

Job Description

Role Profile	Policy Officer
Service/Team	Children's Services
Reports to	Head of Quality Assurance, Safeguarding and Partnerships
Responsible for	Policy development and change in Children's Social Care.
Number of posts	1
Post Number	TBC
Career Grade	I

Job Overview

To review, create, develop and maintain policies and procedures for Children's Social Care Services. This includes supporting operational managers with implementation of new and updated policies and procedures and monitoring changes in legislation and guidance and advising on any change resulting from this. To co-ordinate, maintain and facilitate a policy review and maintenance process across Children's Social Care Services.

Key Responsibilities

1. To prepare policy and procedural documents relating to the operations of Children's Social Care for approval by the senior management team (or other governance bodies).
2. To review, refresh and update policies and procedures as required ensuring that they remain fit for purpose, and accurately reflect legislation, practice guidance and comply with other Council policies and standing orders.
3. To give advice to colleagues on matters of policy, procedure and change management
4. To act as a lead for the unit in matters of equalities including preparing equality impact assessments for any new, or changes to existing, policy and procedure.
5. To keep policies and guidance up to date, maintaining an efficient version control system and a register of policy and procedure, including review dates.
6. To look strategically across the unit and make linkages between changes in processes, policy and national legislation to ensure practice is appropriately updated, adapted or changed
7. To create and maintain an effective Change Management process to ensure policy and other changes are properly considered, achieved, signed off and their implications considered
8. To take a role in Co-ordinating change for Children's Social Care (by overseeing changes submitted to change management) and ensuring they are appropriately dealt with.

9. To provide a quality check on any policy, process or guidance work carried out elsewhere in the unit before its eventual release.
10. To participate in training and other communication activities necessary to ensure that new or updated policies are understood by staff, service users or other groups to whom they apply.
11. To engage with appropriate stakeholders and lead workshops and presentations when preparing and developing policies and procedures and to ensure that their views are considered.
12. To prepare and present papers for Council committees and inter-agency / officer groups where necessary
13. To represent the Council at external meetings and events as required
14. To liaise with colleagues in partner organisation and the BCP safeguarding children partnership to ensure consistency across policies and procedures
15. To liaise with the compliance service and monitor the quality of other colleague's work by ensuring any new documentation or communication complies with both the corporate and unit standards.
17. To undertake such other duties as may be required from time to time commensurate with the level of the post.
18. To comply with all decisions, policies and standing orders of the Council and any relevant statutory requirements, including the Equality Act, the Health and Safety at Work Act and Data Protection Act.

Specific Qualifications and Experience

- Degree or equivalent qualification
- Extensive experience of working at a senior level within safeguarding Service
- Experience of leading change programs, improving service quality and supporting a culture that drives up standards and performance
- Experience of strategic planning and partnership development
- Experience of multi-agency working at a strategic level, including developing relationships, presentation of information and chairing of meetings
- Experience of multi-agency review processes
- Experience of dealing with matters which are highly sensitive and confidential

Personal Qualities & Attributes

- Excellent time management skills, ability to work on your own initiative and under pressure, and the flexibility to adapt to changing workload demands and be able to deliver to deadlines in a complex working environment.
- Experience of multi-agency working at a strategic level, including developing relationships, presentation of information and chairing of meetings
- Experience of leading change programs, improving service quality and supporting a culture that drives up standards and performance
- Committed to promoting awareness of safeguarding issues across the community and seeking out and listening to views of children, families and communities

Job Requirements

- Member of a professional body, DBS check
- Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving license with access to own or pool car.

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.