

Job Description and Person Specification

Role: Service Manager – Risk Management Coordinator



Job Description

Job Title	Risk Management Coordinator
Grade	10
Service	Childrens Services
Reports to	Operational Lead
Location	Broadgate House, Coventry
Job Evaluation Code	L3650D



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

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

- To lead and manage the Risk Management Team comprising LADO, Prevent, Safeguarding in Education and Quality Assurance and Monitoring.
- 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).
- 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).
- 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.
- To assure the maintenance of high service and professional standards across the service through effective quality assurance accomplishments.
- 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.
- 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.
- 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 & Key Accountabilities

Core Knowledge

- 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.

Key relationships

External	Internal
Range of statutory and voluntary partner agencies and organisations including but not limited to CSCP and subgroups, Police, Health, Education/Schools & Early Years, Ofsted, Home Office, DfE, National/Regional LADO Networks, DBS, Channel & Prevent partners and stakeholders.	Range of Corporate/City Council partners including HR and other Business Partners; all Children's Services departments.

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:

LADO

Prevent Coordinator

Safeguarding in Education Advisor

Q&A Monitoring

Person specification

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Knowledge	
Knowledge of the application of CSCP multi agency processes and procedures	
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.	
Knowledge of relevant research & evidence base in relation to assessing & working with adults who pose a risk to children and practice, policy and programmes.	
Knowledge of relevant research & evidence base in relation to assessing & working with children & young people who are at risk of radicalisation	
Knowledge of the statutory Ofsted inspection & regulatory frameworks	
Skills and Abilities	
Ability to lead a multi-disciplinary team	
Good written & verbal communication skills across a range of media	
Ability to manage competing priorities, delegate and coordinate workloads	
Ability to manage budgets	
Ability to use a range of performance management systems & data sources	
Ability to analyse & present data and to create information systems	
Ability to lead a multi-disciplinary team	
Experience	
Experience of leading partnership working and inter-agency partnership	
Experience of leading and managing change	
Experience of working in and meeting the needs of diverse communities	
Experience of managing service budgets	
Experience of leading inter agency and multi professional meetings & networks	

Qualifications
Professional qualification (level 4) in social work
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).

Date Created	October 2022	Date Reviewed	February 2023
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