

**CHILDREN, ADULTS AND HEALTH**

**JOB DESCRIPTION**

**POST TITLE:** Assurance Officer (Children’s Services)

**GRADE:** Band 6

**RESPONSIBLE TO:**  Director of Children’s Services

**RESPONSIBLE FOR:**

**Overall Objectives of the Post**

The overall goal of the role is to support continuous improvement in service through coordinating activity, keeping accurate records and providing analysis to the Director of Children’s Services and leaders across Children’s Service (Children & Families Social Care, SEND, Early Help).

The Officer will provide a robust, accurate and highly organised administrative service. Building good relationships is key to this role as we work with a wide range of colleagues both within and outside the Council. This role plays a central part in a busy team who are responsible for a wide range of assurance and project delivery. The role will:

* Form good relationships with DCS, children’s services leaders and staff to ensure that assurance goals are met, evidence gathered and reported.
* Maintain an overview of assurance plans and delivery across Children’s Services
* Contribute to assurance and assessment activity through central co-ordination and planning, enabling all parts of the service to have a clear view of what is required
* Provide a report and briefing service to the DCS as required

# Key Tasks of the Post:

1. Maintain and further develop Governance calendars, keeping a good record of leadership and corporate reporting to ensure the DCS has a robust overview and can ensure that the Corporate Leadership Team and Members are properly briefed.
2. Proactively manage a schedule of activity for Children’s Services Assurance working closely with leaders both within the Council and across Partners and the Local Area, and working closely with the Quality Assurance and Improvement Lead to ensure breadth and depth of activity.
3. Play a main role in the Children’s Services communication strategy to ensure that key colleagues, partners and stakeholders are engaged with assurance work. Support engagement activity and feedback reporting for key stakeholders.
4. Work closely with colleagues and leaders in Children’s Services to ensure they follow through on improvement priorities and provide prompt, accurate evidence-based assessment and reporting as required.
5. Develop good working relationships with the Performance team, Improvement Support Officers and Operational teams to ensure excellent communication, prompt and accurate responses
6. Design and draft simple processes, instructions, forms and records in an accessible way which can be rolled out by colleagues across the Service and partnerships, supporting colleagues in implementation.
7. Maintain an overview of the regulatory and Inspection environment and ensure leaders are appropriately briefed and have access to robust information about Inspection.
8. Develop and maintain action records to ensure improvement priorities are followed through.
9. Draft assurance and improvement reports using a range of information and analysis, including comparative analysis of service provision with similar authorities to identify best practice models.
10. Assist with a range of projects, including the planning and development, governance and helping with analysis, writing and publication. Draft information briefings and presentations to members and others.
11. Play a central coordinating role for regulatory and Inspection activity across Children’s Services, including being a core team member during Inspection.
12. Work as part of the wider Assurance and Improvement Team, contributing towards a culture of flexible and collaborative team working to ensure that Children’s Services meet business objectives and respond effectively to new or changing requirements.

***General***

1. To carry out all the duties of the job in accordance with the local authority’s policies and procedures.
2. To undertake such other duties as are within the scope of the job purpose, the title of the job and its grading.

3. To take part in and prepare for supervision and appraisal.

All employees have a responsibility to undertake training and development as required; assisting, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others’ health and safety.

The above list is not exhaustive; other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post

Reference: CM/CL

Date: 23/03/2021