



Job Description

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St. Helens Council

Post:	Safeguarding Manager
Post No:	ESCP1
Department:	Children & Young People Services
Grade:	Scp 49 - 51
Responsible to:	Senior Assistant Director
Responsible for:	Operational Manager, Safeguarding Children Unit, LSC Business manager and the Children in Need Co-coordinator

Purpose of the Post:

To support St Helens Local Safeguarding Board in partnership with all stakeholders. To take a lead role in coordinating the functions of all partner agencies to safeguard and promote the well being of all children in St Helens as required through the Children's Act 2004. To ensure strong quality assurance systems through the management of the Safeguarding Children Unit. To contribute to Inspections and Performance Management for safeguarding across the council.

Duties and Responsibilities:

To promote and ensure safeguarding themes are incorporated in all services to children, young people and their families.

To take a strategic role in promoting and developing Safeguarding and reviewing activity for Looked After Children across the whole department.

To provide leadership and professional supervision to staff in the Safeguarding Children Unit to ensure a high quality service is maintained.

To maintain the list of children who are subject to a Child Protection Plan.

To take a strategic role in promoting and developing services consistent with the role of the Independent Reviewing Officer.

To implement, monitor and evaluate the Common Assessment Framework with clear lines of accountability for agencies taking 'lead professional' responsibility and lead on the continued development of the Child in Need policy and procedures.

To develop and enhance effective multi-agency work within a safeguarding context in order to improve professionalism standards and implemented change.



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To work with the Chair of the Safeguarding Children Board and business Manager to develop an annual Safeguarding Board Business Plan.

To take departmental lead on Serious Case Reviews and associated work.

To ensure the involvement of children, young people and their families are enabled to participate fully in the planning and provision of service provision.

To ensure provision of an annual training plan which reflects the requirements of ECM, and the NSF in promoting inter-agency awareness and responsibility for prevention and safeguarding.

To ensure that there is clear two-way communication with partner agencies delivering the five outcomes for children.

To ensure targets and performance indicators are managed and monitored according to departmental policy and guidelines ensuring performance management is embedded within the areas of responsibility.

To ensure the provision of high quality services, maximising resources within allocated budgets.

To be responsible for monitoring and developing SLA'S relevant to the service area.

To contribute to the strategic development of services through membership of the Department's Service Management Team and deputise for other service managers or the Senior Assistant Director.

To ensure the provision of services within the allocated budgets and to advise and take corrective action in order to achieve a balanced budget for both direct and commissioned services enduring Best Value.

To manage allegations of abuse by people who work with children within the Council and partner agencies.

Provide advice and guidance in emergency situations out of hours.

To implement, develop and monitor Anti-Discriminatory Practice within the service area.

To manage staff within the service area including responsibility for Supervision, Health and Safety, Personnel Policies and Procedures, Training, Staff Development and Appraisal and related procedures.



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To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.

To be responsible for the implementation of the Council's Health and Safety Policy and associated safe working procedures and guidelines. To contribute towards the identification and management of risk within the service area.

To communicate the Health and Safety Policy, procedures and guidelines to all employees and contractors under the management/supervision of the post holder. To monitor compliance with the policy, procedures and guidelines, keeping appropriate records as required.

To comply with the Council's Comprehensive Equality Policy and ensure that it is implemented within the service area and amongst employees within the remit of the post.

To be responsible for the implementation of the Council's Human Resource policies and procedures including Employee Relations, within the remit of the post.

To comply with the Council's Data Protection Policy and Code of Practice within the service area and amongst employees within the remit of the post.

This post is subject to Disclosure.

This post is/is not Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended).

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

Date Prepared: April 2015

Date reviewed January 2010