



Role Profile

Lead Officer – Child Protection Committee

Reference No.	1SS1417	Type	Individual
Service	Education and Children’s Services		
Job Family	Team Manager 3	Grade	FC10

Purpose

The primary function of this role is to co-ordinate the development of policy, practice and procedures for child protection work across all key partner agencies and to monitor and report on this area of work; to support the implementation by partner agencies of Fife Child Protection Committee’s Annual report and Improvement Plan and to report on progress, suggest remedial action where required, and to ensure the effective working of Fife’s Child Protection Committees and sub groups.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Ensure the CPC is informed of national developments, including changes in legislation, Scottish Government policies, regulations and guidance; research evidence and best practice examples in child protection

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

E **D**

- Educated to degree level
- Post Graduate Qualification in Child Protection Studies
- Social Work Qualification
- A minimum of 5 years post qualifying experience in working in a children and family setting

✓
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✓

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Support the implementation of the core functions of the Child Protection Committee.	Knowledge of the role and function of Child Protection Committees (Take Ownership) Experience of active participation in inter-agency protection of children. Experience of carrying out work on behalf of Child Protection Committees	✓ ✓	✓
Oversee the implementation and review of multi-agency quality assurance mechanisms including auditing frameworks Oversee the implementation of National Child Protection Guidance and Government Policies in relation to best practice including the Independent Care Review across and within agencies Contribute to an integrated system of multi-agency inspections of child protection Report key findings and lessons from inspections to the CPC and Chief Officers Group	Experience of working with and across a range of professions who have a lead role in developing strategies to promote the protection of children. (Work Together)	✓	
Support the development, dissemination and review of inter-agency child protection policies and procedures Ensure protocols are developed in respect of key issues and review their effectiveness			
Gain an overview of information relating to children and young people on the Child Protection Register Ensure the analysis of trends in Child Protection	Knowledge of what works in improving the outcomes for vulnerable children and young people Ability for critical analysis and independent thinking.	✓ ✓	

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Identify the implications of these for service provision in child protection and their influence in future planning Ensure that these inform the CPC improvement plan and Annual Report of CPC	Ability to compile comprehensive and evidence based reports	✓	
Effectively engage all partners with a responsibility for child protection, ensuring that opportunities are taken forward to improve practice, development and delivery through awareness-raising, training and development and dissemination of national developments and policy initiatives as they relate to public protection. Act as a critical eye in the identification of poor practice and the promotion of good practice across agencies Report findings to the CPC and Chief Officers Group Assist in the implementation of any inter-agency Significant Case Reviews Ensure that lessons learned from the Child Protection Audit; Inquiry Reports and Reviews and multi-agency Inspections are integrated into the CPC Training and Development Strategy and subsequently incorporated into the training and development opportunities offered by the CPC	Presentation skills Organisational skills (Deliver Results) Experience in the use of computer programs/ software (e.g. Microsoft Word, Excel etc) (Embrace Technology & Information) Excellent verbal and inter-personal skills	✓ ✓ ✓ ✓	
Work in conjunction with the Chair of the CPC, take responsibility for the drafting and dissemination of agendas and Committee papers.	Ability to collaborate with a range of professionals across all agencies (Focus on Customers)	✓	
Maintain an independent overview of inter-agency child protection activity and will take the lead role in ensuring continuous improvement.			

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Ensure notification of significant incidents and request for significant case reviews.				
Provide reports demonstrating indicators of performance and practice standards in child protection.				
Use information systems effectively in the production, analysis and presentation of management information for Child Protection. Training, Learning and Development				
Develop and lead on the delivery of multi-agency training for HSCP staff and staff from partner agencies on child protection.				
Provide appropriate advice and guidance to staff and partner agencies regarding child protection and ensure best practice and learning are reflected in partnership approaches.				
Play a key role in the promotion of good practice by assisting in the development and implementation of quality assurance mechanisms and ensuring these contribute to improved outcomes for vulnerable children and young people.				
To lead and support arrangements for participation of service users in providing feedback and contribution towards service delivery plans.				
Ensure the CPC is informed of national developments, including changes in legislation, Scottish Government policies, regulations and guidance; research evidence and best practice examples in child protection				

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Ensure the implementation of the CPC Training and Development Strategy Oversee the planning, review and quality of inter-agency CPC Training and Development	Ability to educate, inform and influence inter-agency child protection practice		
Promote effective communication and collaboration between agencies Actively contribute to the identification and resolution of problems and issues between agencies Liaise with other inter-agency bodies			
Implement the CPC Inter-agency Strategy on behalf of Chief Officers through the CPC Ensure child protection priorities are incorporated into Children's Services and Community Plans			
The CPC should ensure systems are in place to involve children and young people in the development of child protection practice			
Assist in the implementation of the strategy to involve children and young people in the work of the CPC			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

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Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results