

# Role Profile

## Part A - Grade & Structure Information

<b>Job Family Code</b>	<b>10BF</b>	<b>Role Title</b>	<b>Partnership Development and Engagement Officers</b>
<b>Grade</b>	PS10	<b>Reports to (role title)</b>	<b>Partnership Development Manager</b>
		<b>Directorate/School</b>	<b>Children, Families, Learning and Communities</b>
<b>JE Band</b>	371-438	<b>Service/Department</b>	<b>Quality Practice, Relationships and Support</b>
		<b>Date Role Profile was created</b>	<b>Jan-25</b>

## Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

<b>Role Purpose</b> including key outputs	<p>Support the development and implementation of multi-agency safeguarding children partnership arrangements between the Local Authority and key partner agencies in the public and voluntary sectors in Surrey.</p> <p>Contribute to strategic planning arrangements including convening work groups, progressing work programmes, producing reports for management and governance groups.</p> <p>Lead the provision of high quality, accessible and informative communications in respect of services provided by the safeguarding children partnership, building positive relationships with internal and external stakeholders to support business efficiency and service improvement.</p> <p>Support the development and delivery of the SSCB strategic business plan including leading monitoring, audit and evaluation activities.</p> <p>Be responsible for authoring material for SSCB Website and other media.</p> <p>Contribute to specific consultation and engagement activities in respect of partnership priorities and objectives</p> <p>Lead the support for Child Safeguarding Practice Reviews including the development of appropriate learning materials.</p>
<b>Work Context</b>	<p>The Quality and Performance Division comprises an integrated set of strategic services which support and inform operational services in the department, better engage with our partners and service users and which contribute significantly to our continuous improvement ambitions.</p> <p>Partnership Development and Engagement Officers support the Partnership Development Manager to develop and strengthen multi agency safeguarding children partnership arrangements across the county. The role operates as an individual promoting effective partnership arrangements and works closely with senior managers and operational managers and staff in the directorate and partner agencies.</p>
<b>Line management responsibility</b> if applicable	NA
<b>Budget responsibility</b> if applicable	Responsible for agreeing and monitoring spend on agreed projects.

<p><b>Representative Accountabilities</b> Typical accountabilities in roles at this level in this job family</p>	<p>Analysis, Reporting &amp; Documentation</p> <ul style="list-style-type: none"> <li>• Assess or conduct analysis, presenting results and putting forward recommendations on managing more complex situations to support decision making.</li> <li>• Analyse and make recommendations for improvement or development of existing systems, processes or policy.</li> </ul> <p>Service Delivery</p> <ul style="list-style-type: none"> <li>• Maintain, develop and review systems, processes, procedures and working methods to maximise service delivery, quality, efficiency and compliance.</li> <li>• Provide specialist/professional advice and recommendations within defined policy/strategy and procedures to support informed decision making.</li> </ul> <p>Planning &amp; Organising</p> <ul style="list-style-type: none"> <li>• Plan workloads and secure resources to enable the team/s to achieve a quality service.</li> <li>• Lead projects and reviews within a defined area of work as directed by manager to support and enhance service delivery.</li> </ul> <p>Finance/Resource Management</p> <ul style="list-style-type: none"> <li>• May assist with budget/resource/funding management in accordance with the organisation's policies and procedures.</li> <li>• May have delegated responsibility for a budget(s).</li> </ul> <p>Work with others</p> <ul style="list-style-type: none"> <li>• Liaise, communicate and build relationships with other internal departments, customers, partner organisations, agencies and/or contractors to support and represent the team/service.</li> </ul> <p>People Management</p> <ul style="list-style-type: none"> <li>• May manage a team operating in a well defined specialist area or oversee the delivery of a range of support services to a service or function.</li> <li>• Monitor and support the performance management and development of team members to ensure that individual contributions are maximised.</li> </ul> <p>And/Or</p> <ul style="list-style-type: none"> <li>• Operate as an individual responsible for the delivery of a high level and complex service.</li> </ul> <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety &amp; Welfare: To be responsible for ensuring health &amp; safety policies, procedures and legislation are implemented, communicated and managed including making sure that health and safety responsibilities are fully understood and carried out by employees within their service area.</p> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
<p><b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b></p>	<ul style="list-style-type: none"> <li>• Degree qualified, or significant vocational experience demonstrating development through involvement in a series of progressively more demanding relevant work/roles.</li> <li>• Professional qualification, or able to evidence knowledge and understanding of appropriate business disciplines.</li> <li>• Comprehensive knowledge of computerised business systems in terms of functionality and capability (some roles).</li> <li>• Knowledge of principles, practices, policies and procedures relating to business planning and financial and organisational management.</li> <li>• Proven written and oral communication and interpersonal skills with good negotiation and influencing skills and the ability to work collaboratively with internal and external partners/professionals.</li> <li>• Ability to understand, meet and exceed customer expectations.</li> <li>• Proven problem solving skills, and the ability to exercise high levels of initiative to devise and implement workable solutions.</li> <li>• Proven ability to manage a range of projects through to completion.</li> <li>• Significant practical or professional experience and understanding of business, supporting service teams and/or providing support to the public.</li> <li>• Previous management experience including staff supervision, development and organisational skills.</li> </ul>
<p><b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b></p>	<p>A relevant professional qualification and significant experience in child protection/governance work.</p> <p>Good working knowledge of partnership in the context of children's services and partnership planning and governance arrangements.</p> <p>Ability to lead multi-agency work groups in the delivery of specific workstreams and work programmes.</p> <p>Strong verbal and written skills and a good working knowledge of use of electronic communications tools including desk-top publishing and other software packages.</p> <p>Ability to negotiate, build and maintain effective working relationships at all levels.</p> <p>DBS clearance.</p> <p>Willingness and ability to travel around county and work outside normal office hours.</p>

<b>Role Summary</b>	<p>Roles at this level lead and manage the work of larger teams, or a grouping of two or more teams with a common theme. Alternatively they may be professional roles undertaking research and providing complex advice and/or managing specialist projects. They will plan and ensure progress within established procedures and policy, and respond effectively to changing priorities and different situations. They will work closely with customers, staff, partners, third parties, agencies and/or contractors and have a primary role ensuring their services achieve the agreed service standards in a cost effective way and improving quality standards. Forward planning could be for months ahead and the role will contribute to longer-term development. Work requires the consideration of future implications beyond the immediate problems and may involve the creation of new approaches and procedures to solve the problem.</p>
<b>Reference Number</b>	BM-2019-249

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