

Person Specification

JOB TITLE:	Deputy Safeguarding Lead	POST NO:	
GRADE:	15	DEPARTMENT:	People and Communities
DIVISION:	Safeguarding & Quality Assurance	DIRECTOR:	
DATE:	January 2016	COMPLETED BY:	Alison Bennett

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<p>In depth knowledge and experience of the values and principles underpinning service user involvement and good Customer Care.</p> <p>Knowledge of complaints and advocacy legislation and guidance.</p> <p>Detailed knowledge of the Children Act, Working Together, Care Planning Regulations and IRO Guidance and other relevant legislation, guidance and research findings.</p> <p>Knowledge of children's welfare and development.</p> <p>Supervisory experience.</p> <p>In depth knowledge and understanding of best practice and national developments relating to the service area.</p> <p>Knowledge of performance management frameworks and management of information.</p> <p>Knowledge of the management of people within the field of Social Care</p> <p>In depth knowledge of the role and responsibilities of the Local Authority Designated Officer (LADO), handling complaints in Children's Services and MAPPA.</p>	<p>Involvement in workshops/ consultations/ working groups.</p> <p>A management qualification.</p> <p>Knowledge of budget/resource management.</p>

--	--	--

<p>SKILLS & ABILITIES</p>	<p>Ability to communicate skilfully and effectively verbally and in writing to a range of audiences including children, young people, parents and carers, staff and professional colleagues and Cabinet members.</p> <p>Ability to plan and prioritise the allocation of work to staff appropriate to their level of experience and which effectively responds to service users, and is compliant with policy and procedure.</p> <p>Ability to manage systems and processes relating to the employment and responsibility for individual members of staff – capability/absence.</p> <p>A demonstrable ability to analyse information to determine and plan interventions and decide and direct a course of action with staff with case responsibility for service users.</p> <p>Ability to transfer knowledge and skills to staff and colleagues through supervision, coaching, mentoring and co-working.</p> <p>Knowledge of financial systems and ability to manage a budget effectively through prioritising expenditure and monitoring spending pressures.</p> <p>Ability to disseminate information and facilitate business planning and consultation between staff and senior managers.</p> <p>Knowledge of risk management processes and the ability to assess and manage risk professionally [Children] and organisationally [risk to staff/resources]</p>	<p>Familiarity with electronic business support processes for records, calendar management, word processing etc.</p> <p>Some previous project/management experience.</p>
--------------------------------------	--	--

<p>QUALIFICATIONS/EXPERIENCE</p>	<p>Degree in Social Work or equivalent.</p> <p>Registration with the HCPC.</p> <p>Ability to travel between locations.</p> <p>At least 5 years PQ experience in the field of Children's Social Care.</p> <p>Direct experience of working in a relevant team/service to the role.</p> <p>Prior experience of coaching/ mentoring/co-working/supervision/ practice teaching.</p>	<p>Consolidation Award Specialist Children's Award</p> <p>Management qualification</p>
<p>EQUALITY</p>	<p>Demonstrate understanding of acceptance and commitment to the principles underlying Equal Opportunities.</p>	