



**SWINDON**  
BOROUGH COUNCIL

## Role Profile

<b>Job Title:</b> Policies and Projects Officer (Children's Services workforce development)	<b>Role Profile Number:</b> PCDH62
<b>Grade:</b> Q	<b>Date Prepared:</b> 09/10/2020
<b>Directorate/Group:</b> Children, Families and Community Health	<b>Reporting to:</b> Principal Social Worker Children's Services
<b>Structure Chart attached:</b>	No

### **Job Purpose**

To support the development of a high quality workforce for children and families in Swindon by contributing to the effective functioning of the Social Work Academy. To lead on ensuring a comprehensive suite of policies and procedures for the children's services workforce that is based on the latest legislation and guidance, and is also informed by best practice and innovation. To support the implementation and delivery of service changes and projects within children's services. To support the Service Manager and Principal Social Worker in quality assurance and service improvement activity across the service.

### **Key Accountabilities**

- To assist the Service Manager and the Principal Social Worker in the development of the Social Work Academy, including working with: students, Social Workers (from ASYE to Advanced, and those in management roles), Higher Education Institutions, national and regional organisations, research organisations, forums, and professional networks.
- To research key developments and legislation changes affecting Children's Services and to identify plans for action for the directorate
- To provide effective communication including: staff briefings, training materials, presentations to relevant teams on policy & procedures, inspection planning, and workforce development
- To engage with a programme of improvement work using the Children, Families and Community Health Strategic Improvement Plan and Service Improvement Plans.
- To represent the service area at development and management meetings

- To monitor activity and performance against agreed standards ensuring issues are identified early and using data to identify improvement opportunities.
- To support inspections by regulatory bodies by ensuring that documents relating to policies, procedures, and the Social Work Academy are available and meet high quality expectations.
- To monitor trends and changes in regulated inspections, providing learning from other Local Authority inspections.
- To effectively manage and implement change to culture, systems, and processes based on a focus on improving outcomes.
- To support the operational business in the development and use of IT and management Information systems.
- To establish forums and protocols for process reviews and changes to policies and procedures.
- To facilitate meetings and workshops as required during process and policy changes.
- To supervise the implementation and development of new systems across the service and monitor effectiveness.
- Ensure that new policies and procedures become embedded in daily practice and to ensure this through effective quality assurance activity.

### **Supplementary Accountabilities**

#### **Knowledge & Experience**

*Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:*

- Knowledge and understanding of the functions and statutory requirements of Children's Services, including children's social work career pathways
- Knowledge of relevant legislation, and associated regulations and guidance across children's services, particularly the Children Act 1989, Children Act 2002 and 2004,
- Experience and knowledge of data collection, management and its application in service management
- Detailed knowledge of the inspection frameworks affecting Children's Services
- Experience of working in Children's Services, or a similar environment
- Experience in project management and the use of project management methodologies and tools
- Excellent interpersonal skills with the ability to influence people from a range of backgrounds to bring about change
- Experience of using performance and management information systems
- Understanding of how management information can be used to improve operational practice and inform planning of services.
- Sound experience and knowledge of data management and data collection in database applications
- Demonstrable ability to analyse and develop business processes and to implement change control
- Proven ability to work alone as well as part of a team



### **Contacts and Relationships**

*(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)*

- The postholder will need to communicate clearly to a range of audiences and across organisational boundaries and levels.
- The postholder will represent the Service at meetings with external agencies and providers of services

### **Values and Behaviours**

We strive to underpin our culture of being 'At our Best' through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

### **Other Key Features of the role**

*(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).*

<b>Employee Signature:</b>	<b>Print Name:</b>
<b>Date:</b>	
<b>Line Managers Signature:</b>	<b>Print Name:</b>
<b>Date</b>	