**Job Profile comprising Job Description and Person Specification**

**Job Description**

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|  **Job Title:** Project Officer - SEND | **Grade**: PO1 (equivalent to Agenda for Change Band 6) |
| **Section:** Special Needs, Disabilities, and Psychology Services (LA)Quality and Governance (CCG) | **Directorate:** Children’s Services |
| **Responsible to following manager:**Head of Special Needs, Disability and Psychology ServicesDirector of Quality Wandsworth CCG | **Responsible for following staff:**N/a |
| **Post Number/s:**1 | **Last review date:** May 2019 |

**Job Purpose**

The postholder will provide project support, produce research and briefing documents, and undertake analysis of health and social care data, to support senior leaders across the CCG and Local Authority to monitor and develop services for children and young people with special educational needs and/or disabilities (SEND). The role will involve working closely with a wide range of stakeholders and having a direct line of communication with the Director of Children’s Services and Wandsworth CCG Director of Quality to ensure priorities for children and young people with SEND are understood and driven forward at a senior level. The postholder will also be responsible for undertaking wider project support within the Children’s Services Department and CCG as the need arises.

**Specific Duties and Responsibilities**

* To support the development, production and updating of the SEND and Inclusion Strategy and other strategic plans.
* To support the LA and CCG in complying with their statutory duties in regard to SEND and highlighting areas of priority by adding challenge where appropriate.
* To manage the work of the monthly SEND partnership meeting between senior officer from the Local Authority and CCG, including ensuring that improvement plans are adhered to and robustly scrutinised.
* To deputise for senior managers at strategic SEND meetings as required.
* To keep thorough and accurate records and provide support at high-level meetings through organising venues, preparing agendas and papers, taking effective minutes, recording actions and liaising with various stakeholders as required.
* To ensure that appropriate data is available, accurate and used to improve performance in both organisations.
* To research, prepare and write-up well-structure and high-quality reports and briefing papers for managers and Councillors.
* To research and interpret national policy developments relating to children and young people with special educational needs and/or disability and produce and disseminate relevant guidance and briefing reports as appropriate to senior managers and key stakeholders.
* To organise and run stakeholder engagement events including large briefings, drop-ins and focus groups.
* To promote ways of working that ensure residents and stakeholders are actively engaged in the development of strategic plans and are able to influence decision making.
* To respond to requests for wider policy and project support as the need arises.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond and Wandsworth CCG.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning General Data Protection Regulation (GDPR) and health and safety.
* To adhere to security controls and requirements as mandated by the SSA’s & CCG 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 the CCG and both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
* 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**

The post holds no line management responsibility.

**Person Specification**

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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.

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| **Person Specification Requirements** | **Assessed by** **A**  **&**  **I/ T/ C (see below for explanation)** |
| **Knowledge**  |
| Knowledge of the legislative framework underpinning the delivery of services for children and young people with SEND  | A/I |
| Knowledge of the wider education, health and social care environment and factors affecting the delivery of services across education, health and social care | A/I |
| Knowledge of project management techniques and tools | A/I |
| **Experience**  |
| Experience of writing well-structured and high-quality reports | A/I |
| Experience of working collaboratively to achieve an agreed outcome | A/I |
| Experience of project management | A/I |
| Experience of interpreting and analysing complex information and use of this in written reports and verbally to inform service development. | A/I |
| **Skills**  |
| Ability to work across different organisations and cultures and respond quickly and effectively to the changing demands of these organisations | A/I |
| Excellent interpersonal skills including the ability to communicate effectively at all levels including with partner organisations, councillors and residents | A/I |
| Ability to organise own workload, prioritise tasks to meet deadlines and respond flexibly to changing needs and priorities | A/I |
| Ability to think flexibly, innovatively and resourcefully to solve complex problems | A/I |
| **Qualifications**  |
| Educated to a degree standard or equivalent by work experiences | A/C |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**