

Job Profile – Camden Safeguarding Children Partnership (CSCP) Development Officer

Job Title: Camden Safeguarding Children Partnership (CSCP) Development Officer

Job Grade: Level 4, Zone 2

Salary Range: £45,042 - £51,870

About the role:

This is an important role that manages the development, planning and delivery of a range of complex safeguarding priorities for Camden children and young people. The role requires leading the successful delivery of a number of workstreams within a wide-ranging business plan. To achieve this, the post-holder will develop and maintain relationships across the Camden Children's Services and its partners, including practitioners, managers, senior leaders and elected members, in order to make improvements on child safeguarding practice, performance and joint working.

This role ensures that multi-agency safeguarding systems and processes are working, and any barriers are carefully considered and resolved. Understanding of children's services, safeguarding partnership and relevant organisations is key as the role involves analysis of issues, scoping potential areas of development, and monitoring progress to ensure recommendations are delivered to agreed timescales to achieve desired outcomes.

The work of the CSCP is delivered through its partnership meetings, and working groups, which require to be well organised with agendas which reflect local priorities and national initiatives. This includes timely completion of accurate and high-quality minutes, that evidences the strategic discussions and the dynamics of how the partnership works to deliver the safeguarding arrangements. Minute taking takes up 20% of the role and is a fundamental aspect of proactively developing partnership working in order to make progress in the delivery of the partnership's objectives.

You will be expected to anticipate the planning and preparation necessary ahead of the range of specified and high-level meetings relating to safeguarding children. This involves, preparation of presentations including qualitative and quantitative data, co-ordination of multi-agency safeguarding training, learning events and conferences, develop reports and ensure effective communication across safeguarding partners. This role provides enhanced high-level support to meet the demands of managing statutory process following a serious child safeguarding incident, child death and local child safeguarding practice reviews. The role involves the coordination of multi-agency audits, gathering information from multiple sources and ensuring that action plans are developed and progressed to improve frontline practice.

Example outcomes or objectives that this role will deliver:

- A well-functioning CSCP which monitors and supports children's agencies to work effectively to safeguard children.
- Effective support is provided to Statutory Safeguarding Partners and Independent Scrutineer which enables the CSCP Business Plan to be effectively implemented.
- CSCP policies and guidance are comprehensive and updated as required which reflects both local and national learning.
- Serious safeguarding incidents, and local child safeguarding practice are carried out effectively meeting statutory timescales.
- Accurate and succinct minutes that enable the development of partnership working.
- The CSCP Lay members and Young Advisors report that they are well supported and enabled to carry out their roles.
- Work pro-actively and co-operatively to ensure that timely and accurate information about national and local learning is shared with safeguarding partners.
- Microsoft Office 365 including Word, Excel, PowerPoint and other ICT systems to produce reports, spreadsheets, and other documents as required.

- Development of an up-to-date varied multi-agency training programme which is effective and reflects local and national initiatives meeting the needs of the CSCP's Training Needs Analysis.
- Coordinate and manage the CSCP multi-agency safeguarding training offer, including reporting on quality and impact of training.

About you:

- Experience of having worked in Children's Services setting would be helpful.
- Understanding of statutory framework for safeguarding children and awareness of confidentiality and information sharing.
- You will be approachable and able to manage relationships with staff at a variety of levels to achieve strategic goals.
- Be a confident communicator with strong written and verbal skills, to liaise with internal and external stakeholders of varying seniority.
- Be a self-starter with the ability to work both independently and collaboratively to manage competing priorities.
- Have analytical skills, and be able present complex information in accessible ways for a range of audiences.
- Have an open and creative attitude to problem solving and be able to take a planned approach.
- Be emotionally resilient, in order to coordinate the statutory response following serious child safeguarding incidents, including working to a strict statutory framework.
- You will be able to provide high-level coordination for meetings, including agenda planning and minute taking, in order to progress milestone actions that link to achieving wider strategic goals.
- The ideal candidate will be able to draft project outline documentation, formulate realistic actions plans in collaboration with key stakeholders in order to drive change.
- You will have advanced IT skills using a range of Office 365 systems.
- Ability to monitor spending on projects and training and awareness of financial processes.

Experience required:

- Experience of having worked in child or family services area with colleagues from different disciplines.
- Awareness of key guidance and legislation relating to children and young people's Social Care organisations.
- Experience of minute taking safeguarding meetings or those involving vulnerable people, and taking forward actions.
- Experience of analysing performance data or measures.
- Experience of co-ordinating multi-agency events and preparing supporting documentation.
- Experience of liaising with a range of colleagues from different organisations and an understanding of partnerships.
- Experience of influencing behaviour of staff and partners and moving forward positively with them.
- Proficient in Office 365 Word, PowerPoint, MS Teams, Excel, MS Forms etc.

People management responsibilities:

Support and guidance to CSCP Young Advisors and CSCP Lay Members

No direct line management responsibilities

You will report to the CSCP Service Manager

Relationships:

This role sits within the Children's Quality Assurance Unit within Children's Safeguarding and Social Work. It will be line managed by the Camden Safeguarding Children Partnership Manager.

- Deputy Chief Executive, Executive Director Supporting People, Camden Council
- Director of Children's Safeguarding and Social Work, Camden Council
- Head of Service, Children's Quality Assurance, Camden Council
- Director of Quality, Integrated Care Board
- Designated Doctor/ Designated Nurse, Integrated Care Board
- Chief Executives of NHS trusts
- Detective Superintendent, Public Protection, Central North BCU
- Chairs of CSCP and CSCP Subgroups
- Named Safeguarding professionals across all agencies including voluntary sector
- CSCP training providers
- Councillors
- Camden Council Communications Manager
- CSCP Manager
- CSCP members

Work Environment:

Office based at 5 Pancras Square, N1C 4AG, 9th Floor but will need to be flexible and attend other offices based in Camden, when required. The post-holder will be required to work in line with Camden's agile working framework including flexible and remote working patterns as required by the service.

<https://www.wemakecamden.org.uk/wp-content/uploads/2022/03/The-Way-We-Work.pdf>

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine our corporate services, and we'll redefine what a career can be.

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

Diversity & Inclusion

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian

and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,