

## JOB DESCRIPTION

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| <b>Job Title:</b>   | <b>Pan Berkshire Child Death Overview Panel (CDOP) Coordinator</b> |                    |                                                     |
| <b>Directorate:</b> | <b>People</b>                                                      | <b>Salary:</b>     | <b>£36,363 - £40,777 plus £729 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>                                     |

### Background

The Pan Berkshire Child Death Overview Panel (CDOP) is a statutory, multi-agency group responsible for drawing together information about every child death (0 - <18) in Berkshire.

The Child Death Review (CDR) Partners, the Local Authority and Integrated Care Board (ICB) in each local authority area, hold responsibility to ensure the CDOP fulfils its functions under the Working Together to Safeguard Children 2018 guidance, and following the legal framework for the Child Death Review process.

The six Local Authorities of Berkshire: Bracknell Forest Council, Reading Borough Council, Slough Borough Council, Royal Borough of Windsor & Maidenhead Council, West Berkshire Council and Wokingham Borough Council, CDR Partners and two Integrated Care Boards (ICBs) have pooled their resources to form one CDOP.

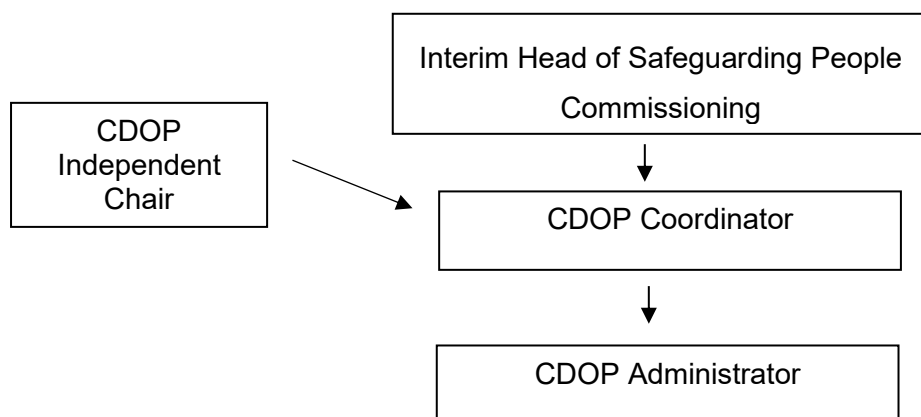
This role is hosted by Bracknell Forest Council.

### Key Objectives of the role

- Managing the effective running of the system-wide pan Berkshire Child Death Overview Panel (CDOP) and the delivery of excellent outcomes in reducing the number of child deaths across the whole of Berkshire and its six local authorities.
- You will be the lead adviser in the Berkshire area regarding child deaths to provide professional advice to a range of agencies, attending strategic thematic reviews and task and finish groups.
- You will lead on the development of the CDOP Annual Report, identifying clear learning outcomes and recommendations for further work.
- You will lead on the Child Death Overview Panel to ensure developing regulatory changes are reflected in the strategic purpose and governance. This is achieved via the Terms of Reference and working practices of the panel by keeping them informed of developments and government initiatives.
- You will be a member of the National Child Mortality Database team and the Association of Child Death Review Partners and responsible for ensuring Berkshire compliance to these bodies.
- You will maintain a level of influence at a national level to ensure the best outcomes for Berkshire and the six local authorities are represented satisfactorily. This will ensure areas of deprivation in Berkshire are appropriately managed within the national groups who can provide additional funding.

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- You will need to ensure qualitative and quantitative data is comprehensively collected and managed appropriately.
  - Providing line management support to the CDOP Administrator, ensuring their effectiveness and development as appropriate.
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### Designation of post and position within departmental structure



### Daily and monthly responsibilities

- Ensuring that statutory responsibilities, in line with Working Together 2018, are fulfilled and best practice is maintained.
- Developing, promoting and maintaining positive working relationships with all relevant agencies, organisations and CDOP and Child Death Review (CDR) partners, ensuring effective engagement with the process.
- Managing the collation and statistical analysis of complex statistical data of childhood deaths to highlight contributory factors, causes and trends.
- Maintaining competence and contributing to subject specialism, including local and national developments and campaigns.
- Supporting the CDOP Chair and panel member(s) of the CDOP with sufficient information in advance of panel meetings.
- Attendance at NCMD (National Child Mortality Database) webinars and training sessions so that information may be shared with CDR partners.
- Working with the Designated Doctor for Child Deaths to ensure processes are in place to review the effectiveness of local Child Death Review (CDR) processes, escalating any issues.
- Work closely with policy makers and other experts in the child death review process, at both local and national level, to effect policy change and develop appropriate methods of disseminating change.
- Proactively identifying and reporting issues and suggested developments to the \*eCDOP system for nationwide improvements. \*eCDOP is a web-based tool which all CDOPs in England use to electronically manage the child death review process.

## Scope of role

This is a statutory and demanding system-wide post across six local authorities, requiring extensive experience and subject matter expertise in child death review, safeguarding and prevention. The post also demands high levels of diplomacy and managerial skill to work across an internal and external network of organisations, each with their own priorities.

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                                                                                                                                                                                                                                                                                           |
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| <b>Skills and qualifications</b>                                        | <p>A level education or evidence of further education.</p> <p>Evidence of continued professional development.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Degree.                                                                                                                                                                                                                                                                                             |
| <b>Competence Summary</b><br>(Knowledge, abilities, skills, experience) | <p><b>Knowledge:</b><br/>Understanding of relevant legislation, statutory guidance and national policies.</p> <p>Understanding of project management, change management and service development.</p> <p><b>Experience:</b><br/>Experience of planning and managing financial and other resources.</p> <p><b>Skills:</b><br/>Proven ability to analyse, communicate and use data meaningfully.</p> <p>Advanced problem solving and planning skills – with the ability to devise solutions and plan a programme of work to deliver them.</p> <p>Highly developed and effective communication and inter-personal skills with a range of staff, managers and stakeholders at all levels.</p> <p>Credible leadership skills with effective influencing with or without authority.</p> | <p>Experience in a coordinating role in public health, NHS or safeguarding.</p> <p>Maintain knowledge of the current broad national and local children's agenda and related issues that may influence it.</p> <p>In depth experience of managing all aspects of the child death review process.</p> |
| <b>Work-related Personal Requirements</b>                               | <p>Ability to work at a strategic level as a member of a network.</p> <p>Able to succeed in a sensitive environment to do with child death.</p> <p>Proactive and self-motivated.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                     |

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|                                                                         | <p>Able to recognise and manage conflicting pressures.</p> <p>Able to work both collaboratively and independently using own initiative.</p> <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.</p> |
| <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.**

