

JOB DESCRIPTION

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| **Job Title: Directorate/Team:****Reporting to: Responsible for:** | SQA AdministratorWorcestershire Children First / Safeguarding & Quality AssuranceSenior AdministratorNo formal supervisory responsibility |
| **Salary Grade:** | Scale 4 |

# Purpose of job:

* To co-ordinate and administrate day-to-day arrangements for Child Protection Conferences/LAC Reviewing/Position of Trust procedures and systems as required. Including the convening of meetings/conferences via outlook calendar and internal systems.
* To maintain statistical and other records relating to Child Protection/LAC Reviewing/Position of Trust and provide information as required.
* To co-ordinate and administrate day-to-day arrangements to support Senior Admin and 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 Protection/Independent Reviewing/Position of Trust systems.
* To ensure the production and distribution of the minutes of the meetings as required by Child Protection Co-ordinators/Local Authority Designated Officers and Independent Reviewing 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. Child Protection Conferences
	2. Reviews of children in the 'Looked After' system
	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 prepare the first draft for consideration by the Chairperson, ensuring the records are clear, reflect the key elements of the discussion and focus on the individual needs of children and their families.
* 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 Child Protection Co-ordinators and Independent Reviewing Officers
* 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 and occasionally outside the County when necessary.

# 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 Children First 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 Children First’s 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: Rachel Denton Date: October 2015 Date of grading confirmation:

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