

Post Specification

Post Specification - Key Information

- **Post Title:** Partnership and Improvement Assistant
- **Date:** March 2025
- **Post Group Number:** 8398
- **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

This role will work within the AD Quality, Resources and Transformation Service area, reporting to the Partnership & Improvement Manager.

Purpose of this Post

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.

Key Job Specific Accountabilities

- 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:** None
- **Staff Management Responsibilities:** None
- **Other:** n/a

Essential Criteria

- **Qualifications:**

Minimum NVQ Level 3 or equivalent
Evidence of on-going professional development

- **Knowledge:**

Understanding of broad role of Children's Services

- **Experience:**

Experience of working in a local authority environment, preferable children's services
Experience of supporting change management and transformation/improvement activity
Experience of quality assurance processes
Experience of high quality support to working/project groups

- **Expertise:**

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

- This post does not require a DBS check.

Job Working Circumstances

- **Emotional Demands:** Normal
- **Physical Demands:** Normal
- **Working Conditions:** Normal
- **Other Factors:** n/a

Other Factors:

- *This could include e.g. requirement to travel, or requirement to work outside of normal office hours*