

Post Specification

Date	January 2024
Post Group Number	8108
Post Title	Childrens Partnership and Improvement Officer
Job Family	Organisational Support
Job Family Role Profile	OS14
Final Grade	Grade 14

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

Service Area description	
This role will sit within Quality, Resources & Transformation, Children's Services	
Purpose of this post	
To work across children's services and wider partnerships supporting continuous improvement and quality assurance activity across a range of priority areas, delivering improved outcomes for children and young people	
Key job specific accountabilities	
<ul style="list-style-type: none"> To support children's strategic partnerships through management and co-ordination of activity helping us deliver statutory requirements including leading and supporting the work of sub groups as required To lead and co-deliver a range of projects and initiatives to support children's improvement priorities across social care, education and SEND To be responsible for day to day co-ordination and management of children's inspection and review preparation and processes To take responsibility for tailored quality assurance solutions being developed and delivered across children's services To lead initiatives to facilitate effective stakeholder engagement and management across children's partnerships To take day to day responsibility for a range of policy and partnership projects and programmes of work. 	
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"> Minimal
Other	<ul style="list-style-type: none">

Essential Criteria - Qualifications, knowledge, experience and expertise

- Minimum NVQ level 5 or equivalent
- Project management qualification or experience
- Understanding and experience of applying quality assurance frameworks, inspection regimes, risk and project management
- Experience of managing staff
- Experience of strategic management of funding streams
- Change management experience
- Problem solving and solution focused approaches
- Experience of working with managers and partners at all levels
- Good interpersonal skills
- Ability to negotiate and influence
- Excellent presentation and report skills
- Political awareness

Disclosure and Barring Service – DBS Checks

- 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

- N/A