

# Post Specification

## Post Specification - Key Information

- **Post Title: Early Help Area Officer**
- **Date: February 2025**
- **Post Group Number: 5904**
- **Job Family: Organisational Support**
- **Job Family Role Profile: OS11**
- **Final Grade: Grade 11**

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

## Service Area Description

Early Help

## Purpose of this Post

To facilitate and support the widespread use of the Early Help Assessment, (EHA). To co-ordinate activity across partners to ensure EHA and the Threshold Document is embedded in practice, in order that Children & Young people can access the type and quality of help they need so that individual children who may benefit from early intervention services receive the right help at the right time.

## Key Job Specific Accountabilities

- Contribute to and support the development and delivery of the current Early Help Strategic Delivery Plan.
- Deliver an increase in the use of Early Help Assessments across Districts working with children and families, Children and Families Partnership Locality Groups and all agencies working with children and families.
- Provide information, guidance, support, and training on Early Help, EHAs and the Threshold Guidance to children and families, managers, teams and partners to improve practice and positive outcomes for children and their families.
- Through having expert knowledge of local services, be a key member of the Family Hub approach to empower families, professionals and partners to build thriving communities. Working closely with key partners to ensure strategic links and a joined approach for Family Support
- Mentor colleagues and parent volunteers where appropriate, for example, Early Help Champions.
- Support and coordinate key areas of work under the Early Help Strategic Delivery Plan with relevant lead officers and key partners to ensure effective delivery.
- Where appropriate and agreed with EH Team manager, coordinate more complex EHAs to ensure a robust TAF is in place, attendance at TAF meetings to support the child, family and involved professionals to ensure the voice of the child and family is incorporated into a holistic
- EHA family action plan.
- Quality assure referrals to Early Help multiagency meetings.
- Where appropriate, attendance at TAF meetings to support the child, family and involved professionals to ensure the voice of the child and family is incorporated into a holistic EHA

family action plan.

- Work with SHUB teams to triage contacts, contribute to and undertake MASH episodes and other SHUB duties which are timebound.
- Use, develop and implement appropriate tools and technology to improve EH and EHA practice and ensure practice is appropriately monitored.
- Partnership. Ensure compliance with any reporting deadlines, monitoring requirements or other control mechanisms including the management of identified risks
- As part of the Early Help Team, communicate appropriately with key stakeholders ensuring practice is strengths and evidence based with a strong focus on the voice of the child and family.
- Liaise with internal and external regulators and other agencies regarding the Early Help Strategy. Collate information and write, accurate and detailed reports and briefings to influence and inform service delivery.
- The post holder may be asked to undertake other duties outside of this description that are commensurate with their grade and experience.

### Key Facts and Figures of the Post

- **Budget Responsibilities:** No
- **Staff Management Responsibilities:** No direct staff responsibilities. Some mentoring of colleagues
- **Other:** Developing/accessing the electronic Early Help Module system to monitor the effective use of early Help Assessments.
- Updating Project Plan
- Training and Development
- Presentations
- Reports.

### Essential Criteria

- **Qualifications:** In some areas, a registered qualification is a requirement. Technical, vocational or part-professional qualification at vocational degree level or equivalent experience (NVQ 4).
- **Knowledge:** Knowledge Health and Safety and related procedures and policies and how they apply to the work area.  
Understanding of budget processes and organisational priorities  
Knowledge of inward- and outward-facing Council issues.  
Political awareness.  
Technical proficiency in advanced software applications.
- **Experience:** Thorough knowledge regarding the service and relevant legislation.  
Some experience of implementing change.  
ICT skills relevant to the work area
- **Expertise:** Thorough knowledge regarding the service and relevant legislation.

### Disclosure and Barring Service (DBS) Checks

- This post requires a DBS check.
- The level of check required is *(remove others not required)*:
  - DBS Enhanced – Children

### Job Working Circumstances

- **Emotional Demands:** Having conversations and reading and/or writing detailed case notes/referrals/police reports which may be potentially distressing.
- **Physical Demands:** Normal

- **Working Conditions:** Agile

**Other Factors:**

- Willing to travel within Cumbria and beyond.
- Collating complex and confidential information.
- Mental attention to report writing