

# Job Description and Person Specification



# Job Description

<b>Job Title</b>	Conference Support Officer
<b>Grade</b>	4
<b>Service</b>	Childrens Services
<b>Reports to</b>	Professional Support Manager
<b>Location</b>	Broadgate House, 3 <sup>rd</sup> Floor
<b>Job Evaluation Code</b>	X9080L



# About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**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:



## About the Service your team will provide

### Purpose of the role / Output

To ensure that professional arrangements of Child Protection Conferences, Adult Safeguarding Conferences and other specified child protection meetings are made on the day.

To participate in all such meetings by taking comprehensive electronic notes to be reproduced as official documents, "Letters of Conferences," "Minutes of Conferences" and minutes of other specified meetings.

To work in accordance with Coventry Safeguarding Board (Children and Adult), Children & Adult Social Care and Children's Quality Assurance Service guidance and procedures.

## Main Duties & Key Accountabilities

### Core Knowledge

- Maintain confidentiality at all times.
- Service Children/ Adult Protection Conferences according to Coventry's Local Safeguarding Children/Adult Partnership policies, and in line with statutory government guidance "Working Together to Safeguard Children 2018" as follows:
  - Prepare, attend and take comprehensive notes of Child & Adult Protection Conferences, Initial and Review.
  - Produce an accurate written record of discussion and recommendations for the approval and signature of the Conference Chair. This record constitutes the minutes as an official document in line with statutory guidance.
  - Produce letters to parents, all professionals and members of conferences, confirming recommendations of conferences, according to an agreed format, for approval and signature of the Chair of the conference.
  - Ensure the production of letters and minutes is carried out within the agreed procedural timescales
  - Prepare the record using the Signs of Safety methodology by taking direction from the Chair and being familiar with the theory.
- Notify the Administrator staff of names and relevant details of children decided by Conferences to be made subject to a Child Protection Plan.
- Prepare, attend and take comprehensive notes of a range of Child Protection meetings, such as Position of Trust Meetings, in relation to "allegations against professionals, employees and

volunteers", "organised or multiple abuse investigations" and meetings in connection with people who pose a risk to children and Sex Offenders in line with the Local Safeguarding Children Board Guidance.

- Ensure that information systems and Performance monitoring forms are completed after each Child Protection Conference and other relevant meetings.
- Assist in the provision of general clerical/reception services to the Quality Assurance Service.
- Assist in the maintenance of case record files.
- Any other duties and responsibilities within the range of the salary grade.

## Key relationships

External	Internal
Health Education Police Probation Housing Other Local Authorities Charities including third sector agencies	MASH Partners Area Social Worker Teams Early Help Colleagues Social Work Academy Youth Justice Service Looked After, Permanence and Through Care Teams Fostering, Commissioning and Placements Safeguarding Partnership Human Resources Finance Colleagues Customer Services Colleagues LADO Adults Services

## 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:**

**Staff managed by postholder:**

N/A

## Person specification

<b>Job Evaluation Code</b>	X9080L
<b>Knowledge</b>	
Knowledge of the services provided by Local Government and specifically in relation to Children's Services	
Good knowledge of IT packages to undertake word processing and produce high quality of documents including minutes	
Basic knowledge of Health and Safety in the workplace and of risk assessments	
Good knowledge of Data Protection guidelines	
Knowledge of a range of office systems and procedures	
Knowledge of the work undertaken by the Quality Assurance Service	
Knowledge and understanding of the child protection system and the statutory guidance working together 2018	
Knowledge and understanding of Children's Services information management systems, e.g. Liquid Logic or equivalent.	
<b>Skills and Abilities</b>	
Excellent organisational skills to be able to organise and prioritise workload within the team	
Communication skills to be able to establish effective working relationships within the team and with customers	
Ability to deal with confidential information appropriately	
Ability to analyse and evaluate information	
Ability to record and interpret information accurately	
Ability to remain calm in sensitive and upsetting situations	

<b>Experience</b>
Of a range of office systems both computerised and manual and administrative work
Of handling confidential information
Of regular production of accurate minutes from electronic notes taken at meetings, to agreed timescales
<b>Qualifications</b>
Good standard of numeracy and literacy
Formal IT qualification e.g. RSA, Clait, NVQ, ECDL or equivalent
<b>Special Requirements</b>
<ul style="list-style-type: none"> <li>• Willingness to undertake further training and develop knowledge and skills</li> <li>• A Standard DBS check will be undertaken as part of the pre-employment checks for this post</li> </ul>

<b>Date Created</b>	November 2018	<b>Date Reviewed</b>	November 2022
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