JOB DESCRIPTION

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| **Job Title: Directorate/Team:****Reporting to: Responsible for:** | SQA AdministratorWorcestershire County Council / Safeguarding & Quality AssuranceIRO Practice ManagerNo formal supervisory responsibility |
| **Salary Grade:** | Scale 4 |

# Purpose of job:

* To co-ordinate and administrate day-to-day arrangements for Children Looked After Reviewing, Child Protection Conferences or Position of Trust procedures and systems as required. Including the convening of meetings via outlook calendar and internal systems.
* To maintain statistical and other records relating to Child Looked After, Child Protection or Position of Trust and provide information as required.
* To co-ordinate and administrate day-to-day arrangements to support Senior Managers.
* To liaise with social workers, team managers and relevant officers of other agencies, where appropriate, to ensure the smooth operation of the Child Looked After, Child Protection or Position of Trust systems.
* To ensure the production and distribution of the minutes of the meetings as required by Independent Reviewing Officers, Child Protection Co-ordinators or Local Authority Designated Officers.

# Main Activities & Responsibilities:

* To be involved in convening meetings/conferences; maintaining accurate records; minuting and supporting the Chair in the running of meetings, in line with regulations and government guidance for:
	1. Reviews of children in the 'Looked After' system
	2. Child Protection Conferences
	3. Position of Trust
* To prepare meeting rooms and any additional rooms which may be required, such as waiting areas. To ensure that any additional equipment/facilities are available to meet the needs of either professionals or children and families who may be attending.
* To attend meetings and make summary notes of the main issues discussed electronically throughout the meeting to the level of detail as required by the Chair of the meeting. Generally, this will be a summary of the discussion and decisions and recommendations, although in some situations fuller minutes may be required. Records may include complex legal/medical/police terminology.
* To photocopy and distribute reports and other information as required.
* To prepare the final version of the records, copy and distribute in accordance with departmental guidance and in line with basic principles of confidentiality.
* To assist with arrangements for implementing decisions/recommendations; including:
* Completion of relevant management information processes
* Immediate notification of decisions/recommendations to agencies/families.
* To prioritise workload, making judgements based on the particular needs of the case.
* To ensure relevant tasks are completed in Liquidlogic, ensuring that data is accurate.
* To liaise with professionals from various agencies including Health, Education, Probation and Police and deal with enquiries or redirect as appropriate.
* To exercise absolute integrity and to ensure confidentiality is maintained in dealing with all information and materials.
* If necessary, in case of disruption in a meeting, to take appropriate action to safeguard yourself and others.
* To undertake miscellaneous administrative tasks to ensure the smooth operation of the service business, including:
* Prioritising incoming post and messages, alerting the relevant officers to matters which require immediate attention
* Maintaining electronic diaries and arranging appointments for Independent Reviewing Officers and Independent Chairs
* Maintaining adequate supplies of stationery and other office equipment
* Contributing to and participation in appropriate training courses
* Attending Team Meetings and participating in the development of the Unit
* Participation in regular supervision to enable the postholder to manage the inherent pressures within the job
* Attending meetings throughout Worcestershire.

# Generic Accountabilities:

* To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
* To undertake other such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
* To undertake health and safety duties commensurate with the job and/or as detailed in the Worcestershire County Council Health and Safety Policy.
* The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Worcestershire County Council Equality and Diversity Policy.

# Contacts:

In all contacts the post holder will be required to present a good image of the Service and the County Council as well as maintain constructive relationships.

Internal: Social Workers, Team Managers, Family Support Workers, Fostering & Adoption Workers, Residential Workers.

External: Managers from Health, Education, Police and Probation, Private and Voluntary Sector Managers.

# Additional Information:

* The Council reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
* Reasonable adjustments will be considered as required by the Disability Discrimination Act.

Author: Lorraine Dangerfield Date: July 2025