

**Job Description**

**Job Title: Quality Assurance Auditor**

**Salary Grade: 8**

**SCP: 31 - 35**

**Job Family: OS4**

**Job Profile:**

**Directorate: Children’s Services**

**Work Environment: Sandhill Centre**

**Reports to: Quality Assurance and Engagement Manager**

Your normal place of work will be at the Sandhill Centre, but you may be required to work at any Company recognised workplace.

This position requires an Enhanced Disclosure and Barring Service (DBS) Check.

**Purpose:** To support Children’s Social Care in its delivery of the Quality Assurance Framework and work with practitioners to develop practice improvement.

**Key Responsibilities:**

* To take responsibility for conducting individual audits and report on audit findings.
* To monitor compliance to all applicable standards, regulations and internal procedures through the use of quality management processes and checks.
* To identify through assurance processes the practice development needed to drive improved outcomes and service improvement.
* Provide training relating to the quality management systems
* To produce reports as directed by the Assurance and Engagement Manager on activities involved in delivering the Assurance Framework.
* To work with the Senior Management Team and Social Work Teams to develop a culture of continual improvement and reflective practice.
* To carry out assurance work outlined in post-Ofsted inspection action plans and to respond to ad hoc requests during inspections.
* The above list is not exhaustive, and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post, as directed by the Head of Service.

**Statutory requirements:**

- Degree or equivalent in social work  
- Current HCPC registration  
- Significant senior level frontline experience within children's services

**Statutory requirements:**

* In line with the Together for Children’s Statutory Requirements, all employees should:
* Comply with the principles and requirements of the Data Protection Act 1998 in relation to the management of Together for Children Sunderland’s records and information, and respect the privacy of personal information held by Together for Children Sunderland;
* Comply with the principles and requirements of the Freedom in Information Act 2000;
* Comply with the Together for Children Sunderland’s information security standards, and requirements for the management and handling of information;
* Use information only for authorised purposes.

**Author**: Carrie Mcgarry, Assurance and Engagement Manager

**Date**: 14/06/2019



**Person Specification**

**Job Title: Quality Assurance Auditor**

**Role Profile reference:**

|  |  |
| --- | --- |
| **Essential Requirements** | |
| **Qualifications and skills:**   * Degree or equivalent in social work * Current HCPC registration * Data analysis * Spreadsheet skills * Communication | Application Form Interview |
| **Experience of:**   * Significant senior level frontline experience within children's services * Experience of collecting, analysing and summarising data * Experience of delivering training * Experience of report writing | Application Form Interview  Test |
| **Knowledge and understanding of:**   * Highly developed specialist knowledge of social work practice in children's services * Knowledge of inspections frameworks for Children’s Services * Integrated Children’s’ recording systems * Social care practice legislation, guidance and regulations | Application Form Interview  Test |
| **Ability to:**   * Undertake audits and analyse findings * Monitor compliance with standards, procedures and regulations. * Critically evaluate information looking for flaws and limitations * Write and present reports * To establish excellent relationships with practitioners to deliver high quality services * Work with management to implement improvement or corrective actions * Work at a fast pace, copes well with higher levels of workload. * Able to effectively use a PC to prepare documents, record information or input data * An ability to work effectively despite changes in colleagues, settings and environment as well as changing working hours and working weekends * The ability to be creative in working through problems and making decisions. * Listen to others to assess requirements in order to respond appropriately and efficiently * Ability to meet the travel requirements of the post | Application form Interview  Test |
| Commitment to Equal opportunities | Interview |

**Author:** Carrie Mcgarry

**Date:** 14/06/2019