

Title Child Protection Coordinator	Department Children, Families and Young People	Post Ref.
<p>Job Purpose</p> <p>This post carries overall responsibility for the co-ordination and chairing of Child Protection Conferences and complex strategy meetings within a specific geographic area. The postholder has a central role in promoting quality in child protection practice and effective implementation of departmental and interagency policies and procedures. Child Protection Co-ordinators provide an advisory and consultation service to social work staff, and other agencies. A primary function of the role is to ensure consistency of standards within the overall policy and procedures of the Department and other agencies.</p> <p>The postholder is responsible for promoting equity, and ensuring the achievement and maintenance of high standards of quality and efficiency in services provided.</p>		
<p>Key Responsibilities</p> <ol style="list-style-type: none"> 1. To work to identify opportunities for improvements and the achievement and maintenance of high standards of quality and efficiency in the services provided by Nottinghamshire County Council Children, Families and Cultural Services Department. 2. To support implementation and evaluation of formally agreed change. 3. To develop and improve personal skills through participation in, and contribution to, formal and informal staff development and training processes and training geared to meet the requirements of the post and the changing business requirements of the Department. 4. To manage resources and to participate in business planning, performance review, inter and intra departmental working parties and processes geared to contribute to strategic and departmental objectives and ensure the efficient and cost effective use of resources. 5. To seek, evaluate and organise management information and participate in decision making and problem solving processes. To ensure confidentiality of information in respect of records maintained and tasks undertaken within County Council Policy 	<p>Key Accountabilities</p> <ol style="list-style-type: none"> 1. To ensure effective mechanisms are in place to set up child protection conferences and complex strategy meetings within the area. 2. To be responsible for the chairing of child protection conferences, complex strategy meetings and other forums as necessary and required. 3. To contribute to county-wide policy / planning processes and service developments, and assist in monitoring the effectiveness of departmental and interagency child protection policy and procedures. 4. To advise the Service Manager Conference and Review and other senior Managers of necessary improvements in policies, procedures, and practice. 5. To be involved as necessary in cases containing important legal, political, organisational, public or social implications, and to notify senior management accordingly. 6. To work with other divisions, departments, agencies, and individuals in order to achieve an effective and consistent multi-disciplinary approach to Child Protection. 7. To assist with the implementation and monitoring of 	

<p>and relevant legislation.</p> <ol style="list-style-type: none"> 6. To maintain effective working relationships and thereby contribute to a working environment which is safe, considerate and supportive to all. Also, in accordance with relevant legislation, to take reasonable care of your health, safety and welfare and that of other persons and premises affected by your work or for which you are responsible. 7. In carrying out the duties and responsibilities set out within the Job Description and in the context of developing working relationships with others, the postholder will be expected to demonstrate commitment to and comply with the specific requirements and the spirit of the County Council Equal Opportunities Policy. This principle applies equally to all aspects of the role. 	<p>performance indicators in relation to defined targets and objectives, and to monitor, report, and advise accordingly.</p> <ol style="list-style-type: none"> 8. To provide advice / consultation on child protection matters to social care staff, other Children and Young People's Services staff and other agencies. 9. To provide quarterly reports containing quantitative and qualitative information relating to practice within the area. 10. To participate in quality audits as required. 11. To provide cover for other Child Protection Co-ordinators on a county-wide basis as required. 12. To provide professional advice to the Safeguarding Children Information Management Team and ensure efficiency of process and appropriate liaison / communications with that team. 13. To participate in the commissioning and delivery of training as required. 14. To liaise with the senior administrative manager as appropriate to ensure effective administrative arrangements are in place for child protection processes. 15. To report to operational managers any significant concerns relating to individual cases. 16. To maintain a knowledge and awareness of policy, procedures, and legislation in the postholder's field of work. 17. To act as designated officer in relation to other agencies and organisations, ensuring accountability in respect of grant aid payments and the monitoring of quality in service provision. 18. To undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the Job Description in specific terms.
<p>The post holder will perform any duty or task that is appropriate for the role described</p>	

Person Specification**Education and Knowledge**

1. Professional social work qualification (essential).
2. Registration with HCPC as a social worker (essential).
3. Advanced qualification in Child Protection (desirable).
4. Full driving licence (essential).
5. Relevant Management Qualification (desirable).
6. Knowledge of relevant legislative framework including in relation to children's services and human rights (essential) .
7. A good understanding of and professional knowledge of children's welfare and development, and best practice in working with children and families (essential).
8. Knowledge and understanding of anti-discriminatory practice (essential).
9. Knowledge of the national policy framework and key guidance relating to safeguarding children (essential).
10. Understanding of the role of all agencies involved in safeguarding children (essential).
11. Knowledge of representation and complaints procedures (essential).

Experience

18. 5 years post qualification experience, particularly in child protection/child care work (essential).
19. Management experience in child protection in a statutory setting (essential).

Personal skills and general competencies

12. Sets an excellent example of customer care for other staff.
13. Effectively sets direction for a team providing motivation for all to deliver high performance.
14. Anticipates customer needs to provide excellent service continually striving to improve efficiency and effectiveness
15. Sets challenging targets for performance for the team as well as delivering a high degree of personal effectiveness
16. Ensures the Council's policies for fairness and respect are delivered including setting high personal standards
17. Takes an active role in managing risk, health and safety and safeguarding issues.

<p>20. Chairing child protection conferences or interagency meetings, and evidence of chairing which encourages constructive participation while maintaining a clear focus on the welfare of the child (essential).</p> <p>21. Inter-agency working (essential).</p> <p>22. Service development and innovation (desirable).</p> <p>23. Undertaking performance reviews, audits or enquiries into practice (desirable).</p> <p>24. Staff training or development (desirable).</p> <p>25. Promotion of participation of children, young people, parents and carers in the child protection process (essential).</p> <p>26. Use of analytical and problem solving skills (essential).</p> <p>27. Evidence of effective verbal and written communication, including report writing to a high standard (essential).</p> <p>28. Producing high quality reports to deadlines (essential).</p> <p>29. Output monitoring and quality assurance (essential).</p>	
<p><i>Role Dimensions</i></p> <p>30. Child Protection Coordinators and Independent Reviewing Officers make up the Independent Chair Service. The IROs and CPCs report to two Service Managers within the Service.</p> <p>31. No line management responsibility.</p> <p>32. No responsibility for budgets.</p> <p style="text-align: right;"><i>Please attach a structure chart</i></p>	

Date July 2013