

## Job Description

<b>Job Title</b>	Policy, Procedure, and Standards Implementation Officer
<b>Directorate</b>	Children & Young People's Service
<b>Service Area</b>	Practice Improvement and Development (Workforce Development & Learning)
<b>Grade</b>	9
<b>Competency Level</b>	2
<b>Salary</b>	£49,764 – £54,916
<b>Job Type</b>	Hybrid
<b>Location</b>	Cunard Building
<b>Disclosure and Barring Service (DBS)</b>	Not applicable
<b>Job Evaluation Ref No</b>	A9700

## Job Purpose

To develop, revise, and implement policies, procedures, and standards across a children's practice system in keeping within the Children and Young People's Service Model of Practice.

To support the development, revision and implementation of policies, procedures, and standards across the Local Safeguarding Children's Partnership.

### **Directly Responsible For:**

The post holder will not have any direct responsibilities for staff members.

### **Directly Responsible To:**

Principal Children and Families Social Worker

### **Main Areas of Responsibility:**

- To co-ordinate and support the development, revision and implementation of policies, procedures, and standards across the Children and Young People's service practice system in relation to our model of practice
- To support the implementation of the holistic Model of Practice through the development of policies, procedures, and standards
- To work with all service areas to ensure that the development of policies, procedures and standards represent their specific service area need and are in keeping within legislative and regulatory frameworks
- To allocate, supervise and manage work instruction across the practice system for activity associated with policy, procedure and standards activity
- To support organisational alignment to the model of practice through forms review and review of policies, procedures and standards
- To work in partnership with other agencies to support the implementation of the development work around policy, procedure and standards across the Partnership
- To represent the local authority (Children and Young People's services) locally and nationally in relation to specific policy, procedure and/or standards work

## **Supervision and Management Responsibility:**

- Not applicable

## **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

## **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 post is a combination of office work and field work. It will involve sitting for long periods of time and a requirement to travel to meet service needs

## **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

## Qualification and training

### Essential

- Degree in a related field (social care, youth work, teaching, policy development) or equivalent experience (A)
- Social Care, Teaching, or Youth Work experience (A)

## Experience

### Essential

- A thorough and detailed knowledge of all “welfare” legislation relating to adults and children, e.g., Children Act 1989, NHS and Community Care Act 1990 (A, I)
- In depth understanding and experience of working with children, young people, and their networks, as well as a demonstrable commitment to the values of family involvement, relational approaches and empowerment (A, I)
- A clear understanding of structures, practices, legislation, contracts, powers and duties operating in the Council, other agencies and National Government (A, I, E)

## Desirable

- Knowledge of other agencies and how they work in relation to welfare services

## Skills/Abilities

### Essential

- Ability to advise internal and external partners on developing advice, guidance and policies on working with children and young people as equal partners in participation-based activity (A, I)
- Effective oral and written communication skills to develop communication channels with children and young people, groups and partner organisations (A, I)
- Use of IT and software including MS Word and Excel to a reasonable standard (A)

### Desirable

- The ability to demonstrate initiative, engage others and enable them to achieve their goals
- The ability to objectively analyse situations, using evidence and clear judgement to generate effective solutions
- The ability to understand and reflect critically on both your own personal development and how your actions affect others
- Analytical skills to assess and interpret key data
- Ability to provide guidance on decision making and encourage critical reflection on practice

- Ability to research, cascade and incorporate new guidance and procedure into work quick and effectively, to inform professional decision making

## Commitment

### Desirable

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

## Other

### Essential

- Ability to demonstrate a commitment to own professional development and that of colleagues (A, I)
- Ability to understand and demonstrate a commitment to Equality, Diversity and Inclusion (A, I)