

## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Senior IDVA Advisor	<b>Grade:</b> PO2
<b>Section:</b> Stronger and Safer Communities	<b>Directorate:</b> Chief Executives
<b>Responsible to following manager:</b> Miranda Hibbert	<b>Responsible for following staff:</b>
<b>Post Number/s:</b>	<b>Last review date:</b>

#### 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 is an exciting opportunity for someone with independent domestic violence advocate (IDVA) experience to join Wandsworth and Richmond Shared Staffing Arrangement as the Senior IDVA Advisor. This Officer will work closely with the Domestic Abuse advocacy service to ensure best practice is being implemented and supervise cases where necessary and support the transition of any new service.

The successful candidate will support the Vulnerabilities Manager in overseeing the IDVA service ensuring delivery is to a high standard and quality, mitigating risks and leading on resolving any safeguarding or delivery concerns raised. The Officer will work in partnership with the IDVA team to ensure there is safeguarding of at risk victims of

domestic abuse and will ensure the SafeLives Leading Lights Standards<sup>1</sup> of practice are being implemented.

The Officer will be a visible presence to both the local authority and partner agencies, and will represent cases and/or step into ensure effective management of complex cases on occasion at the Multi Agency Risk Assessment Conference (MARAC).

This role will also have a focus on working with the IDVA service to develop the operational partnership working across council services and external partners to ensure a high quality of casework and support is delivered, referral pathways and multi-agency working to support cases is in place.

### **Specific Duties and Responsibilities**

- Support the transition to a new IDVA service ensuring best & safe practice for the service users.
- To be embedded in the IDVA service including potentially holding and providing oversight to some domestic abuse cases where appropriate.
- To ensure best practice amongst IDVAs in line with recognised accreditations.
- To ensure that IDVAs are aware of local wider council and partner service offers, to enhance the tailored support to victim survivors
- To facilitate a smooth transition to a new service for service users with regular reviews and any future contract variations.
- To attend all relevant meetings including the MARAC.
- To support the team managers in team oversight including looking for ways for the service to enhance and supporting associated bids.
- Support with raising the awareness of DA, VAWG and the specialist support available to victim survivors, contributing towards improving referral pathways.
- Remain up-to-date and compliant with all organisational procedures policies and professional codes of conduct and uphold standards of best practice.
- Comply with data protection legislation, confidentiality and information sharing policy and procedures and all legislation connected to your work.

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<sup>1</sup> [Leading Lights Standards.pdf \(safelives.org.uk\)](https://safelives.org.uk/Leading-Lights-Standards.pdf)

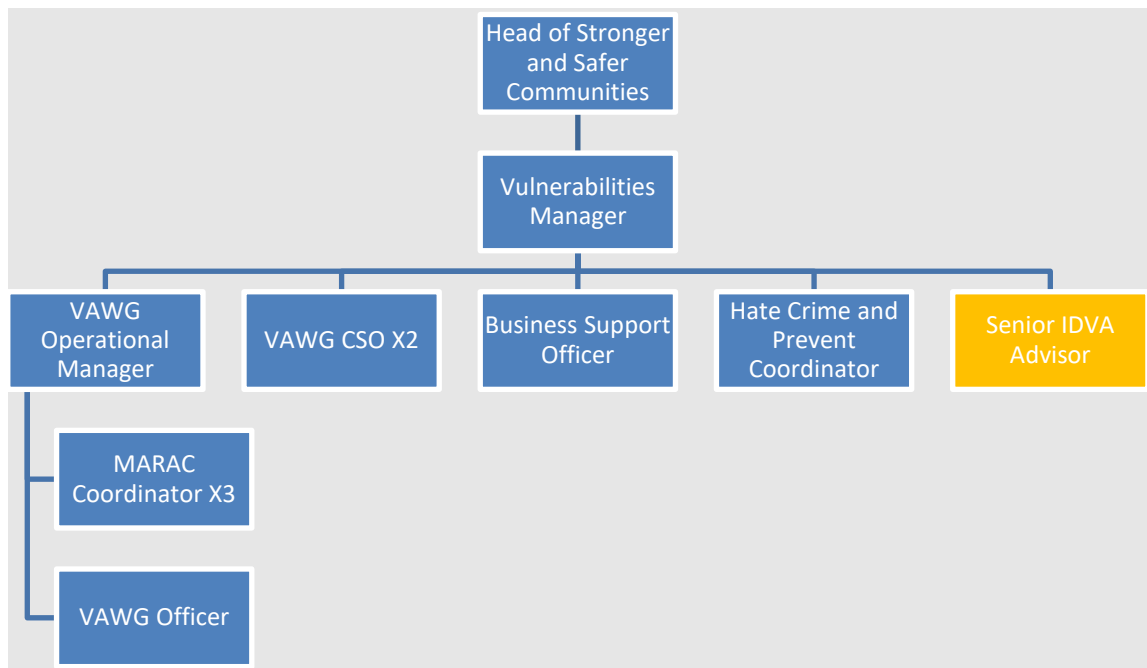
- Deliver the service with minimum supervision, prioritise work and deal with competing demands and ensure the service is delivered in line with the Operating Procedures.
- Support the development and growth of the IDVA service, working with teams across the council and the partnership with the aim of improving the multi-agency working on cases and the delivery of a high quality and efficient IDVA service.

### **Generic Duties and Responsibilities**

- To contribute to the continuous improvement of the IDVA 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.
- 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.

### **Additional Information**

### **Team structure**



## Person Specification

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<b>Section:</b> Stronger and Safer Communities	<b>Directorate:</b> Chief Executives
<b>Responsible to:</b> Vulnerabilities Manager	<b>Responsible for:</b> N/A
<b>Post Number/s:</b> TBC	<b>Last Review Date:</b> 04/04/2023

### Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across the SSA 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			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Understanding of domestic abuse and how to respond and safeguard in line with national recommended standards (SafeLives)	X		A/I
Understanding of the role Local Authorities have in responding to domestic abuse.	X		A/I
GDPR and handling of sensitive information.	X		A/I
Experience	Essential	Desirable	Assessed
Safeguarding experience in the context of domestic abuse	X		A/I
Contract management experience		X	A/I
Working in partnership with stakeholders both inside and outside of the local authority with positive outcomes.	X		A/I

Maintaining an effective service through a period of change.		X	A/I
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Exceptional interpersonal skills, able to build strong relationships quickly.	X		A/I
Organisation and time management, able to prioritise own workload with competing and fast changing demands.	X		A/I
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
N/A			

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**