

<b>Directorate:</b>	<b>Chief Executive's Depart</b>
<b>Unit/Section:</b>	<b>Strategy, Policy, Relationship and Corporate Assurance</b>
<b>Grade:</b>	<b>KR7</b>
<b>Responsible to:</b>	<b>Kent Safeguarding Children Multi-agency Partnership System Improvement Manager</b>

### **Purpose of the Job:**

To co-ordinate and administer the support required for the effective running of the Kent Safeguarding Children Multi-agency Partnership (KSCMP), including the administration of the partnership architecture, and the specific activities that underpin the functions of the Partnership. To contribute to the engagement and communication with organisations across the KSCMP arrangements to enable these organisations to be informed and inform others about the activities of the partnership.

### **Main duties and responsibilities:**

- Working in conjunction with the System Improvement Manager and other team members, deliver effective administration and support to facilitate the smooth running of the business of the Executive Board, Scrutiny and Challenge Group and other Subgroups.
- To provide administration and support to a range of meetings, groups and Subgroups including meeting scheduling, forward planning, circulation of papers, minute taking and progress chasing.
- To lead on defined areas of work, as directed by managers within the team, applying relevant knowledge and skills to deliver timely and accurate information, contributing reports to the Executive Board and other groups.
- To co-ordinate the dissemination and communication of the learning from local practice reviews and the National Child Safeguarding Practice Review Panel, as directed by managers within the team.
- To contribute to the development and delivery of partnership plans and the annual report including providing administrative support to the Independent Scrutineer with the direction of the System Improvement Manager.
- To provide support in developing, implementing and reviewing the communication plan for engaging a range of statutory and non-statutory organisations about the work of the KSCMP and work with partner organisations to enable the KSCMP to better understand how these organisations are responding to safeguarding challenges.
- To support the management of the dedicated website including the publication of local child safeguarding practice reviews, the KSCMP annual report and information about the work of the multi-agency partnership such as the outputs from the sub-groups and partnership forums.

- To undertake a range of tasks delegated by the line manager and/or other managers in the team in order to progress Kent Safeguarding Children Multi-agency Partnership objectives priorities, including providing appropriate support to initiatives and activities arising from the work of the team.
- To undertake any other duties as appropriate to role as determined by the line manager.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Educated to A level or equivalent and/or proven ability to do the job</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Experience of working on your own and as part of a team in a busy office environment</li><li>• Experience of supporting engagement and consulting activities within scope and timescales</li><li>• Experience of supporting website and communication activities</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Good oral and written communication skills including email and written correspondence and providing draft copy for publication; telephone and face-to-face communications; written reports and activity briefings and presentation</li><li>• IT skills in Microsoft Office, including Excel, and web-based programmes and design</li><li>• Ability to perform across lead areas of activity and to provide recommendations in relation to complex problems</li><li>• Ability to work with colleagues from different teams, across organisational boundaries to ensure objectives are met</li><li>• Ability to work within a transforming environment and to be open to new approaches and techniques</li><li>• Good organisational skills and the ability to prioritise and complete tasks</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Good understanding of issues relating to engagement and communication</li><li>• Broad understanding of legislation and national developments relevant to safeguarding children</li><li>• Good understanding of current accessibility issues and how these can be addressed</li><li>• Good understanding of Data Protection Legislation and confidentiality</li></ul>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"><li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li><li>• We are <b>curious</b> to innovate and improve</li></ul>

	<ul style="list-style-type: none"><li>• We are <b>compassionate</b>, understanding and respectful to all</li><li>• We are <b>strong together</b> by sharing knowledge</li><li>• We are all <b>responsible</b> for the difference we make</li></ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>
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