



# Job Description

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St. Helens Council

**Post:** Safeguarding Implementation Manager

**Post Number:** ESCP14

**Department:** Children and Young Peoples Service

**Grade:** SCP 45 - 48

**Responsible to:** Safeguarding Manager

## **Purpose of the Post:**

To take responsibility for the day to day operations within the Safeguarding Children Unit including quality assurance, audit and review of Safeguarding Systems and casework for Children and Young People.

To take responsibility for the management and oversight of all allegations made against professionals working with children, as the local authority's designated officer (LADO).

To support Managers within the Safeguarding Unit and across the Council in respect of Safeguarding responsibilities and audit compliance with procedures; legislation; government guidance and best practice.

## **Duties and Responsibilities:**

To assist the Safeguarding Children Manager with day to day operational management of the quality assurance role for Safeguarding across the borough.

To provide supervision to other staff within the Unit as directed by the Safeguarding Children Manager.

To provide management and oversight of all allegations made against professionals working with children as the local authority's designated officer (LADO).

To provide reports to the Safeguarding Children Manager regarding day to day activities of Child protection activity for children and young people in St Helens.

To ensure regular audit and review of safeguarding procedures and casework, ensuring that regular reports are produced on issues of concern or good practice.

To contribute to the development of the safeguarding agenda, cascading new guidance and legislation to staff, and contributing to training and development as appropriate.



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To undertake specific audits of case work practice as directed by Safeguarding Children Manager in order to provide high quality and safe case work practice across the borough.

To establish clear audit and review links with all council departments working with children and young people. This will include in particular the Youth Offending Service, Youth Service and other departments and sections as appropriate.

To carry out regular review and audit of safeguarding issues and monitor action plans.

To deputise for Safeguarding Children Manager as required.

To chair conferences and reviews when required.

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 to ensure that it is implemented within the service area of the post.

To be responsible for the implementation of the council's Human Resources 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 of the post.

**This post is subject to Disclosure.**

**This post 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**



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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: March 2015**

**Date Updated: July 2015**