

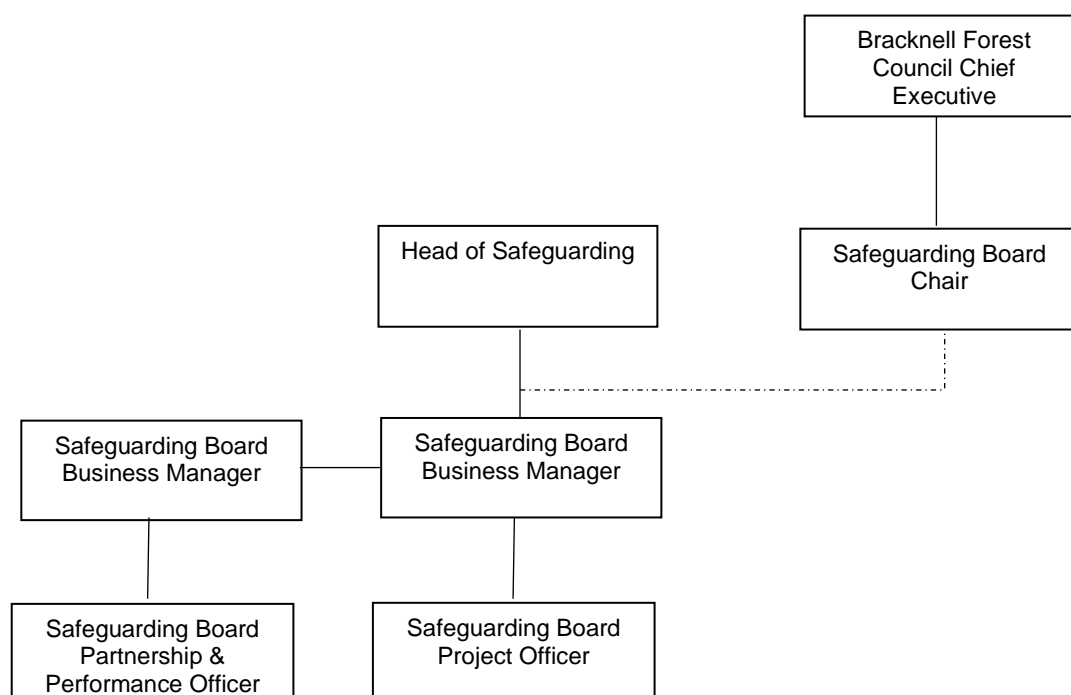
## JOB DESCRIPTION

<b>Job Title:</b>	<b>Bracknell Forest Safeguarding Board Project Officer</b>		
<b>Directorate:</b>	<b>People</b>	<b>Salary:</b>	<b>£35,235 - £39,513 plus £706 London Weighting (Pro rata for 22.5 hours per week £21,426 - £24,028 plus £429 London Weighting)</b>
<b>Section:</b>	<b>Commissioning</b>	<b>Grade:</b>	<b>BG-G SCP 25 - 30</b>
<b>Location:</b>	<b>Time Square</b>	<b>Work Style:</b>	<b>Flexible</b>

### Key Objectives of the role

1. Lead and oversee the project management of statutory safeguarding case reviews, including identifying learning points and implementing improvements and supporting evaluation of impact of learning.
2. Provide business support to the Safeguarding Board, manage projects and analyse data and information, in accordance with quality assurance and multi-agency training processes. This includes being responsible for establishing positive relationships with internal and external stakeholders.
3. Responsible for fostering strong internal and external working relationships with the safeguarding board members, scrutineers, partner organisations, practitioners and members of the public.

## Designation of post and position within departmental structure



## Daily and monthly responsibilities

### 1 Multi agency safeguarding reviews, audits and learning:

- Responsible for leading project management of multi-agency safeguarding reviews and multi-agency audits for adults and children.
- Responsible for coordinating learning events, workshops and action plan implementation.
- Responsible for the production of learning briefs for disseminating learning to partners and practitioners.

### 2. Data, information and performance management:

- Responsible for proactively working with agencies and partnerships to improve data quality and reporting to the Bracknell Forest Safeguarding Board (BFSB).
- Coordinate and produce multi-agency reports.
- Analyse and monitor safeguarding data and trends. Updating the performance and impact framework for all partners to view alongside the business intelligence unit and provide associated reports.
- Responsible for management and analysis of the case review performance.

### 3. Project work and strategic planning / reporting:

- Responsible for project work, including coordinating strategic plan actions, annual report production, reviews, conferences, workshops and learning events, forums and community events.

- Responsible for co-ordinating multi agency audits and reviews of training and competency frameworks.

**4. Website and multi-agency communication:**

- Responsible for maintaining and updating the BFSB website with the latest guidance and protocols, including all reviews and learning briefs arising from Safeguarding Adult Reviews and Local Children's Safeguarding Practice Reviews.
- Manage communication among partner agencies, practitioners and the public, including use of social media.

**5. Safeguarding policies and procedures:**

- Responsible for annual updates to safeguarding policies and procedures and support associated multi-agency training.
- Proactively monitor changes in legislation, guidance and local developments related to inter-agency safeguarding. Provide information briefings on these topics.
- Stay informed about operational safeguarding knowledge.

**6. Business support:**

- Responsible for business support to the BFSB and subgroups.

**7. Financial Management:**

- Responsible for BFSB contract payments, purchase orders and invoices.
- Responsible for compliance with the council's financial procedures and meet payment deadlines.

### Scope of role

This post is not a budget holder.

This post will cover the other duties of the Bracknell Forest Safeguarding Board Partnership and Performance Officer (P&PO) as needed in absence of that postholder.

Commitment to the Council's Equal Opportunities policy at all times.

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

## PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Skills and qualifications</b>	Degree or equivalent qualification or experience relevant to the role.	Evidence of on-going and up-to-date professional/personal development.
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<p>Ability to develop and implement business support systems.</p> <p>Proficiency in Microsoft Office applications (Word, Excel, Teams and PowerPoint).</p> <p>Excellent telephone and interpersonal skills.</p> <p>Strong customer service abilities.</p> <p>Accurate minute-taking during meetings.</p> <p>Effective organisation and prioritisation.</p> <p>Ability to manage and update the BFSB website.</p> <p>Ability to analyse information and identify patterns, trends and inconsistencies.</p> <p>Ability to support the production of meaningful statistics.</p> <p>Ability to assimilate information and write clear, easily understood reports and project-related plans.</p> <p>Familiarity with legislation, government policies, and local guidance related to adult and children's safeguarding.</p> <p>Understanding of equality issues and legislation.</p> <p>Ability to integrate equality policies into business plans and service delivery.</p> <p>Ability to develop and maintain positive relationships with senior colleagues, key partners, and stakeholders.</p>	<p>Familiarity with the operation and governance of strategic boards.</p> <p>Experience and understanding of the multi-agency context of adult and children safeguarding.</p> <p>Knowledge of the roles played by statutory and voluntary agencies providing services to children and adults.</p> <p>Proven experience in providing clerical and business support to a strategic board or partnership.</p> <p>Knowledge and practical experience in managing and updating website content.</p> <p>Ability to effectively use social media for board communications.</p>

	Understanding of and commitment to the requirements of safeguarding children, young people, adults at risk and promoting their welfare.	
<b>Work-related Personal Requirements</b>	<p>Maintain a positive attitude toward change.</p> <p>Ability to respond effectively to new policy and legislation demands.</p> <p>Able to plan, organise, and manage own workload.</p> <p>Ability to manage projects.</p> <p>Appreciation for teamwork.</p> <p>Ability to work with staff, outside agencies, and individuals to improve services.</p> <p>Strong verbal and written communication skills.</p> <p>Committed and positive.</p> <p>Strong self-motivation.</p> <p>Good analytical abilities.</p> <p>Capable of working independently and as part of a team.</p>	The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment.
<b>Other Work Requirements</b>	<p>A satisfactory Disclosure and Barring Service check.</p> <p>This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016; the requirement to fulfil all spoken aspects of the role with confidence in English applies</p>	
<b>Role models and demonstrates the Council's values and behaviours</b>	<p>Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.</p> <p>We make our values real by demonstrating them in how we behave every day.</p>	

**All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.**

