



Coventry City Council

Job Description

Post:	Service Manager Position - Risk Management Coordinator	Job Number:	
Service:	Childrens Quality Assurance	Post Number:	1023103
Location:	Broadgate House	Grade:	10

Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

Job Purpose:

This is a Service Manager role within Childrens Quality Assurance service. Specific job purposes are:

1. To lead and manage the Risk Management Team comprising LADO, Prevent, Safeguarding in Education and Quality Assurance and Monitoring.
2. To manage & oversee the local authority and partner agencies responses to allegations regarding professionals who are deemed to have abused their 'Positions of Trust,' working with children (in paid employment and volunteering).
3. Management and leadership of the ongoing development of services and professional practice; delivery of training, to support the early identification of children and young people at risk of harm through radicalisation (Prevent Duty) and pupils and students at risk of significant harm (school-based safeguarding services).
4. To manage & oversee the Children's Services quality assurance programme to support the identification and delivery of service wide learning and development priorities for best practice, impact and outcomes with children and families.
5. To assure the maintenance of high service and professional standards across the service through effective quality assurance accomplishments.
6. To manage local resources effectively and in line with the principles of value for money ensuring that statutory obligations and performance targets are met on time and within budget
7. To provide clear, visible, motivational, and relational leadership, communicating the vision and objectives, that create a high support high challenge culture, drives continual improvement, best value and high levels of user satisfaction.
8. To promote, develop and maintain effective partnership working and strategic alliances with internal and external stakeholders to deliver good service outcomes & achieve quality service delivery.

Main Duties and Responsibilities:

- To lead and manage the 'Local Authority Designated Officer' role.
- To chair professional abuse/complex strategy meetings in line with Coventry Safeguarding Children Partnership procedures & DFE guidance in order to ensure timely and safe actions.
- To lead & facilitate problem resolution across Council services & partner agencies in relation to adults who may pose a risk to children and to assure that local (including Multi- agency Public Protection Panels) protocols are understood & used.
- To lead partnership activity with employers ensuring that referral to regulatory bodies and actions in relation to individual cases are carried out appropriately and that internal and individual organisational policies & procedures are robust & effective, in line with statutory responsibilities.
- To lead individual & organisational learning and development, around adults who pose a risk to children, contributing to the CSCP training programme.
- To work in partnership with Council and other HR professionals to ensure safer recruitment & escalation practice and policy.
- To lead evaluation of the service & outcomes, in line with services aims and objectives, including - Learning, Development and Improvement Plans, the Coventry Children and Young People's Plan & Safeguarding Partnership priorities, Early Help & Corporate Parenting Strategies and relevant statutory & regulatory requirements.
- To manage and lead the ongoing development of services & professional practice, supporting the early identification of children & young people at risk of harm through radicalisation and the delivery of effective early help responses & safeguarding interventions,
- Chair Channel Panel.
- To manage and lead the ongoing development of school-based safeguarding services & professional practice, supporting the early identification of pupils and students at risk of significant harm and the delivery of effective early help responses & safeguarding interventions.
- To support the Operational Lead for Quality Assurance in the development & management of an effective model of quality assurance for Childrens Services, including- performance measurement in relation to activity & outcomes for children & families and in relation to value for money.
- To ensure the voice of children, young people, parents, and carers are incorporated into quality assurance activities and inform service development or changes.
- To provide annual activity & evaluation reports to CSLT & to CSCP, and updating policies & procedures as required.
- Any other duties and responsibilities within the range of the salary grade.com

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions.
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Partnership and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required: -

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected.
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately.

Any further Safeguarding Partnership responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

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

Responsible for: LADO, Prevent Coordinator, Safeguarding in Education Adviser, Q&A Monitoring Officer.

Responsible to: Operational Lead Quality Assurance

Date Reviewed: October 2022

Updated: October 2022



Coventry City Council

Person Specification

Post:	Risk Management Coordinator (Service Manager Position)	Job Number:	
Service:	Childrens Quality Assurance	Post Number:	1023103
Location:	Broadgate House	Grade:	10

Area	Description
------	-------------

Knowledge:	<ul style="list-style-type: none">• Knowledge of the application of CSCP multi agency processes and procedures
	<ul style="list-style-type: none">• Knowledge of relevant underpinning legislation including - Children Act 2004, Working Together 2015 and subsequent, Criminal & Court Services Act 2000, Safeguarding Vulnerable Groups Act 2009, Sexual Offences Act 2003 & Counter Terrorism & Security Act 2015, Keeping Children Safe in Education.
	<ul style="list-style-type: none">• Knowledge of relevant research & evidence base in relation to assessing & working with adults who pose a risk to children and practice, policy and programmes.
	<ul style="list-style-type: none">• Knowledge of relevant research & evidence base in relation to assessing & working with children & young people who are at risk of radicalisation
	<ul style="list-style-type: none">• Knowledge of the statutory Ofsted inspection & regulatory frameworks

Skills and Abilities:	<ul style="list-style-type: none">• Ability to lead a multi-disciplinary team
	<ul style="list-style-type: none">• Good written & verbal communication skills across a range of media
	<ul style="list-style-type: none">• Ability to manage competing priorities, delegate and coordinate workloads
	<ul style="list-style-type: none">• Ability to manage budgets
	<ul style="list-style-type: none">• Ability to use a range of performance management systems & data sources
	<ul style="list-style-type: none">• Ability to analyse & present data and to create information systems

Experience:	<ul style="list-style-type: none">• Experience of leading partnership working and inter-agency partnership
	<ul style="list-style-type: none">• Experience of leading and managing change
	<ul style="list-style-type: none">• Experience of working in and meeting the needs of diverse communities
	<ul style="list-style-type: none">• Experience of managing service budgets
	<ul style="list-style-type: none">• Experience of leading inter agency and multi professional meetings & networks
	<ul style="list-style-type: none">• Experience of quality assurance practice evaluation – impact and outcome based

Educational:	<ul style="list-style-type: none">• Professional qualification (level 4) in social work
	<ul style="list-style-type: none">• SWE social worker registration

Special Requirements:	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 check of police records via Disclosure and Barring Service (DBS).
------------------------------	--

