

CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

DEPARTMENT: Education Safeguarding	SERVICE GROUP: Education Safeguarding
POST TITLE: Referral Officer	REPORTS TO: Attendance Team Manager
GRADE: Band 7	SAP POSITION NUMBER : 50189992

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis. For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

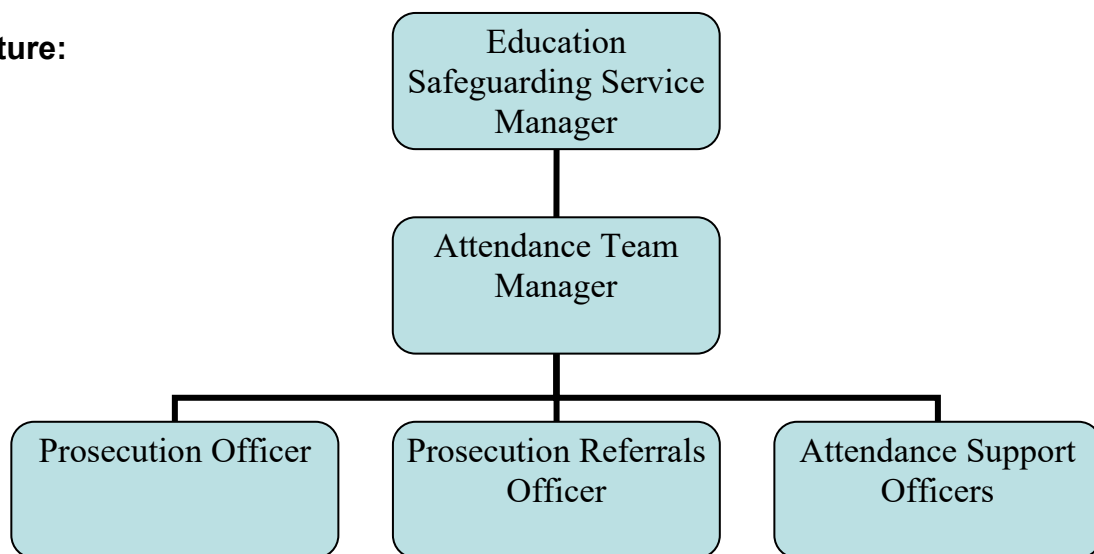
The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes. **Please see the separate guidance information on how to complete the form located on Bradnet.**

Key Purpose of Post: Max 3 sentences
<ul style="list-style-type: none"> • Administer the Local Authority’s prosecution referral process • Hold responsibility for checks with external and internal agencies to categorise cases and produce accurate data • Provide efficient and effective administration and data analysis support for the Education Safeguarding Team
Main Responsibilities of Post: Max 15 Bullet points
<ul style="list-style-type: none"> • Lead the referral process for prosecution referrals, being the first point of contact for professionals and parents. • Understand and share information around prosecution and determine which legal route applies to each case.

- Liaise with internal and external agencies such as Bradford Magistrates Court, Admissions, SEN, Children’s Social Care and Police to share information regarding prosecutions.
- Prioritising cases that need a criminal investigation
- Administrate the penalty warning/penalty notice process.
- Provide administrative support, producing and issuing letters and communication to families regarding prosecutions.
- Update information on Capita One to maintain accurate pupil records.
- Produce required monitoring data and manage the prosecution inbox.
- Access council information systems such as ICS, Northgate, Civica and Capita One to ensure all information is collated prior to prosecution.
- Minute team meetings and disseminate information

Structure:



Special Knowledge Requirement. Will be used for shortlisting. Max 10

	Essential
Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.	
Due to the Governments Fluency in English Duty for posts where employees speak directly to members of the public the post holder is required to meet either the Lower threshold level – where the person is able to demonstrate that they can during the interview: a) Can express themselves fluently and spontaneously, almost effortlessly b) Only the requirement to explain difficult concepts simply hinders a natural smooth flow of language	
Uses knowledge of Health, Safety and Environmental policies, procedures and regulations including risks in own area of work	
Uses a range of complex IT packages relating to area of work	
Ability to adopt a process of continual improvement and suggest ways of working more efficient and effectively to improve service delivery.	

Knows and understands how to use, interpret, handle and communicate information	
Able to carry out a variety of administration processes across the service including producing complex reporting data with regards to prosecutions	
To understand and implement legislation, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection	
Ability to prioritise workload, recognising high priority actions and sharing these with appropriate staff in the team	
Demonstrates knowledge of the education system	
Relevant experience requirement: Will be used for shortlisting	
The applicant is required to provide evidence of having previously spoken fluently to members of the public in order to meet either the Lower threshold or Advanced threshold level outlined under Special Knowledge above.	
Experience of using MS Office Suite of Software	
Taking and producing accurate minutes at meetings	
Relevant professional qualifications requirement: Will be used for shortlisting	
GCSE English and Maths Grade C or above / NVQ Level 2 in Administration	
Core Employee competencies to be used at the interview stage.	
Carries Out Performance Management	
Covers the employee's capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard.	
Communicates Effectively	
Covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships; giving advice and guidance; counselling, negotiating and persuading and handling private, confidential and sensitive information.	
Carries Out Effective Decision Making	
Covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work.	
Undertakes Structured Problem Solving Activity	
Covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking; developing practical solutions; applying problem solving strategies and managing interpersonal relationships.	
Operates with Dignity and Respect	
Covers promoting equality, treating all people fairly and with dignity and respect, maintains impartiality/fairness with all people, is aware of the barriers people face.	
Working Conditions:	
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.	

Special Conditions:		
You will be informed if there is a requirement for the post to have recruitment checks such as DBS, Warner Process.		
Compiled by: Danielle Wilson Date: 20th February 2019	Grade Assessment Date:	Post Grade: