

Job Description

Job Title	Merseyside Child Death Overview Panel Manager
Directorate	Children and Young People's Services
Service Area	Family Help
Grade	10
Competency Level	3
Salary	£56,673 - £62,580
Job Type	Hybrid
Location	Agile
Disclosure and barring service (DBS)	Basic
Job Evaluation Ref No	A8258

Job Purpose

To ensure that Liverpool, Sefton, St Helen's, Knowsley, Wirral and the Isle of Man comply with the statutory responsibility to review the deaths of all children normally resident in the local authority areas above and where appropriate the deaths of non-resident children and to ensure that the learning from CDOP is disseminated on a multi-agency and Pan-Mersey basis to positively impact child mortality across the region through awareness raising campaigns and training for all frontline professionals.

Directly Responsible For:

CDOP Administrator

Directly Responsible To:

Director for Commissioning and Family Help

Main Areas of Responsibility:

- To facilitate and manage the agreed CDOP model in accordance with Working Together to Safeguard Children 2023 and the Child Death Review Statutory and Operational Guidance published in October 2018 with the participating Merseyside and Isle of Man Local Safeguarding Children's Partnerships
- To ensure the Child Death Overview Panel has appropriate membership and representation and operates as an effective forum
- To ensure panel members are clear of their roles, responsibilities and attendance commitments and that multi-agency briefings are available following each CDOP meeting to improve infant mortality and address health inequalities
- To manage the data base. This includes responsibility for information sharing agreements, identification and management of agency leads, the provision of a rolling training offer for agency leads, data analysis and reporting
- To develop and maintain the administrative structure and CDOP processes
- To input relevant information into the national child mortality database (NCMD)
- To manage the CDOP budget and resourcing
- To ensure information sharing is compliant with GDPR legislation and guidance

- To lead on awareness raising campaigns and ensure processes and procedures for engaging and supporting families are effective
- To support the development of professional's skills and knowledge, practice and performance across Merseyside and the Isle of Man through multi-agency professional learning events and training including leading on Reflective Learning Events
- Lead on multi-agency audits - contributing to the improved practice across all agencies on a Pan-Merseyside basis
- To promote and engage in effective multi-agency partnership working with a wide range of stakeholders including paediatric liaison staff, commissioners, police services, coroner services and children's services

Strategic

- Provide professional advice about the need for Policy and Procedural review, guidance and training arising from emerging themes, trends and audit findings
- Lead on and/or contribute to the development of recommendations and action plans arising from audits, national input and external scrutiny.
- Contribute towards inter-agency audits commissioned by LSCP including Child Safeguarding Practice Reviews as appropriate
- Support and participate in a range of meetings with other agencies as required, including Liverpool's and Liverpool Women's Hospital Safeguarding Operational Group

Resources

- Use IT to develop audit tools, collate data and produce audit reports and present information in an accessible way using text and graphs

- Lead on the development of a range of audit methodology, audit tools including standard templates, questionnaires and recording methodology appropriate to the specific processes and practices
- Develop and deliver training and awareness raising materials as needed across the Merseyside and Isle of Man area accessible to all professionals who need it.

Planning and Organising

- To write, maintain and monitor with the assistance of the CDOP administrator the CDOP Risk Register and the CDOP Action Plan
- Monitor the implementation of agreed action plans to ensure recommendations are followed through and improvement achieved

People

- To ensure that external supervision is available to panel members and other relevant staff, through the maintenance of a Service Level Agreement with an external agency, which is reviewed on an annual basis
- To provide panel members with information in advance of CDOP meetings, present cases to the panel and audit agency compliance and adherence to specified standards
- Directly conduct audits to contribute to the improvement of service and support of colleagues to increase their skills
- Directly conduct themed audits to better understand issues impacting mortality and health inequalities across the Pan-Mersey and Isle of Man region
- Develop audit tools to achieve the required measures/outcomes for CDOP.

- Work to improve health outcomes for children across the Merseyside and Isle of Man areas through analysis of the work completed as part of the CDOP process
- Improve outcomes for children, young people and their families by helping to identify poor practice and working on a multiagency basis to help develop plans to address these areas for improvement across Merseyside and Isle of Man

General

- This job description is a representative document. Other reasonable similar duties may be allocated from time to time commensurate with the general character of the post and it's grading
- In addition to his/her principal duties the post holder will be expected to contribute more widely to the overall development of the Directorate and the Council
- It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements with Standing Orders and Financial Regulations of the City Council and 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
- All employees are expected to be committed to the Equality and Diversity policy and assist in removing the barriers to service delivery and employment to enhance a positive equality culture
- 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
- The office location that staff undertaking this job description are allocated could change at the discretion of management following consultation with individual post holders

Supervision and Management Responsibility:

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development
- Manage performance effectively
- Ensure the team is empowered to explore development opportunities

Budget and Financial Responsibility:

- Manage CDOP budget and resourcing
- Forecasting future spend and development to enable CDOP activities to continue on a multi-agency and Pan-Mersey basis
- Responsible for ensuring regular monitoring of spend and anticipate in a timely way where there will be additional demand on budget
- Prepare financial reports with the allocated Finance Officer and present these to the CDOP CDR Business Group on a quarterly basis
- Maximise use of resources across the Merseyside and Isle of Man area, ensuring monitoring and expenditure controls are in place as well as objectives to achieve and deliver best value
- 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 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

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:

- This position involves using a computer screen and sitting at a desk for prolonged periods of time

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: **Level 3**.

[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

Qualification and training

Essential

- Social Work Degree or equivalent qualification in Health, Education or the Police (A/I)

Desirable

- Evidence of commitment to Continuing Professional Development
- A management qualification

Experience

Essential

- Proven experience in multi-agency child protection and safeguarding, working collaboratively across services and in effective partnership with professionals to promote the welfare and safety of children (A/I)
- Supervisory or management experience within a statutory organisation, with responsibility for overseeing staff, service delivery, or operational functions (A/I)
- Experience of designing and delivering training development activities (A/I)

Desirable

- Proven experience of work in a statutory setting.
- Proven experience of project management

Skills/Abilities

Essential

- Comprehensive understanding of child protection legislation and statutory guidance, as outlined in *Working Together to Safeguard Children*, combined with in-depth knowledge of child development and family dynamics to effectively apply best practice research, assessment frameworks, and planning tools (A/I)
- Ability to analyse information accurately and make sound decisions in high-pressure or time-sensitive situations (A/I)
- Effective communication skills both written and verbal, with the ability to analyse information, write reports, chair meetings effectively and present clear plans/outcomes to professional groups (A/I)
- Quality assure a range of work including assessment and develop smart plans to achieve sustained change delivering high quality practice across agencies across the Merseyside and Isle of Man areas (A/I)
- Ability to provide clear leadership and direction, provide meaningful staff supervision, staff appraisal and performance to motivate and develop others (A/I)
- High level of personal emotional resilience, with the ability to recognise and promote safety, health, wellbeing and emotional resilience for both self and colleagues (A/I)

Desirable

- Skills in managing change and applying a systematic approach to the prioritisation of tasks and problem solving
- Ability to foster innovation and new ways of working
- Ability to effectively demonstrate the role of a Corporate Parent in line with the Corporate Parenting Principles
- Ability to manage a team budget efficiently and make good use of resources.
- Ability to work effectively as part of a team and alone

Commitment

Essential

- Proficient in using information technology and agile working practices to enhance efficiency, support effective case management, and optimise time and resource planning (A/I)
- To work within professional and ethical standards, demonstrating a commitment to equality and diversity (A/I)

Desirable

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

Other

Essential

- This post is subject to a Basic level DBS check

Desirable

- A commitment to own professional development and that of other colleagues