CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL

JOB PROFILE

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| **DEPARTMENT: Office of the Chief Executive** | **SERVICE GROUP: Safeguarding Boards** |
| **POST TITLE: Safeguarding Reviews Coordinator**  | **REPORTS TO: Deputy Manager**  |
| **GRADE: SO2** | **SAP POSITION NUMBER :**  |

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.

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| **Key Purpose of Post:**  |
| To support the Children Safeguarding Partnership, the Safeguarding Adult Board and their partners in delivering high quality reviews for safeguarding, and child deaths.  |
| **Main Responsibilities of Post:**  |
| 1. Coordinate the Child Death Overview Process (CDOP) for Bradford l. This includes seeking and collating information from multi-agencies to prepare statutory documentation, liaising with the Chair and other participants as necessary, producing accurate representations with an unbiased view and recording all information on national databases.
2. Coordinate Child Safeguarding Practice Reviews (CSPR) and Safeguarding Adult Reviews (SARs) on behalf of the multi-agency partnerships. This includes corresponding with and supporting Independent Reviewers, being proactive in the gathering of information, pursuing partners from statutory, voluntary and community sector organisations for a variety of operations and tracking the development of safeguarding practices and procedures.
3. Work with the Comminity Safety Team to assist in the production of Domestic Homicide Reviews (DHR). Support the identification of lessons to be learned through coordinating the system under which DHRs are conducted.
4. Liaise with the Home Office, the National Child Mortality Database, the National Panel for CSPRs and any other national bodies as required by the reviews and panels as necessary.
5. To assist in the preparation for inspections from external bodies and any peer review type of activity.
6. Respond appropriately with members of the public and professionals about topics which are very sensitive, confidential and at times difficult.
7. Understand and work with different systems, both in terms of software and operational, across the multi-agency partnership and troubleshoot across these systems in order to produce coherent results.
8. Support professionals from different sectors to produce detailed reports for the CDOP, CSPR, SAR and DHR functions. Coordinate, track and chase information within the timescales set, this will involve skilful planning and effective organisation processes.
9. Support the Safeguarding Business Unit Manager to undertake these functions, and any other associated duties on behalf of the Safeguarding Children Partnership and the Safeguarding Adult Board.
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| **Structure:** |
| **Special Knowledge Requirement: Essential for shortlisting.**  |
| **Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column** |
|  | **Essential** |
| Due to the Government’s Fluency in English for posts where employees speak directly to members of the public the postholder is required to meet the Advanced threshold level which will be applied where the postholder requires a greater level of sensitive interaction with the public. You must be able to demonstrate that you can express yourself fluently and spontaneously (this will also be tested during the interview). | X |
|  Highly numerate with highly developed analytical skills to present complex and/or sensitive information clearly |  |
| Knowledge of Safeguarding and demographic data sources and datasets relevant to the children and adult partnership | X |
| Experience of working with multi-agency partnerships | X |
| Uses, interprets, analyses and comnmunicates complex information from a variety of sources and to a range of audiences. |  |
| Able to prioritise worksteams ,schedule and organise own time | X |
| A good understanding of data security and confidentiality issues | X |
| Good oral and written communication skills and an ability to work with a wide range of internal and external partners | X |
| Experience of successfully implementing a self service approach to information, using analytics and Business Intelligence platforms, eg Power BI , Qlickview, / Tableau |  |
| Experience of overseeing and managing research projects  |  |

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| **Relevant experience requirement: Essential for shortlisting** |
| The applicant is required to provide evidence of having previously spoken fluently to members of the public in order to meet the Advanced threshold level outlined under Special Knowledge above.  |
| Significant experience working with large multi-functional public sector or similar organisation in a coordinating role.  |
| Evidence of effective engagement and partnership working  |
| Good oral and written communication skills and ability to work with a wide range of internal and external stakeholders |
| **Relevant professional qualifications requirement: Essential for shortlisting** |
| Experience of using software packages to track activity and to produce reports Experience of using a clear approach to planning work and to ensuring that work is delivered to timescale The candidate must be confident that Police / DBS clearance will be obtained.  |
| **Core Employee competencies at manager level to be used at the interview stage.**  |
| **Carries Out Performance Management** – covers the employees capacity to manage their workload and carry out a number of specific tasks accurately 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 treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.  |
| **Management Competencies: to be used at the interview stage.**  |
| **Operates with Strategic Awareness** Our managerswork with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably. |
| **Practices Appropriate Leadership** Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self interest for the sake of the team or service. They consider serving the District in all that they do. |
| **Delivering Successful Performance** Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District’s vision & work to achieve Council’s values & agreed outcomes. |
| **Applying Project and Programme Management** Our manager’s work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning. |
| **Developing High Performing People and Teams** Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council’s values and goals. |
| **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.  |
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| **Special Conditions:**  |
| You will outline here if there is a requirement for the post to have recruitment checks such as DBS, Warner Process. |
| **Compiled by:****D.Minton****Date: 01/06/22** | **Grade Assessment Date:** | **Post Grade: TBC** |