

Job Title: Family Intervention & Support Service Partnership Officer	Role Profile Number: PCDN95
Grade: N	Date Prepared: November 2021
Directorate/Group: Children's Services	Reporting to: Service Lead Partnerships, Early Help and SEND Support
Structure Chart attached:	Yes

Job Purpose

- This role will support the effective development of the Family Intervention Support Service, reporting to the Service Lead for Partnerships, Early Help and SEND Support.
- Contribute to developing partnership arrangements, responding to, and supporting the national, regional and local initiatives in relation to the role and purpose of FISS.
- To be an enabler of success within the FISS team, securing access and engagement to forums and initiatives from key stakeholders to embed partnerships.
- To provide administrative support to two Service Leads.

Key Accountabilities

- To support the work of the Family Intervention & Support Service through effective business and administrative leadership.
- To support the implementation, monitoring and evaluation of the FISS audit arrangements, co-ordinating and prepping for strategic forums including QAPIB.
- Working with the FISS Service Leads to establish agreed outputs for the FISS strategy. Support, monitor and report on performance, and identify gaps in our core reporting, to enable improvements.
- To promote and/ or represent the FISS locally, regionally, establishing formal and informal networking arrangements with key stakeholders, community groups and local partners.
- To identify good practice in order to develop and support FISS to enable it to respond effectively to new initiatives and expand its role to meet the needs of its partners and the borough.
- To promote a shared understanding of the value which FISS can contribute to the delivery of strategies and services.
- To work with Service Leads to ensure the smooth running of FISS and associated initiatives, the timetabling and co-ordination of activities, the dissemination of relevant information to meeting

attendees and the organising of conferences, seminars and workshops and other stakeholder events.

- To support Service Leads with their operational budgets
- To ensure that equalities and sustainability issues are addressed by every partnership and initiative and reflected in the way they work and develop strategy.

Knowledge & Experience

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

- Practical experience of supporting partnership work and the establishment of Government initiatives
- Experience of supporting others to analyse, interpret and respond to data.
- Ability to co-ordinate and administer meetings, local conferences and planning sessions.
- Experience of supporting change management, budget management and people management.
- Financial awareness.
- Experience of facilitation and problem solving leading to successful outcomes.
- Proactive and responsive to competing and fast moving agendas.
- The ability to communicate with clear and effective methods.
- Competent and confident in the use of standard Microsoft Office products such as Word, Excel, Powerpoint and Outlook.

Qualifications

- Experience of, or evidenced interest in, the needs and wellbeing of children, young people and families.
- GCSE Maths and English to a grade C or equivalent.

Decision Making

- Responsible for effective operational practice in relation to business and administrative support.
- Reading and briefing on relevant reports and initiatives which could be positive in the provision of services for children, young people and families.
- Arrangements for partnership liaison, conferencing and consultation events.

Creativity and Innovation

- Delivering successful and innovative solutions to business challenges.
- Ability to analyse complex information quickly, reaching and articulating decisions with clarity, to deliver solutions that command support.
- Proven record of achievement in delivering service improvement, effective decision making, and high quality, accurate and timely work.
- Capable of reviewing and evaluating results, sharing this learning with others and taking decisive action to ensure that plans are delivered.
- Demonstrates a dynamic and achievement orientated culture.
- Ability to work effectively, flexibly and constructively with colleagues in a team where team members work positively to a shared goal.
- Actively contributes to the creation of an open, and interdependent culture.

<p><u>Job Scope</u></p> <p>Number and types of jobs managed</p> <ul style="list-style-type: none"> • 0 <p>Typical tasks supervised/allocated to others</p> <ul style="list-style-type: none"> • 0 	<p>Budget Holder</p> <p>Responsibility</p> <p>Asset Responsibility</p>	<p>No</p> <p>No</p>
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- **Contacts and Relationships**
All professionals and stakeholders e.g. Education, Health, Police, Housing, voluntary sector organisations, Senior Managers and Elected Members.
- Social Care Teams.
- Schools, Academies and other Education Establishments
- Key service providers across the council including enabling services.

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	

