

POST TITLE	EDINBURGH CHILD PROTECTION LEAD OFFICER
DIRECTORATE	CHILDREN, EDUCATION AND JUSTICE SERVICES
SERVICE	PERFORMANCE QUALITY AND IMPROVEMENT
RESPONSIBLE TO	PUBLIC PROTECTION MANAGER
NUMBER OF POST HOLDERS	1
ACTING UP/ SECONDMENT	PERMANENT

PURPOSE OF JOB

The Edinburgh Child Protection Committee is an inter-agency strategic partnership, responsible for the design, development, publication, distribution, dissemination, implementation and evaluation of child protection policy and practice across the public, private and wider third sectors in the City of Edinburgh area. The Committee is made up of senior representatives from across all key areas and partners concerned with the care and protection of children.

The role of the Lead Officer is therefore to provide professional support to the Edinburgh Child Protection Committee and promote inter-agency working. This is achieved through the following core functions:

- continuous improvement
- strategic planning and connection
- public information; engagement; and participation
- annual reporting.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- To support the development; implementation, review and reporting of the Committee's business plan and the production of an annual Child Protection Committee Report, presented to Chief Officers' Group and CEC Children, Education and Families Committee.
- To formulate and maintain an overview of inter-agency activity to protect and improve outcomes for children and take a lead role, in partnership with relevant staff and partner agencies, to ensure continuous improvement. Advising practitioners, managers, other agencies, the Chief Social Work Officer and the Chief Officers Group in relation to all areas of public protection covered by the Child Protection agenda.
- To lead the ongoing self-assessment of multi-agency services and ensure that this informs and drives improvement planning.
- To collate and analyse Child Protection national minimum dataset reporting and other local performance information from the Committee partners for collation and submission to the Child Protection Committee, Chief Officer's Group, national bodies and Scottish Government, where required.
- To ensure that the Child Protection Committee is kept informed of and plans appropriate responses to national developments, including legislative, Scottish and UK policy changes, regulations, research evidence and best practice in relation to services to protect children and to project lead on improvement or implementation plans resulting from these changes.
- To enable and ensure multi-agency auditing and quality assurance measures are implemented and reviewed with a view to maintaining an overview of improvement activity arising from self-assessment, Learning reviews and external inspection reports, and support the Committee to ensure improvement activity is achieved within timescale.

- On behalf of the Child Protection Committee, contribute to the development, review and dissemination of inter-agency guidelines, policies and procedures, and review their effectiveness.
- To contribute to the development and review of the Learning and Development Strategy and multi-agency learning opportunities offered through the Committee, and lead on appropriate learning activities, including multi-agency briefings, learning from local & national Learning Reviews and Inter-Agency Referral Discussion (IRD) Workshops, for example.
- To contribute to the development and review of the Learning Review Protocol, alongside the Adult Protection Lead Officer, and to coordinate the Child Learning Reviews process for the Committee, screening and actioning Learning Review notifications through the Learning Review Panel process.
- To lead on the identification and commissioning of Lead Reviewers and coordinating Learning Reviews that process, through regular consultation and support to Learning Review Chairs, independent Lead Reviewers, wider Review Teams and contributing practitioners. This will also involve liaising with and directing the Learning Review Business Support with their role in the Review.
- To contribute to wider case reviewing responsibilities of the children's partnership, on behalf of the Edinburgh Child Protection Committee, such as Child Death Reviews, Drug Related Death Reviews.
- To share learning from Learning Review reports, leading on the publication of Learning Review Reports or Executive Learning Summaries; managing and leading on local and national dissemination of learning.
- To lead on coordination and management of a number of strategic sub-committees and operational working groups linked to core functions and implementation plans of the Edinburgh Child Protection Committee.
- To promote collaboration across service areas, particularly between adult, child and public protection and ensure links to the wider Children's Service Partnership, Edinburgh Partnership, Corporate Parenting/Promise Planning and Alcohol & Drug Partnership.
- To promote, support and encourage collective responsibility between core Child Protection agencies and the wider 3rd Sector, facilitating regular inputs and points of contact between the Edinburgh Child Protection Committee and voluntary or 3rd sector organisations.
- To monitor and evaluate the impact on Child Protection activities of children's rights and participation work across the Children's Partnership.
- To actively support and contribute to national child protection or public protection bodies, such as Child Protection Committee Scotland, National Lead Officers' Group, CELCIS and Care Inspectorate learning or communities of practice/working groups.
- To contribute to the development of the Child Protection Committee's communications strategy.
- To contribute to the recruitment of other key roles with children's partnership services that may interact with Child Protection.
- May on occasions become responsible for project coordination that involves people support or management.

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)

- The postholder should be educated to degree level in a relevant field (e.g. Social Work, gender studies, community education) or have equivalent experience
- This post requires a high level of analytical thinking, and the post holder will be routinely required to collate and analyse complex information. Analysis will include the identification of current patterns and trends, anticipation of future patterns and trends and impact of policy developments, as well as a high level of problem solving.
- The post holder will be required to represent the ECPC at local and national fora and will require to be able to react speedily and creatively to new demands.
- The ECPC lead officer plays a crucial role in facilitating cooperation through the development of networks and professional links between partnership agencies and stakeholders.

- The post holder will be required to participate in any national Child Protection groups, and other short life working groups to contribute to national policy developments and to inform continuous improvement at both local and national level.
- The post holder will be responsible for presenting proposals and recommendations on significant areas of work to the ECPC for approval and utilising their professional knowledge to make decisions to support the delivery of the ECPC improvement plan.
- The post holder will have a reporting line to the Chief Officers in all aspects of the conduct of their role and the post holder's performance will significantly influence the successful delivery of the ECPC improvement plan and contribute to the success of the ECPC agenda in Edinburgh.

ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

- Expected to manage own time, to meet deadlines and deliver outcomes to agreed quality standards.
- Physical demands and conditions will be predominantly within the range of normal office-based activities.
- All employees are expected to adhere to Council standards of practice in line with policy.
- Tenacity and professionalism under stressful and emotive circumstances in an area of work where there is frequent conflicting interests and a lack of understanding of Adult Support and Protection duties and codes of practice.
- The post holder will have an operational overview of services related to the protection of adults and therefore a direct awareness of the more complex cases and an indirect contact with service users. These may be challenging in content and involve discussion of emotionally difficult matters.

SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)

- This post does not include formal staff management, yet the co-ordination and collaboration with key stakeholders is key; and,
- is required to assist in the workload planning and prioritisation for the Public Protection Business Support.
- The post holder is also required to lead and manage workstreams including multi-agency work streams teams comprising staff from the Council and partner agencies.
- The Post holder is required to work with all levels of Practitioners in Child Protection and delegate tasks in the partnership.

RESOURCES

- The post will support the Chief Social Worker to be responsible for the public protection budget.

HEALTH AND SAFETY

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work-related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed. Additional information can be found in the [Council Health and Safety Policy](#)