staff and Panel Members	I/T
Skills	
Ability to maintain data integrity through accurate and timely recording of information	I/T
Ability to collect and collate information quickly and accurately such as taking minutes in support of Panel functions	I/T
Ability to deal with competing demands through planning and prioritization in order to meet deadlines	I/T
Ability to deal sensitively calmly and effectively with enquiries from a range of staff, telephone or personal callers	I
Ability to accurately enter spreadsheet and database information and produce reports	I/T
Ability to maintain payment systems and to manage filing and record keeping systems (manual and electronic)	I/T
Experiences minute taker able to type minutes using a keyboard	
Ability to take and relate messages accurately	I/T
Qualifications	
Good levels of numeracy and literacy - Educated to GCSE / A level or relevant experience	A/I/T

A – Application form / CV

I – Interview

T – Test



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C - Certificate