

Job Description

Job Title	Strategy Officer
Directorate	Children and Young Peoples Service
Service Area	Childrens Social Care
Grade	4
Competency Level	1
Salary	£27,254 - £31,022
Job Type	Administrative
Location	Office Based
Disclosure and barring service (DBS)	Basic DBS Check
Job Evaluation Ref No	

Job Purpose

To receive and process all requests for Childrens services for Strategy discussion meetings, arrange and set up Strategy discussion meetings for Children Advice Support Service (CASS) / Multi Agency Safeguarding Hub (MASH) and attend these meetings to take minutes.

To obtain and provide high quality information and input this on the relevant systems.

Directly Responsible For:

Not Applicable

Directly Responsible To:

Children Advice and Support Service Coordinator

Main Areas of Responsibility:

- Manage the team outlook inbox processing the requests submitted for Strategy discussions from within Liverpool Children Services.
- Provide allocate slots to social workers for meeting requests giving clear guidance and instructions.
- Arrange and set up multiagency CASS strategy meetings within a small timeframe ensuring maximum attendance from all partner agencies.
- Attend CASS strategy meetings to take accurate understandable minutes.
- Input minutes onto the strategy discussion form on the LCS system.
- Work closely with our Police, Health and other MASH partners to manage and process all requests effectively.
- Support CASS/MASH with any additional Business support tasks when needed.

Supervision and Management Responsibility:

- Will be supervised by the Children Advice and Support Service Coordinator
- Regularly supervised with work checked by supervisor
- Left to work within established guidelines subject to scrutiny by supervisor
- Plan own work to ensure the meeting of defined objectives

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:

- The role may require sitting for long periods.

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 **1**

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

- 5 GCSE's (A* - C, 9-4 including English) or NVQ Level 2 in Administration or equivalent (A)
- Willingness to undertake relevant training to comply with the requirements of the post (A/I)

Experience

Essential

- Experience of working in a role where children's social care, family support or early help is a key element (A/I)
- Experience of handling information and accurate data input (A/I)
- Experience of communicating with professionals by telephone and in writing (A/I)
- Experience in setting up and managing multi agency meetings (A/I)
- Experience in accurate minute taking for virtual meetings on Microsoft teams (A/I)

Desirable

- Experience of working with IT systems –Liquid Logic, outlook etc (A/I)



Skills/Abilities

Essential

- Demonstrates excellent verbal, written and customer service skills and can read and comprehend written materials/instructions easily (A/I/T)
- An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016 (A/I)
- Demonstrates accurate and speedy computer data inputting skills (T)
- Ability to work a part of a team showing flexibility in duties undertaken (A/I)
- Take responsibility for organising and managing own workload and meeting performance targets in a fast-paced environment (A/I)

Desirable

- Knowledge or an understanding of relevant Safeguarding frameworks/procedures and how these protect and support families (A/I)
- Well-developed IT Skills (A/I)

Commitment

Desirable

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

Other

Essential

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

