

# Job Description and Person Specification

**Role:** Local Authority Designated Officer (LADO)



# Job Description

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| <b>Job Title</b>           | Local Authority Designated Officer (LADO) |
| <b>Grade</b>               | 10  |
| <b>Service</b>             | Quality Assurance                         |
| <b>Reports to</b>          | Risk Management Coordinator               |
| <b>Location</b>            | Broadgate House                           |
| <b>Job Evaluation Code</b> |   |





## About the Service your team will provide

### Purpose of the role

- To act as the Designated Officer (LADO) and lead on all matters related to allegations made against professionals in Positions of Trust that work in a paid and voluntary capacity with children.
- To ensure the City Council complies with its statutory obligations around managing allegations against individuals and responds to and acts on all allegations in a clear, timely and appropriate manner.
- Provide advice and guidance to employers, other agencies and voluntary organisations in Coventry regarding concerns or allegations against those working or volunteering with children and young people; allegations management and safe employment in accordance with relevant procedures and in a timely manner to maximise the safety and welfare of children and young people.
- In Coventry the LADO also contributes to the oversight and management of historical allegations involving children and professionals and the management of wider risk posed to children.

## Main Duties & Key Accountabilities

### Core Knowledge

- To comply with local and national guidance and procedures and in doing so support the continuous development and maintenance of a robust system for managing allegations against people who work with children.
- To ensure that responses to allegations are dealt with fairly, consistently and expeditiously;
- To contribute to developing and embedding safe practice into performance, behaviour and culture within the Council and partner agencies through the ongoing development and delivery of allegations management training.
- To maintain a LADO action plan in response to the changing local provider landscape in particular for difficult to reach sectors and organisations.
- Contribute to Children's Services quality assurance activity. Analyse LADO performance management information and support the Risk Management Coordinator to prepare and present reports to senior management and the Local Safeguarding Partnership.
- To promote links with other Local Authority Designated Officers through active membership of national and local LADO networks to ensure sharing of best practice protocols for continued service improvement
- To develop and maintain effective working relationships and communications with key statutory voluntary and private sector agencies working with children in Coventry and to develop and maintain links with appropriate HR Professionals in respect of management of safe recruitment practice and the resolution of cases in accordance with HR policy and procedure.
- To advise relevant senior managers on operational matters relating to allegations against professionals in their employment using the established Need to Know process.
- To participate in and contribute to the work of the CSCP including advising on and delivering LADO training.

- To work with colleagues in the Risk Management Team to contribute to the design, development and future delivery of a collaborative training offer including LADO, Safeguarding in Education, Prevent and Child Exploitation.
- Such other duties that are commensurate with this level of post. These duties are illustrative and not exhaustive. The post holder will be expected to become involved in a range of work to enable the service to respond effectively to the changing requirements of the Council and changes affecting the workforce.
- Any other duties and responsibilities within the range of the salary grade.

## Key relationships

| External | Internal |
|----------|----------|
|          |          |

## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

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| <p><b>Staff managed by postholder:</b></p> |
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## Person specification

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| <b>Job Evaluation Code</b>   |  |
| <b>Knowledge</b>   |  |
| Comprehensive knowledge and understanding of statutory requirements and practice in relation to safeguarding issues, and their relevance to statutory agencies, partner organisations and the City Council.  |  |
| Sound understanding of partnership working arrangements and how to develop trusting and productive relationships.  |  |
| Demonstrates a thorough understanding of the legal framework relating to managing allegations and current childcare legislation.   |  |
| Demonstrates awareness of major research findings and serious case review inquiry reports relating to the management of allegations and the safeguarding of children.  |  |
| Sound knowledge of diversity issues and of anti-discriminatory practice and the impact that oppression has on people accessing the service.  |  |
| Sound knowledge of best practice regarding child protection and safeguarding.  |  |
| Demonstrate knowledge of the evidence about what makes high quality practice in working with Children and Families ensuring children's safety and welfare is central to all decision making.                 |  |
| <b>Skills and Abilities</b>  |  |
| Excellent written and verbal communication skills with and the ability to communicate with a wide range of people both internally and externally.  |  |
| Highly developed interpersonal skills to be able to work successfully in partnership with other statutory and independent sector agencies and manage a range of internal relationships.                      |  |
| Demonstrates skills in work planning, problem analysis, excellent time management skills with proven ability to prioritise work<br>Ability to problem solve and manage competing demands under pressure.     |  |
| Ability to negotiate with and influence a wide range of practitioners, managers and partners from other agencies.  |  |
| Ability to make sound judgements based on analysis of the available information, quickly distinguishing between fact and information with no added value to the management of allegations.                   |  |
| Ability to prepare succinct reports and present these in a formal setting  |  |
| High level inter-personal skills, including the ability to develop effective working relationships, undertake high level negotiation with third parties and promote good customer care                       |  |
| Demonstrates an understanding and commitment to equality of opportunity and anti-discriminatory practice and the ability to challenge and rectify discriminatory practice at individual and systemic levels. |  |
| Ability to maintain emotional resilience in working with challenging behaviour and attitudes.  |  |



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| Knowledge and understanding of the importance of quality assurance processes, performance management and the use of management information systems   |
| <b>Experience</b>  |
| Substantial post qualifying experience in statutory safeguarding services for children and families  |
| Experience of chairing complex multi-agency meetings   |
| Confidence and ability to work constructively with senior managers, offering a critical perspective and appropriate challenge  |
| Experience of providing safeguarding supervision and support and challenging practice where necessary  |
| Substantial experience of successful partnership working.  |
| Experience and commitment to the use of IT systems and communication tools   |
| <b>Qualifications</b>  |
| Social Work Qualification (Diploma Social Work / Degree Social Work) Registration with SWE   |
| PQ award or evidence of CPD, i.e. practice teachers award  |
| <b>Special Requirements</b>  |
| This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a Full Enhanced Disclosure and Barring Service (DBS) Check. |

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| <b>Date Created</b> | 7 <sup>th</sup> June 2021 | <b>Date Reviewed</b> | 7 <sup>th</sup> June 2021 |
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