

Local Authority Designated Officer (LADO) and Children's Quality Assurance Support Officer Job Profile

Job Title: LADO and Children's Quality Assurance Support Officer

Job Grade: Level 3 Zone 1

Salary Range: £30,893 – £35,488

About Camden

Camden aims to ensure that everyone can thrive by making our borough the best place to live, work, study and visit. We are home to the UK's fast-growing economy and we are making radical social change a reality, so that nobody gets left behind.

About the role

The Children's Quality Assurance Unit is a service within Children's Safeguarding and Social Work. It performs a range of functions with the overarching aim of reviewing and driving improvements to social work practice in order to provide the best possible service to the children, young people, and families that we work with.

This includes delivering and chairing child protection conferences for children and young people who are at risk of significant harm and reviewing care arrangements and plans for children and young people who are looked after by the Local Authority. The Unit also runs a number of data reports, writes policies, promotes and co-ordinates training and has responsibility for running the IT database (Mosaic). The LADO function is another of the Unit's responsibilities. This involves responding to concerns that arise where someone who works or volunteers in a role with children and young people is thought to pose a risk to them.

About you

The following attributes are needed for this role:

- A good working knowledge and understanding of children's social care processes.
- Proven administrative experience within large organisation.
- Competent numeracy skills and the ability to analyse statistical data.
- The ability to communicate clearly and succinctly.
- Competent IT skills including MS Office packages (Word, Excel and PowerPoint) and electronic databases.
- The ability to handle confidential and sensitive information appropriately in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.
- Familiarity with financial systems to process orders for goods and services.
- The ability to work flexibly and undertake other duties and responsibilities as may reasonably be required by service.

Work environment

The role is office based and includes the option of some home working.

People management responsibilities

None.

Relationships

The role is based within the Children's Quality Assurance Unit and reports to the Head of Service, Children's Quality Assurance.

The post holder will be required to liaise with various teams and services across the Council and with partner agencies.

Key contacts will include:

- Social workers and managers within Children's Safeguarding and Social Work.
- Partner agencies including the police, health services, and schools.
- The Camden Safeguarding Children Partnership.
- Officers in other local authorities, London-wide bodies and central government departments.

Over to you

We are ready to welcome your ideas, views, and rebellious spirit - help us to develop the support that we offer our communities. If that sounds good to you, we would welcome your application.

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

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce aims to ensure that we represent our communities to the best of our ability and enables us to make better decisions. Therefore, we particularly welcome applications from Black, Asian and other non-White ethnic groups, as well as those who identify as LGBT+, neurodiverse and disabled.

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 is not. Therefore, 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).

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.