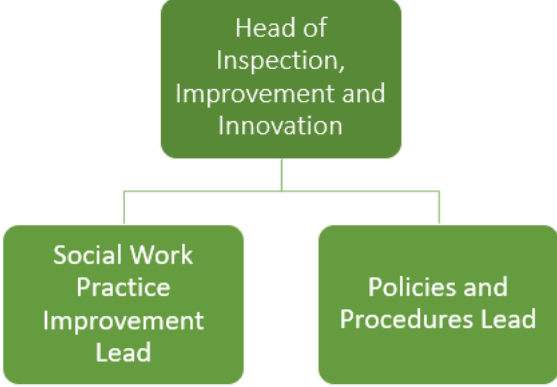


## Job Description

<b>Department:</b>	Children and Young People Services
<b>Division/Section:</b>	Inspection, Improvement & Innovation
<b>Job Title:</b>	Policies and Procedures Lead
<b>Post No:</b>	
<b>Grade:</b>	11
<b>Reports to:</b>	Head of Inspection, Improvement and Innovation
<b>Organisation Chart:</b> Show immediate manager and any jobs reporting to this post.	 <pre>           graph TD             A[Head of Inspection, Improvement and Innovation] --&gt; B[Social Work Practice Improvement Lead]             A --&gt; C[Policies and Procedures Lead]           </pre>
<b>DBS Check applicable?</b>	Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input checked="" type="checkbox"/> None <input type="checkbox"/>
	<b>Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Line Management responsibility for:</b>	No. of direct reports: 0 No. of indirect reports: 0
<b>Size of budget:</b> (Per annum)	0

<b>Job Purpose:</b>	<p>To develop a policy and training strategy and lead on the development, implementation, monitoring, updating and dissemination of policies, procedures, protocols and best practice with practitioners and partners</p> <p>To provide oversight and management of the policies and procedures library and to work with managers and partners to review and refresh policies in line with statutory guidance and changes in legislation. This will include implementing any changes to policy requested by the Children's Services Leadership Team (CSLT) in response to learning from Child Safeguarding Practice Reviews.</p> <p>To ensure that policies are understood and well applied and that social work teams have the tools they need to support children and their families in Peterborough.</p> <p>To work with the Social Work Practice Improvement Officer to design and deliver training to staff from children's services and across the partnership to socialise and embed new policies and procedures</p> <p>To manage Tri-x including tracking policy review dates and working with Tri-x to ensure that the portal is up to date.</p>
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### **Main Duties and Responsibilities:**

#### **Development of Policies and Procedures**

- To develop, write, implement, monitor, update and disseminate policies, procedures, protocols and best practice with practitioners and partners
- To develop a policy and procedures training strategy to ensure effective oversight and reporting of policies and procedures in children's services.
- Work independently to manage conflicting demands and deadlines. Manage own workload to ensure that new policies are drafted, signed off and a training offer delivered.
- Lead on policy focus groups and work with colleagues from across the service to ensure that refreshed policies meet the needs of service users in Peterborough.
- Undertake research to ensure that Peterborough Children and Young People's policies are up to date and in line with current best practice and updated legislation. Provide expert advice and support to management and operational teams on matters relating to policies and procedures.
- Lead on the development or refresh of policies and procedures to support the implementation of change programmes and work with teams across children's services to ensure that the policies and procedures meet service requirement
- Analyse areas for improvement by continuous monitoring and evaluation of processes and procedures
- Present new or refreshed policies to the Children's Services Leadership Team (CSLT).

#### **Training and engagement**

- Develop a comprehensive training plan to coordinate and monitor the dissemination of refreshed policies and provide regular reports to the Children's Services Leadership Team.
- Work with the Social Work Practice Improvement Lead and Assistant Principal Social Workers and other relevant workers to design training to socialise and embed new or updated policies.
- Work independently to deliver training across children's services to staff and partners by conveying complex information in an understandable format. Able to travel to offices across the Peterborough to deliver training face to face and meet with key stakeholders.
- Deliver presentations and workshops for key stakeholders to support the roll out of new or refreshed policies.

	<ul style="list-style-type: none"> <li>• Be responsible for raising awareness of changes to guidance and legislation and provide advice to practitioners on resulting changes to practice.</li> <li>• Undertake regular engagement activities with staff across the service including gathering feedback on existing policies.</li> <li>• Design practice based learning materials, including one-minute guides and factsheets to support the dissemination and embedding of new policies and procedures.</li> </ul>
<b>Generic Responsibilities:</b>	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health &amp; Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>
<b>Flexibility Clause:</b>	<p>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.</p>
<b>Variation Clause:</b>	<p>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.</p> <p>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.</p>

**DATE: August 24**

**COMPLETED BY: Charlotte Edwards**

## Person Specification

<b>Job title:</b>	Policies and Procedures Lead	<b>Directorate:</b>	Children and Young People Services
<b>Grade:</b>	11	<b>Service / Team:</b>	Inspection, Improvement & Innovation
<b>Date:</b>	August 2024	<b>Completed by:</b>	Charlotte Edwards

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of children’s services policies and procedures.</li> <li>• In depth knowledge of current and associated policy, legislation and guidance in relation children’s services. Able to demonstrate significant knowledge of current local and national policies</li> <li>• Understanding of strategy development and implementation to support changes in practice.</li> <li>• Knowledge of social work practice frameworks</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge or experience of project management</li> </ul>
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>• Ability to collate, analyse, write, and present complex reports and information about performance and quality of practice to diverse audiences and deliver the same information verbally in a confident manner.</li> <li>• To develop a strategy and training plan to implement, monitor, analyse and report on policies.</li> <li>• Ability to demonstrate interpersonal skills in groups, teams and one to one situations.</li> <li>• Ability to create innovative ways of working with and engaging staff and partners.</li> <li>• Ability to challenge others in a constructive manner and manage negotiations with key stakeholders to ensure that policies meet</li> </ul>	

	<p>the needs of the service and are in line with current legislation and best practice guidance.</p> <ul style="list-style-type: none"><li>● Conflict management and personal resilience.</li><li>● To inspire and motivate others, and work collaboratively and effectively with others to achieve organisational goals</li><li>● Ability to lead, develop and sustain effective team, partnership and multi-agency working through strong effective advocacy, influencing, and negotiating skills</li><li>● Able to meaningfully implement strategic decisions, policy and new legislation into operational practice and to provide a clear rationale for decision making.</li><li>● Flexible strategic thinking and a solution focussed approach and the ability to lead others to operate in that way</li><li>● Ability to communicate accurately in writing and verbally with all relevant audiences, including senior managers, Councillors, partners and service users, in particular, the ability to present complex issues in a simple and clear format.</li><li>● Ability to work across organisational boundaries to achieve corporate objectives and build sustainable partnership working with other key stakeholders.</li><li>● Ability to use the Microsoft Office suite of applications including PowerPoint, Publisher and Excel.</li><li>● Able to prioritise work, meet deadlines and utilise resources effectively in area and across the service.</li><li>● Ability to work independently, managing a programme of work and to respond independently to unexpected problems and identify possible opportunities.</li><li>● The ability to exercise judgement and make decisions in a timely and way without needing to escalate or seek approval.</li></ul>	
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	<ul style="list-style-type: none"> <li>• Excellent written and verbal skills and ability to write reports and policies and procedures to a high standard including analysis and statistical information.</li> <li>• Able to convey complex information to a variety of audiences in an understandable format.</li> </ul>	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience influencing, negotiating and of managing complex conversations.</li> <li>• Working independently to own initiative managing conflicting deadlines.</li> <li>• Excellent time management and experience successfully balancing competing priorities.</li> <li>• Experience writing policies, procedures and strategies to support organisational change or improvement in practice to a high standard and level of accuracy.</li> <li>• The development and delivery of presentations and training to diverse audiences including conveying complex information to specialists and non-specialists in a variety of formats.</li> <li>• Analysis of complex information and development of strategies to support new ways of working</li> <li>• Be highly experienced in writing and delivering training in a range of settings and styles</li> <li>• Demonstrate excellent planning &amp; organisation skills and ability to manage own initiative and to re-prioritise, as necessary, to adapt to changing demands.</li> <li>• Create and use of spreadsheets, word processing and presentation packages.</li> </ul>	<ul style="list-style-type: none"> <li>• Data collection and analysis; including the development of data monitoring tools including graph and table production.</li> <li>• Developing policies and procedures in a social work context.</li> </ul>
<b>QUALIFICATIONS</b>	<p>Key Skill Level 4: Bachelor's degree or equivalent professional experience with excellent numerical, verbal and written skills.</p> <p>Minimum 3 years' experience working with Children's services or related field and experience developing policies, procedures or strategies.</p>	Project Management qualification (APM/ PRINCE2 or similar)
<b>PERSONAL CIRCUMSTANCES</b>	Able to work in Peterborough, attend meetings including with children and young people and	

	families that suit them. Ability to work flexibly	
<b>EQUALITY</b>	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities.	
<b>CUSTOMER CARE</b>	Knowledge and understanding of effective customer care	

*[ 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.]*