



## Role description

Post:	Junior Practice Development Consultant (Safeguarding)
Location:	Homebased
Contract type:	Full time
Contract length:	Permanent
Reports to:	Safeguarding Audits Manager
Grade:	6
Line Manages:	N/A

### Job Purpose:

SCIE's safeguarding audit and improvement activity supports organisations and local systems to identify and overcome systemic issues that entrench health and care inequalities and allow people to experience harm. As a result of our work, organisations unite across systems to work efficiently and effectively for their communities, reducing risks so adults in need of support and children are safe.

The postholder will be a member of the Safeguarding Team and will work on a number of projects (primarily safeguarding) enabling SCIE to effectively support sector improves and its responsive to people who may experiencing or be at risk of harm/and or abuse. The post holder will manage and deliver projects, inspiring and motivating colleagues, and sector partners in order to generate and apply learning from safeguarding practice to reduce likelihood of people being harmed.

### Main Duties

1. Work collaboratively as part of a team to utilise our existing methodologies to support the delivery of improvement and consultancy projects for clients in adults and children's social care including diagnostics, change management projects, organisational and practice reviews.
2. Support the development and implement project plans, including through facilitation of sessions, eg workshops with those delivering services, service users and focus groups, stakeholder interviews, report and presentation drafting, data analysis,

communication approaches, stakeholder liaison and risk management utilising SCIE's Project Management approach.

3. Research and collate best practice, emerging trends and innovative approaches to drive improvement in social care.
4. Track and report on use of resources and budgets, using SCIE's project and finance systems, to ensure value for money and timeliness of delivery.
5. Communicate clearly and to a high standard to multiple audiences including senior leaders, practitioners, people who use services and members of the public writing high quality presentations and reports.
6. Represent SCIE in public and professional arenas.
7. Maintain up to date professional expertise and knowledge on legislation, policies and practice.
8. Maintain the effectiveness and credibility of SCIE's work by keeping approaches to organisational improvement aligned with the latest legislation, practice guidance and research evidence and effective quality improvement methodologies.

#### **General responsibilities:**

1. Embrace diversity and share in our commitment to equality of opportunity and to eliminating discrimination.
2. Have fun and challenge yourself at work, model the charity's values and abide by our policies and practices.
3. Show a clear commitment to working with people with lived experience in a sensitive and non-judgmental way to facilitate positive working relationships.
4. Work flexibly and positively contributing to good team working and the delivery of the SCIE's objectives through matrix working.
5. Other tasks as may be required, commensurate with the level of the post

#### **General Comment**

This job description describes the principal purpose and main elements of the job. It is a guide to the nature of the main duties as they currently exist, but is not intended as a wholly comprehensive or permanent schedule of tasks.

# Person Specification

## (A) Application, (I) Interview

**ESSENTIAL CRITERIA:** please ensure you include in your application how you meet all areas marked **(A)** in this section:

<b>1</b>	<b>Experience</b>  Current or recent experience related to safeguarding and/or Quality Assurance/ Continuous Improvement to safeguarding risks and concerns relating to adults and children <b>(A)</b> .  Experience of establishing and maintaining effective, collaborative working relationships and supporting colleagues. <b>(A)</b>
<b>2</b>	<b>Education/Knowledge</b>  Demonstrable knowledge and understanding of good practice in creating safe organisations and responding to safeguarding risks and concerns relating to adults and children. <b>(A)</b> .
<b>3</b>	<b>Aptitude/abilities/skills</b>  The ability to work largely autonomously whilst setting and managing own work priorities. <b>(I)</b>  Ability to work to schedules and tight deadlines. <b>(I)</b>  Excellent communications skills, with the ability to write and present to, and facilitate discussions, with a wide range of stakeholders, including senior managers, practitioners and people who use services and carers. <b>(A)</b>  The ability to work effectively from home with experience of using ICT effectively (including Microsoft Office and project management systems and tools) and use data in accordance with GDPR principles. <b>(A)</b>
<b>4</b>	<b>Personal Characteristics</b>  A clear understanding of, and commitment to, equal opportunities and diversity, and the commitment to promote high standards of conduct, integrity and probity. <b>(A)</b>

## Desirable Criteria:

<b>1</b>	<b>Experience</b>  Experience of analysing performance and evaluation data. <b>(A)</b>  Experience of living SCIEs values. <b>(I)</b>
<b>2</b>	<b>Education/knowledge</b>  Basic understanding and knowledge of consulting theories and frameworks. <b>(A)</b>
<b>3</b>	<b>Aptitude/abilities/skills</b>  Experience of using Salesforce for project management <b>(I)</b>
<b>4</b>	<b>Personal Characteristics</b>  The ability to work productively in a busy, fast moving and fun team. <b>(I)</b>