

Post Specification

Post Specification - Key Information

- **Post Title: Local Authority Designated Officer (LADO) Assistant**
- **Date: 06/03/2025**
- **Post Group Number: 7289**
- **Job Family: Organisational Support**
- **Job Family Role Profile: 039**
- **Final Grade: 9**

To be read in conjunction with the job family role profile.

Service Area Description

The Local Authority Designated Officer (LADO) service sits within Quality Resources and Transformation within Children's Services. LADO is a statutory function with the local authority relating to the management of allegations against people working with children and young people.

Purpose of this Post

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 several priority areas relating to systems, processes and functions, ensuring we adhere to relevant timescales and standards and operate efficiently and effectively.

Key Job Specific Accountabilities

1. To provide high level Assistant support that will contribute to overall strategic direction and delivery of the LADO Service Development plan.
2. To support the development and use of consistent and accessible management/performance information and benchmarking data.
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
4. To help ensure the service is effectively promoted with a range of accessible promotional material.
5. To provide high level support to ensure the smooth co-ordination, tracking and recording of LADO strategy meetings
6. To help us develop, improve and manage systems and processes for managing and monitoring the work of the service

Please note: Annual targets will be discussed during the appraisal process.

Key Facts and Figures of the Post

- **Budget Responsibilities:** No direct budget responsibilities
- **Staff Management Responsibilities:** No direct staff management responsibilities
- **Other:** None

Essential Criteria

- **Qualifications:** • NVQ 3/4 or work related experience
- **Knowledge:** Knowledge of/experience with Child Protection/Safeguarding
- **Experience:** Experience of using a range of ICT packages- Excel/Word/PowerPoint
- **Expertise:**

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 requires a DBS check.

Job Working Circumstances

- **Emotional Demands:** Demand e.g. may include reading distressing material/dealing with distressed people.
- **Physical Demands:** None
- **Working Conditions:** Working within and office. Some flexible working opportunities. The LADO service covers the Unitary Authority boundary of Westmorland and Furness.
- **Other Factors:** Requirement to travel around the Unitary Authority area
- Work outside of normal office hours on occasion

Other Factors:

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