

Hertfordshire County Council

Job Outline



JOB TITLE: Local Authority Designated Officer
GRADE: M3
REPORTS TO: Team Manager (LADO)
TEAM: LADO Team
DEPARTMENT: Quality Assurance, Improvement and Practice

Purpose of the Job

Support is provided to relevant Managers, Heads of Service and Members on policy and operational matters relating to allegations made against staff.

Main Areas of Responsibility

Establish and maintain the allegations management framework

- Develop and update Working Together compliant inter-agency policies, procedures and practice and contribute to the development and up dating of relevant single agency procedures in relation to the management of allegations of abuse against people who work with children across the authority.
- Develop and maintain effective working relationships with key statutory, voluntary and private sector agencies working with children and young people in the authority
- Work with the HSCB to create and maintain an up to date list of contact details of managers to whom allegations must be reported in all partner agencies (including the education and early years sectors)
- Support the embedding of relevant knowledge and understanding through consultation and training.
- Develop and maintain systems for recording both progress and process at an individual casework level and as a county overview; monitoring time scales and evaluating reporting arrangements.
- Contribute to the work of the HSCB and the authority, regarding: the content and availability of relevant training, serious case reviews or other enquiries where relevant and the needs analysis for the Children's Services Plans.

Management of Allegation Cases

- Provide professional advice and consultancy on individual cases, in line with legislation and best practice guidance, to all partner agencies, maintaining a record of advice given.
- Request and attend strategy meetings and multi-agency evaluation meetings in order to maintain oversight of cases and use monitoring systems to ensure that all cases are brought to a managed conclusion and a written record of the final outcome is completed and made available to employee / volunteer, the employer / manager.
- Ensure compliance with procedures and where necessary bring practice deficiencies to the attention of the Named Senior Officer for the service concerned, and/or the HSCB's strategic and operational boards if necessary.
- To be an expert witness in disciplinary hearings and attend both civil and criminal court as required.
- Identify cases requiring additional procedures / media protocols etc. and bring those to the attention of senior managers.

Information Management

- Manage the recording systems, ensuring that they are up to date and able to provide clear audit trails around decision making, planning and recommendations for all processes relating to the management of allegations against professionals.
- Ensure a system is in place for the safe and confidential storage of every case file for the statutory storage periods.
- Be accountable for the control of information in respect of individual cases in accordance with accepted Data Protection and Confidentiality requirements.
- Raise the profile of allegations management work and relevant key issues across all partner agencies including understanding of the role of the LADO within the authority
- Develop and maintain an effective communication strategy with all partner agencies in respect of process developments and updates.
- Establish and maintain links with other local authority's designated officers to ensure best practice is shared, continuous improvement at a regional level and effective cross border working
- Provide qualitative and quantitative reports to the Hertfordshire Safeguarding Children's Board (HSCB) consistent with the DCSF Minimum Data set data and to the Department for Education & Skills as required.
- Respond to requests for information from key agencies including DCSF, Ofsted, CAF/CASS and family placement agencies.

Quality assurance and performance

- Devise and implement performance management systems to enable monitoring of all cases across all partner agencies so that the HSCB and its members are able to access timely and accurate performance data.

- Manage the submission of DCSF audit data relating to allegations against staff / volunteers as and when required.
- Set, monitor and evaluate standards across the local authority to ensure that targets and outcomes are met and that interventions are appropriate in every instance.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Criminal Background Check

Safeguarding children and adults is of utmost importance to Hertfordshire County Council. The Council requires employees to abide by legislation and best practice to enable Hertfordshire to achieve this. This role has been identified as requiring a Disclosure & Barring Service (DBS) check or Basic Disclosure. You must therefore ensure that any relevant criminal record check application is completed and returned as requested by the Council, as this is deemed a contractual requirement of employment. In addition, you consent to allow the Council to retain a copy of the disclosure certificate within your personal file.

It is a contractual obligation to disclose any cautions, reprimands or convictions and to update your manager of any changes to your status whilst in employment. Enhanced DBS roles will be reviewed periodically during employment, by means of DBS Dip Sample or three yearly rechecks. Failure to disclose changes to your status may be detrimental to your employment and you may be subject to disciplinary action.

Please note that additional information referring to the check is in the guidance notes to the application form. If you are invited to interview you will receive more information.

Equality and Diversity

Hertfordshire County Council is determined to take action to ensure that our belief in diversity and equality of opportunity is integral to everything we do. It will inform every area of activity; from the way we provide services to the way we employ our staff. It is a central responsibility of all councillors, managers, staff and partners. The council's equality policy 'Putting People First' is available on hertfordshire.gov.uk, on the internal intranet or from your line manager.

Health and Safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Additional Information: Code of Practice on the English Language Requirements for Public Sector Workers

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format.

Person Specification

Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.

You will be expected to address each point separately and in the order listed.

If you do not complete a full supporting statement in the requested format, your application may be rejected.

- Have the ability to acquire excellent awareness of professional standards and disciplinary process in a range of employment settings
- Have an unequivocal personal standard of professional practice in relation to safe working practice and appropriate professional boundaries
- Demonstrate a high level of expert knowledge in relation to allegations management and the issue of 'unsuitability'. Have a high level of child protection expertise in relation to child protection practice, policies and procedures
- Have excellent organisation and time management skills and be able to work independently in their designated area and jointly as part of the LADO, Child Protection School Liaison Officer and Child Protection Unit team
- Have knowledge of and make reference to relevant child protection legislation and guidance and disciplinary processes in a range of settings
- Understand and explain inter-agency processes and protocols
- Understand and explain the vetting and barring regulations
- Have excellent communication skills, both written and verbal, in order to fulfil the consultation role efficiently and autonomously
- Have excellent interpersonal and conflict management skills in order to positively challenge and effect resolution at a managerial level across multi-agency settings
- Be aware of Health and Safety considerations, provide specific and generic risk assessment and recommend risk management / staff management options
- Maintain the bespoke LADO database / electronic record
- Produce and interpret statistical data and utilise this as a planning tool
- Be a competent and experienced trainer, able to produce training materials deliver a range of programmes to audiences in excess of 100 staff
- Develop training schedules and produce training materials
- Devise, review and develop practice guidance and pro-forma