

Post Specification

Date	November 2024
Post Group Number	8398
Post Title	Partnership and Improvement Assistant
Job Family	Organisational Support
Job Family Role Profile	OS9
Final Grade	Grade 9

To be read in conjunction with the [job family role profile](#)

Service Area description	
<p>This role will work within the AD Quality, Resources and Transformation Service area, reporting to the Partnership & Improvement Manager.</p>	
Purpose of this post	
<p>To improve outcomes for children and young people in Westmorland and Furness by supporting the effective development and delivery of high-quality key business systems, and quality assurance processes, providing support to key priority areas of activity relation to the AD Quality, Resources and Transformation service area.</p>	
Key job specific accountabilities	
<ul style="list-style-type: none"> • To support the development and maintenance of a range of key business systems to support performance and improvement, including, risk management, internal audit tracking and monitoring, service planning, policies and procedures, the democratic process, project and transformation activity. • To contribute to the development and implementation of effective quality assurance frameworks including audit and feedback process, • Support to co-ordination of our preparation for inspection and review including the maintenance of evidence trackers, support to inspection preparation groups and self evaluation activity. • To provide high quality support to multi-agency and internal working groups associated with statutory improvement and transformation activity, • To work with corporate performance and other key stakeholders to meet Council requirements and influence corporate developments. • To undertake such other duties and responsibilities commensurate with the grading and nature of the post. 	
Please note annual targets will be discussed during the appraisal process	
Key facts and figures of the post	
Budget Responsibilities	<ul style="list-style-type: none"> • None

Staff Management Responsibilities	<ul style="list-style-type: none"> • None
Other	<ul style="list-style-type: none"> • N/A
Essential Criteria - Qualifications, knowledge, experience and expertise	
<ul style="list-style-type: none"> • Minimum NVQ Level 3 or equivalent • Evidence of on-going professional development • Understanding of broad role of Children's Services • Experience of working in a local authority environment, preferable children's services • Experience of supporting change management and transformation/improvement activity • Understanding of quality assurance processes • Able to provide high quality support to working/project groups • Able to present and explain complex information in clear and concise terms. • Able to produce high quality draft written briefings and reports • Able to prioritise own workload to meet deadlines • Good organisational and time management skills 	
Disclosure and Barring Service – DBS Checks	
<ul style="list-style-type: none"> • This post does not require a DBS check. 	
Job working circumstances	
Emotional Demands	<ul style="list-style-type: none"> • Normal
Physical Demands	<ul style="list-style-type: none"> • Normal
Working Conditions	<ul style="list-style-type: none"> • Normal
Other Factors	
<ul style="list-style-type: none"> • 	