



## Cumberland Council

### Post Specification

<b>Date</b>	October 2021
<b>PG Number</b>	7289
<b>Post Title</b>	Local Authority Designated Officer (LADO) Assistant
<b>Job Family</b>	Organisational Support
<b>Job Family Role Profile</b>	OS9
<b>Final Grade</b>	9

To be read in conjunction with the job family role profile

<b>Service Area description</b>	
The Local Authority Designated Officer (LADO) service sits within Integration and Partnerships in the People directorate. LADO is a statutory function with the local authority relating to the management of allegations against people working with children and young people.	
<b>Purpose of this post</b>	
To support the work of the Legal Authority Designated Officer team in fulfilling its statutory responsibilities, through providing high level support and co-ordination across the team in a number of priority areas relating to systems, processes and functions, ensuring we adhere to relevant timescales and standards and operate efficiently and effectively.	
<b>Key job specific accountabilities</b>	
<ol style="list-style-type: none"><li>1. To provide high level Assistant support that will contribute to overall strategic direction and delivery of the LADO Service Development plan</li><li>2. To support the development and use of consistent and accessible management/performance information and bench marking data.</li><li>3. Working with the LADO team to arrange, develop and deliver a programme of training and workshops to a range of agencies in Cumbria, as well as the provision of bespoke cluster training and/or targeted support where needed including gathering and analysing training evaluation feedback</li><li>4. To help ensure the service is effectively promoted with a range of accessible promotional material.</li><li>5. To provide high level support to ensure the smooth co-ordination, tracking and recording of LADO strategy meetings</li><li>6. To help us develop, improve and manage systems and processes for managing and monitoring the work of the service</li></ol>	
<b>Please note annual targets will be discussed during the appraisal process</b>	
<b>Key facts and figures of the post</b>	
<b>Budget Responsibilities</b>	<ul style="list-style-type: none"><li>• No direct budget responsibilities</li></ul>
<b>Staff Management Responsibilities</b>	<ul style="list-style-type: none"><li>• No direct staff management responsibilities</li></ul>
<b>Other</b>	<ul style="list-style-type: none"><li>• None</li></ul>
<b>Essential Criteria - Qualifications, knowledge, experience and expertise</b>	
<ul style="list-style-type: none"><li>• NVQ 3/4 or work related experience</li><li>• Knowledge of/experience with Child Protection/Safeguarding</li></ul>	

- Experience of using a range of ICT packages- Excel/Word/PowerPoint
- Excellent time management skills, ability to prioritise and show excellent organisational skills.
- Ability to work independently and be self-motivated.
- Sensitive handling of difficult information and confidentiality

### **Disclosure and Barring Service – DBS Checks**

- This post does not require a DBS check.

### **Job working circumstances**

<b>Emotional Demands</b>	<ul style="list-style-type: none"> <li>• Demand e.g. may include reading distressing material/dealing with distressed people.</li> </ul>
--------------------------	--

<b>Physical Demands</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
-------------------------	--

<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>• Flexible working from home or office. The LADO service is countywide.</li> </ul>
---------------------------	---

### **Other Factors**

- Requirement to travel around the county
- Work outside of normal office hours on occasion