

Kent County Council

Job Description: *KSCMP Learning Development and Policy Adviser*

Directorate: Strategic and Corporate Services
Unit/Section: Strategy, Policy, Relationships and Corporate Assurance
Grade: KR12
Responsible to: KSCMP System Improvement Manager

Purpose of the Job:

The purpose of this post is to be responsible for the learning and development priorities and objectives, including planning, training needs assessment, commission, coordination, monitoring and evaluation of the impact of training, ensuring that the Safeguarding Partners fulfil their statutory responsibilities.

The postholder will provide independent expert policy advice and support to the Partnership Executive Board and its sub-groups. This will include providing policy advice on a range of cross-cutting policy issues with a focus on safeguarding children and related developments, to assist with the effectiveness of the Kent Safeguarding Children Multi-Agency Partnership (KSCMP) arrangements.

Main duties and responsibilities:

1. To help establish the priorities for, and manage the complete process of, the multiagency level training requirements and system level training activity of the safeguarding partnership in line with Working Together 2018.
2. To work closely with the Partnership Executive Board to formulate strategic decisions and ensure that commissioned training is informed by lessons learnt from case audits, local and national child safeguarding practice reviews, child death overview panel and relevant research.
3. To develop, specify requirements and commission variety of training solutions on behalf of Partnership Executive Board, including E-Learning, face-to-face training, workshops, conferences, seminars, and immersive learning within timescale and budget, ensuring feedback from children and families is used to inform and influence the development of practice, services, and outcomes.
4. Ensure that the outcomes of practice reviews (both local and national) inform the commissioning and delivery of training, by extracting relevant practice review learning from both national and local reports, and by engaging and communicating to the wider audience.
5. To provide regular reports to the Partnership Executive Board regarding the evaluation and system-level evidence of the impact of multi-agency training and changes introduced by the KSCMP, working with the KSCMP System Improvement Manager and other staff in the Partnership Team and relevant stakeholders.

6. To lead on providing policy advice and support on a wide range of issues to influence the effectiveness of the KSCMP arrangements, and to inform its strategic decision-making, taking account of the implications of legislation, regulations, statutory and good practice guidance.
7. To advise and support the Partnership Executive Board, Sub-groups and the Independent Scrutineer on early identification, assessment of new and emerging safeguarding risks and issues, working with other staff in the Partnership Team and relevant stakeholders to ensure there is a good understanding of issues and keep them up to date with regional and national training and policy developments.
8. To contribute to the development and adoption of innovative or new working arrangements, system-level evidence of impact of the changes introduced by the KSCMP, including benchmarking of practice developments, working with the KSCMP System Improvement Manager and other members of the team.
9. To develop specialist knowledge and expertise and maintain a high level of understanding to ensure the provision of high-quality independent advice to the Safeguarding Chief Officers and the Partnership Executive Board on the legislation, policy, and trends in national developments to assist senior managers to influence national policy changes.
10. To contribute to the development and delivery of the partnership plans and annual report, including the co-ordination of KSCMP response to government or the National Review Panel, providing necessary support to the independent scrutineer as required by the KSCMP System Improvement Manager.

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

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Person Specification: *KSCMP Learning Development and Policy Adviser*

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
QUALIFICATIONS	Degree level education or relevant qualification or equivalent in a field of delivery within a safeguarding partner agency or other relevant agency.
EXPERIENCE	<p>Demonstrable experience of strategic policy development and implementation.</p> <p>Experience of working in a multi-agency environment.</p> <p>Experience of working in more than one professional area.</p> <p>Experience of commissioning and or delivery of training.</p> <p>Good understanding of national training programmes and approaches in the safeguarding arena.</p> <p>Substantial experience in the development and review of policy within a safeguarding partnership area.</p>
SKILLS AND ABILITIES	<p>Use of recognised tools for identifying training needs and approaches that will support partners to work together differently and more effectively across the safeguarding system.</p> <p>Ability to apply innovative approaches in multi-agency safeguarding training focusing on improving outcomes for children and ability in identifying opportunities to join-up services to reduce duplication and improve practice.</p> <p>Excellent oral and written communication and presentation skills, and ability to interact effectively with senior officers and elected members.</p> <p>Ability to strategically apply knowledge gained from broader experience in other roles.</p> <p>Extensive, sophisticated, and up to date knowledge of relevant national and local policy, statutory guidance, and legislation in relation to safeguarding children and provision of services</p> <p>Ability to prioritise a range of activities within tight deadlines with minimal supervision and able to sensitively track to changes within the political and service arena.</p>

KNOWLEDGE	<p>Comprehensive understanding of the current safeguarding system.</p> <p>Awareness of training approaches and procurements rules</p> <p>Commissioning know-how and the application of relevant technologies.</p> <p>Sound and comprehensive knowledge of safeguarding policies, agendas of the safeguarding partners.</p> <p>Good understanding of Data Protection, GDPR, Freedom of Information, transparency, and confidentiality issues.</p>
BEHAVIOURS AND KENT VALUES	<p>Kent Values:</p> <p>Open</p> <ul style="list-style-type: none"> • Value for money thinking • Innovative thinking • Risk managers • Managing expectations • Political awareness of unpopular decisions • Honesty/bravery • Solutions focused. <p>Invite Contribution and Challenge</p> <ul style="list-style-type: none"> • Co-production • Collaborative • Competition • Working together • Information sharer • Integrated thinkers <p>Accountable</p> <ul style="list-style-type: none"> • Professionalism • Seeking constant improvement • Quick response in relation to delivery • Acting as a commercial business • Innovator • Capacity builder • Creative • Resilient

Organisational Responsibilities

All Corporate Directors, Directors and Heads of Service have an explicit responsibility to work as part of a team to deliver, collectively, the agenda of the County Council. These are fundamental elements of their role not an addition and are summarised as follows:

Whole Council

- Seek to improve the lives of all residents in Kent and the economy of Kent.
- Act as corporate parent to the Council's Looked After Children
- Take an active role in promoting and ensuring the Council's responsibilities for safeguarding are met.
- Understand, communicate, and contribute to the delivery of KCC's strategic aims.
- Meet statutory obligations and promote and ensure compliance with policies and procedures and the Council's Code of Conduct (Kent Code)
- Advise elected Members and support the democratic process.
- Promote the Council brand and enhance the overall reputation of the Council.
- Understand and monitor the measures of performance, including customer insight, which define successful outcomes for KCC services.
- Maintain and ensure a relentless focus on the customer.
- Act to support the Council-wide need to deliver services within budget, thereby avoiding an overspend that could damage the financial viability of the Council.
- Overcome professional and service silos to achieve the County Council's objectives

Integration of Services

- Focus resources where they have the biggest impact.
- Deliver services that are flexible and adaptable.
- Integrate services within KCC and work with partner agencies to ensure a seamless customer experience.
- Fully and inclusively engage all staff in the delivery of services, demonstrating the Council's leadership values and competencies.

Embedding Commissioning and Engaging Relevant Markets

- Establish an outcome focused organisation.
- Meet the financial regulations and standing orders of KCC.
- Challenge the status quo and engage with the market to constantly improve.
- Ensure all services are delivered effectively and efficiently.
- Proactively and continuously seek to improve service delivery.
- Proactively manage risk to avoid inertia whilst not exposing the Council to needless and avoidable challenge or loss.

Managing Change

- Understand and support the Authority's overall change agenda.
- Deliver required outcomes of service specific change on time and to budget.
- Understand the quality of staff, support their development, nurture those with talent.

- Identify the skills for the future and the level of staff through robust workforce planning.
- Identify and deal with underperformance.
- Deliver to agreed budget and income targets.