

## Job Description

<b>Job Title</b>	LSCP Business Manager
<b>Directorate</b>	Children and Young People's Services
<b>Service Area</b>	Practice, Improvement and Development
<b>Grade</b>	11
<b>Competency Level</b>	2
<b>Salary</b>	£60,332 – £66,750
<b>Job Type</b>	Hybrid
<b>Location</b>	Cunard Building
<b>Disclosure and barring service (DBS)</b>	Enhanced DBS
<b>Job Evaluation Ref No</b>	A9251

## Job Purpose

This role will lead on effectively organising, managing, and delivering the statutory responsibilities of the Safeguarding Children's Partnership as set out in the Children and Social Work Act 2017 statutory guidance.

- Managing the Liverpool Safeguarding Children's Partnership's (LSCP's) strategic business planning process and overseeing the operation of the LSCP Strategic Board and sub-groups

- Developing the work of the LSCP sub-groups, assisting Chairs in writing reports, procedures, guidance, and public information for the LSCP
- Advising LSCP members on safeguarding policy issues and making recommendations for decision-making in respect of the LSCP budget, duties, priorities and future direction
- Managing the LSCP's commissioning relationships and service level agreements with internal and external agencies
- Managing the monitoring and evaluation frameworks, which measure the quality, effectiveness and outcomes of the LSCP

### **Directly Responsible For:**

Child Death P Manager

Quality Assurance Lead (matrix management with Head of QA)

Performance Analyst Lead (matrix management with Head of Performance)

Education & Engagement Lead

LSCP Administrator

### **Directly Responsible To:**

The Safeguarding Children's Partnership, line managed by the Head of Service for Operational Developments and Safeguarding Partnership.

## **Main Areas of Responsibility:**

### **Strategic:**

- Use safeguarding professional experience (SW, Police, Nurse, DSL) to support the LSCP, its sub-groups and the Independent Scrutineer in meeting

LSCP Business Plan objectives through membership of sub-groups, writing reports, procedures, guidance and public information

- To write, publish and monitor the LSCP Annual Report and Business plan, consulting with partners to ensure a shared agenda and ownership
- To provide professional safeguarding support and guidance to the Independent Scrutineer so that the statutory functions of the Partnership are met with the fullest compliance
- To line manage the CDOP Manager, ensuring effective delivery and that the learning from Serious Case Reviews conducted by the National Panel informs local practice and is disseminated across the Partnership
- To undertake research and development work as directed by the LSCP, and to disseminate key findings, conclusions and recommendations
- Use safeguarding professional experience (SW, Police, Nurse, DSL) to develop and advise the board on policies, procedures and protocols relating to the work of the LSCP and evaluate the extent to which they are being consistently implemented and monitored by partner agencies
- To establish and maintain positive professional relationships with partner agencies within LSCP to drive forward business plan objectives
- Provide leadership to the LSCP Business Unit ensuring the functions of the team are carried out effectively in accordance with legislation, regulations and local policies and procedures

**Operational:**

- To produce regular performance management, quality assurance and budget reports for LSCP
- To collate and analyse data on behalf of the LSCP Subgroups, Rapid Reviews and Local Safeguarding Practice Reviews
- To ensure that LSCP members are kept up to date with relevant literature, research, government guidance, briefings and information on safeguarding children

- To assist the process of Serious Case Reviews and to provide analyses of risk and decision making in relation to professional practice
- Facilitate multi agency practitioner groups to assist practice learning and share best practice
- Take part in consultation with children, young people and their families as appropriate
- Use safeguarding professional experience (SW, Police, Nurse, DSL) to undertake regular and planned quality assurance initiatives to ensure the effectiveness of the Board and its partner agencies in relation to safeguarding activity. This will involve collating information, including numerical and statistical information, case analysis and benchmarking with regional comparators
- Be responsible for communication including the LSCP website to ensure all relevant updates, policies, procedures, training events and useful materials relevant to safeguarding are included
- To be responsible for the operational management of the LSCP Business Unit, including facilitating regular supervisions and Annual Development Reviews, providing induction to new staff and adhere to human resources policies and procedures
- To undertake any other duties, appropriate to the work and grade of the post, as may be directed from time to time

## **Supervision and Management Responsibility:**

- Ensuring activities are planned to include meaningful one to one conversation, quality annual appraisals and regular workforce planning and development
- Manages performance and behavioural issues effectively

## **Budget and Financial Responsibility:**

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.
- Monitor financial performance and deliver within budget
- Monitor financial performance, deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate
- Set, monitor, and remain within budget whilst challenging the team to deliver increased efficiencies
- Explores different options for funding and income generation
- Include details of the value of budget/financial responsibility and what this budget should be use for

## **Social Value Responsibility:**

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

## **Physical Demands of the Job:**

- Based in an office environment which may involve long periods of sitting

## **Corporate Responsibility:**

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement

- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **2**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualifications & Training

### Essential

- Professional qualification such as Social Work, Nursing, Teaching or Policing (A)
- Degree Level or equivalent specialist experience (A)

### Desirable

- Previous post qualification experience

## Experience

### Essential

- Extensive experience of work as a safeguarding professional in a safeguarding setting (I.e., Social Worker, Safeguarding Nurse, DSL or Police) (A&I)
- Experience of working and managing in a multi-agency arena (A&I)

### Desirable

- Experience of co-ordinating and chairing multi- disciplinary meetings
- Experience of developing policies and procedures

- A thorough understanding of primary legislation

## Skills/Abilities

### Essential

- A high level of written and verbal communication skills and the ability to liaise effectively across disciplines and organisations at all levels (A&I)
- Strategic and solution focussed thinker who thinks ahead to anticipate problems and opportunities (A&I)
- Knowledge and of performance management methods and the relevance in driving practice improvement (A&I)
- A thorough understanding of quality assurance methods and systems (A&I)

### Desirable

- An ability to analyse complex data. produce detailed reports and able to listen and understand information
- Demonstrate an ability to carry out research and understand more complex issues
- Assertive and able to influence others
- A thorough understanding of primary legislation and regulation relating to the safeguarding of children and young people e.g., 1989 Children Act, 2004 Children Act, Children and Social Work Act 2017, Working Together 2023
- A thorough understanding of guidance and the regulatory framework, which govern the work of safeguarding in all agencies



## Commitment

### Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

## Other

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level