

## Job Description

Job Title: **Local Authority Designated Officer (LADO)**

POSCODE:

Grade: 14

### Overall purpose of the job

**To progress LADO referrals, offer guidance support and advice to referrers. To oversee investigations to ensure a fair, proportionate evidenced based outcome is achieved. To ensure the voice of the child is considered as part of all LADO referrals.**

**To work in partnership with agencies to ensure that the role of the LADO is well known, to provide training to agencies to ensure contact is made with the LADO when it is appropriate to do so.**

Please list the accountabilities in descending order of priority.

	Main accountabilities
1.	To assist in the delivery of Peterborough's Quality Assurance Framework using performance indicators and management targets to ensure the best outcomes are achieved for children.
2.	To implement the guidance from Working Together to Safeguard Children, Keeping Children Safe in Education and all other relevant legislation and policy.
3.	To undertake a quality assurance role in relation to children in need of protection or in care, by actively monitoring practice standards, systems and processes and identifying any practice deficits to improve service delivery for children, young people and their families.
4.	To ensure that the quality of casework presented to the service is monitored and that managers at all levels within Children's Social Care are made aware of any cases that do not meet professional standards.
5.	To actively engage in discussion with Senior and Operational Managers identifying areas of good practice and challenging poor practice where necessary.
6.	To ensure that practice is person-centred, and to ensure that children's views and wishes are sought and appropriately represented within all decision- making meetings.
7.	To contribute as required to the work of the Local Safeguarding Board.

8.	To be actively involved in working groups and panels where required. To monitor thresholds in relation to the safeguarding of children.
9.	To maintain effective administrative systems within timescales and to ensure that the records of meetings are of a high standard and accurately reflect the discussion and decision making at those meetings.
10.	To ensure that the records and plans arising from all meetings are produced and distributed within statutory timescales.
11.	To identify any shortfalls in practice standards, corporate parent responsibilities or in the provision of resources for Children in Care, according with the requirements of the Adoption Act 2002.
12.	To robustly monitor the effectiveness of multi-agency arrangements to implement safeguarding arrangements.
13.	To ensure that all children/young people are enabled to make a meaningful contribution to their meetings.
14.	To audit cases on themes identified locally to ensure safety of practice.
15.	To undertake presentations of the outcomes of audits or individual Management Reviews to a variety of audiences.
16.	To be an active member of the Safeguarding and Quality Assurance and Safeguarding service and to contribute to strategic policy and procedural developments.
17.	To carry out peer supervision
18.	To represent the Local Authority at Multi Agency Public Protection (MAPPA) meetings as required and any other meetings identified.
19.	To complete the functions of this role across Cambridgeshire and Peterborough as part of a shared Safeguarding and Quality Assurance Service.
22.	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
23.	To independently chair other relevant meetings such as LADO Allegation Management Meetings, information sharing meetings and Child Protection Conferences.
24.	To screen, respond and manage all LADO referrals within timescale. To ensure agencies contacted are responded to in a timely way, provided with advice and guidance.

**Safeguarding commitment** *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

**Generic  
Responsibilities:**

To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.

To comply with all Health and Safety at work requirements as laid down by the employer.

The council is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

**Flexibility Clause:** Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.

**Variation Clause:** This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.

## Person Specification

### Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job - overseas equivalents will be recognised.

(Please note for some roles you may be required to register with a professional body e.g. Social Work England that have specific rules in relation to overseas qualifications).

Qualifications Required	Subject	Essential/ Desirable
	Professional Social Work qualification. (A/I)	Essential
	Relevant post qualifying studies.	Desirable

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
<b>Knowledge</b>		
	<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>Knowledge of financial systems and understanding of the financial entitlements of service users.</p> <p>Knowledge and understanding of good Customer Care. (A/IP)</p>	Essential
<b>Skills</b>		
	<p>Experience and skills in ability to transfer knowledge and skills to staff and colleagues through peer supervision, coaching, mentoring, training and co-working.</p> <p>Ability to effectively manage a busy workload whilst meeting timescales.</p> <p>Experience of chairing multi-disciplinary meetings.</p> <p>Promote effective working relationships with teams, service areas and partner agencies, and able to effectively manage the interaction of people with different perspectives.</p> <p>Excellent analytical and risk assessment skills.</p> <p>Knowledge of risk management processes and the ability to assess and manage risk professionally and organisationally.</p>	Essential

	Ability to disseminate information to Social Care staff and Senior Managers.  Effective organisation and time management skills, in order to meet service objectives and deadlines.  Ability to use IT systems effectively. (A/I)	
	Ability to contribute to departmental and inter-agency monitoring and audit systems.  Ability to work co-operatively as a member of a team.  Ability to think creatively about problem-solving.  Ability to contribute to the development and implementation of safeguarding policies and procedures. (A/I)	Essential
<b>Experience</b>	Give an idea of the type and level of experience required <b>do not</b> specify years of experience.	
	Degree in Social Work or equivalent.  Registration with Social Work England.  Ability to travel between locations.  At least 5 years PQ experience in the field of Social Care.  Prior experience of coaching/ mentoring/co-working/supervision/ practice teaching. (A/I)	Essential
	Experience in delivering multi-disciplinary training.	Desirable
<b>Personal Circumstances</b>	Car driver.  Able to adjust hours of work occasionally to meet priorities.	Essential
<b>Equal opportunities</b>	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	Essential
<b>Safeguarding</b> <i>(include for roles working with children/vulnerable adults)</i>	Demonstrate an understanding of the safe working practices that apply to this role.	Essential
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	Essential
<b>Customer Care</b>	Knowledge and understanding of effective customer care. (A/I)	Essential

[At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (AI) Application / Interview, (P) Presentation, (W) Written Test.]

Disclosure level		
What disclosure level is required for this post?	None	Standard
	Enhanced	<b>Enhanced with barred list checks</b>