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| People’s Directorate **Job Description** |
| **Post Title: Senior Officer – Safeguarding Trainer****Service Area: Safeguarding and Learning****Directorate: People**  | Salary Grade: SO1 £25,694 - £29,854 |
| **Responsible to: Senior Officer - Safeguarding in Education****Responsible for: Business Support Officer**  |
| **SPECIFIC RESPONSIBILITIES:**To provide a comprehensive safeguarding training offer to early years providers, educational establishments and associated groups. To develop and maintain a range of safeguarding training materials in line with expected local practice and statutory safeguarding duty, collaborating with a range of partners.To deliver courses flexibly to meet the needs of a variety of statutory and independent groups - including work outside core council hours in line with service providers requirements.To evaluate training courses and prepare written reports for the Senior Advisor - Safeguarding in Education and other Safeguarding Managers.To provide professional advice and guidance to both internal and external organisations in order to meet statutory requirements and mitigate risks and ensure children in Stockport are safeguarded appropriately.To ensure that the Council manages its resources effectively, delivering value for money, exploiting opportunities to drive out inefficiencies and generating income where appropriate. |
| **EXPECTATIONS OF A SENIOR COUNCIL OFFICER:** * To provide a high quality, cost effective Safeguarding and Learning Services to customers to support the management and delivery of services, taking a holistic, joined up view of service design, delivery and evaluation.
* To provide supervisory support to a small team or give professional advice and guidance to the organisation in order to meet statutory requirements and mitigate risks.
* To ensure that the Council manages its resources effectively, delivering value for money, exploiting opportunities to drive out inefficiencies and generating income where appropriate.
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| **RESPONSIBILITIES OF A SENIOR COUNCIL OFFICER:**To contribute to the key aims and objectives of the organisation, both within the post holder’s specific remit, across the section and Council as a whole. 1. **Seeing the big picture**
* Identifying issues and trends which might affect your service and ensuring activities are aligned to service priorities.
* Developing a shared understanding and knowledge of your own and other CSS service areas.
1. **Changing and improving**
* Responds to issues requiring a good understanding of work-area and policies and procedures.
* Takes ownership of issues to ensure they are addressed providing explanations but seeks advice on difficult or complex matters.
* Resolves difficult operational problems in a thorough and timely manner.
* Encourages ideas from others to develop solutions to problems.
* Identifies issues, considers risks and develops solutions through in-depth information gathering and analysis.
* Prioritises work, taking into account own work area and needs of larger work area but escalates any issues concerning demand and capacity to deliver.
1. **Makes effective decisions**
* Makes objective decisions at the appropriate level guided by procedures and practices requiring some interpretation.
* Makes decisions on issues and priorities for own area of responsibility and provides advice and feedback to support accurate decision making.
* Analyses and interprets a range of data sources to inform decisions and ensure that resolution is achieved through reference to a variety of policies, procedures, and past practices.
* Monitors and deals with confidential issues using discretion and judgment.
* Makes recommendations to solve and resolve problems.
* Ensures compliance with established standards.
1. **Leading and communicating**
* Provides line management and leadership of function teams as appropriate.
* Communicates, interprets and trains others (where appropriate) on directorate and corporate policies or an appropriate professional specialism seeking support on unfamiliar areas.
* Communicates in a succinct and engaging manner using appropriate styles, methods and timing including digital channels to maximise understanding and impact.
* Recognises the contribution and achievement of others.
* Conveys information to others and takes steps to ensure understanding.
* Tailors communication to different audiences.
1. **Collaborating and partnering**
* Establishes relationships with a range of stakeholders to support the delivery of directorate and Council outcomes.
* Generates a shared focus and understanding and shares information in a clear and concise manner at times involving others.
* Deals with conflict in a prompt, calm and constructive manner.
* Supports collaborative team working across the directorate and Council.
* Provides impartial and objective advice where appropriate, addressing and resolving issues within a political environment.
1. **Building capability for all**
* Identifies and addresses capability and development requirements of self and others to deliver current and future work.
* Supports others to achieve challenging goals.
* Delegates to and follows up on work of others. Trains others regarding policies and procedures.
* Provides guidance and training to less experienced staff.
* Identifies and resolves issues in own workgroup.
* Seeks and acts on feedback to evaluate and improve individual and team performance, facilitating ideas for change.
1. **Achieving commercial outcomes**
* Works with commercial experts to support alternative delivery models and more efficient outcomes, balancing cost and quality.
* Works with colleagues and partners to improve service delivery.
* Analyses and uses information to assess costs, benefits and risks of different delivery models.
1. **Delivering value for money**
* Supports effective use of resources and recommends actions to achieve value for money.
* Supports an increased awareness of cost and performance management.
* Follows appropriate financial and contract monitoring procedures to ensure deliverables are achieved.
1. **Managing a quality service**
* Creates and updates manuals and internal procedures.
* Uses project management skills and techniques to achieve outcomes, identifying risks and mitigating actions.
* Develops and maintains systems to review service standards to provide quality and value for money.
* Works with teams to set priorities, goals, objectives and timescales and develops plans to improve service quality.
* Ensures confidentiality and compliance on Councils procedures for data and information management.

**10. Delivering at pace*** Supports and where appropriate supervises teams to achieve agreed goals and objectives.
* Demonstrates a positive approach and maintains focus on priorities.
* Takes responsibility for delivering expected outcomes, recognising the contributions of others.
* Plans ahead, regularly monitors and evaluates workloads and priorities to adapt to changing situations.
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| **ADDITIONAL RESPONSBILITIES*** To work positively and inclusively with colleagues and customers so that the Council provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.
* To fulfill personal requirements, where appropriate, with regard to Council policies and procedures, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities.
* To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee’s background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account
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Generic Version 1.0 Final (16/12/13)

Specific Duties Updated: 31/08/2016

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**Stockport Council**

**Competency Person Specification**

 **Post Title**:

The criteria listed below represent the most important skills, experience, technical expertise and qualifications needed for this job role.

Your application will be assessed against these criteria to determine whether or not you are shortlisted for interview.  Any interview questions, or additional assessments (tests, presentations etc.) will be broadly based on the criteria below.

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| **Competency** | **SCORE** | **Essential or Desirable** |
| **0** | **1** | **2** | **3** | **4** |  |
| Experience of delivering training to a range of different stakeholder. |  |  |  |  |  | Essential |
| Experience of managing projects and/or a workloads, achieving objectives to time and quality |  |  |  |  |  | Essential |
| Experience of working directly with children and families who required additional support via safeguarding and child protection routes |  |  |  |  |  | Essential |
| Knowledge and understanding of safeguarding policy and practice |  |  |  |  |  | Essential |
| Experience of implementing projects and processes within a political environment. |  |  |  |  |  | Essential |
| Experience of working with stakeholders to implement change or delivery of key projects. |  |  |  |  |  | Essential |
| Experience of analysing data and evaluating options to provide solutions. |  |  |  |  |  | Essential  |
| Experience of supporting teams to achieve their goals. |  |  |  |  |  | Essential  |
| Experience of managing service resources to achieve value for money and provide a high quality service. |  |  |  |  |  | Essential  |
| Effective operational management, negotiating and influencing skills. |  |  |  |  |  | Essential |
| Experience of working in a local government, public sector or similar environment. |  |  |  |  |  | Essential |
| Effective interpersonal skills working with colleagues to negotiate and influence to achieve positive outcomes. |  |  |  |  |  | Essential |
| Effective organisational skills or knowledge of project management techniques. |  |  |  |  |  | Essential |
| Analytical skills with the ability to interpret and identify key IG issues. |  |  |  |  |  | Essential |
| Effective oral and written communication skills with a confident presentational style |  |  |  |  |  | Essential |
| Demonstrable numeracy, literacy and ICT skills at Level 2 (GCSE) or above, or a willingness to undertake development in this area as appropriate. |  |  |  |  |  | Essential |
| Adequate level of training or qualification in delivering training and promoting learning. |  |  |  |  |  | Desirable |
| Where appropriate, clean driving license. ‘Alternative arrangements will be made for disabled applicants’ |  |  |  |  |  | Desirable |
| Getting things done through people and helping people to maximise their contribution |  |  |  |  |  | Essential  |
| Making most efficient and effective use of resources available |  |  |  |  |  | Essential |
| Delivering services that are focussed on customer needs |  |  |  |  |  | Essential |
| Developing and Maintaining Effective Working Relationships |  |  |  |  |  | Essential |
| Managing own workload effectively and taking responsibility for own development |  |  |  |  |  | Essential |
| Communicating effectively in both written and face to face communication |  |  |  |  |  | Essential |
| Able to make effective decisions and present arguments/facts to help others make decisions |  |  |  |  |  | Essential |
| Understands and actively supports Stockport Councils diversity and equality policy. |  |  |  |  |  | Essential |
| To meet Stockport Council’s standard of attendance. |  |  |  |  |  | Essential |
| A willingness to be flexible in a changing environment  |  |  |  |  |  | Essential |

**Scoring key**

0 – Not met essential criteria

1 – Partially meets essential criteria

2 – Meets criteria

3 – Exceeds criteria

4 - Exceptional