

<b>Job Title</b>	Social Care Procedures Lead Consultant
<b>Location</b>	Coventry
<b>Hours Of Work</b>	Full Time (37 hours per week)
<b>Responsible To</b>	Director of Procedures
<b>Salary</b>	£32,049 - £36,252

<b>Main Purpose of Job</b>
<p>To manage the business relationship with customers, ensuring that contracts are delivered professionally according to specified requirements, working with customers in the development of new procedures manuals, content and any associated documentation. Further update and maintain existing manuals content and associated documentation.</p> <p>To contribute to the company keeping up to date with changes in legislation, regulations, government guidance and standards of good practice and to draft briefing papers on specific topics as required.</p>

<b>Duties, Responsibilities &amp; Job Activities</b>
<ol style="list-style-type: none"> <li>1. To work under the direction of the Director of Procedures in the development of new, and the updating, of procedures manuals content.</li> <li>2. Remain informed of changes to legislation, regulations, standards and good practice as the apply to children's social care and safeguarding.</li> <li>3. To meet with the Director of Procedures as appropriate to review and plan workload.</li> <li>4. To inform the Director of Procedures of any issues related to workload e.g. where timescales may be compromised.</li> <li>5. To prepare manuals and updates for hand-over to the Formatting Team in accordance with the company's requirements.</li> <li>6. To liaise with the Production Manager to schedule the delivery of contracts.</li> <li>7. To liaise and cooperate with the Formatting Team, as necessary, in relation to any queries relating to the writing and updating of manuals.</li> <li>8. To ensure that work undertaken takes account of changes in legislation, regulations, government guidance and standards of good practice.</li> <li>9. To assist the company in keeping up to date with changes in legislation, regulations, government guidance and standards of good practice by contributing to the Corrections Log.</li> <li>10. To produce briefing papers as required.</li> <li>11. To manage customer relationships, attending meetings with customers as required, presenting a professional and informed position.</li> <li>12. To undertake necessary administration in relation to managing contracts, such as email communication, arranging meetings with customers, planning delivery dates and monitoring plans.</li> <li>13. To work to tight deadlines and be able to respond to changing priorities.</li> <li>14. Represent the company in a professional and competent manner at all times demonstrating an understanding and commitment to good practice in social care.</li> </ol>

PERSON SPECIFICATION		
	Essential	Desirable
<b>Education</b>	<p>Relevant professional qualification.</p> <p>A thorough understanding of relevant legislation and good practice.</p>	<p>Dispw</p>
<b>Knowledge and Experience</b>	<p>Experience of formulating, developing and writing policies and procedures.</p> <p>A thorough understanding and knowledge of the legislative and regulatory framework for Children's Social Care and Safeguarding Children.</p>	<p>Experience working in an operational social work team specialising in children's social care.</p> <p>Statutory social work with children.</p> <p>A knowledge of inter or multi-agency working.</p> <p>Strategic planning and operational management.</p> <p>Performance management.</p> <p>A knowledge and understanding of one or more of the following: adults social care and wider Children's Trust services e.g. child health, youth offending, education, children's centres.</p>
<b>Skills and Abilities</b>	<p>Ability to operate at a senior level, taking responsibility for communication and negotiation with senior managers.</p> <p>Excellent verbal and written communication skills.</p> <p>Ability to work under own initiative, prioritising, planning, managing and reviewing own workload and delivering to deadlines.</p> <p>Ability and skills to reflect the relevant regulatory framework in clear, concise procedures, adhering to the house style and standards.</p> <p>Ability and willingness to work in a flexible way and be accessible to respond to customer's needs.</p> <p>Ability to use computers for word</p>	<p>Good operational/people management skills</p>

	<p>processing to draft and edit procedures and email for communication.</p> <p>Excellent project management skills.</p> <p>An understanding of the role and importance of IT in delivering procedures.</p>	
<p><b>Other requirements</b></p>	<p>Full driving license with willingness to use own car.</p> <p>Willingness to travel around the country to meet customers, using the most efficient and cost-effective means.</p> <p>Willingness to 'hot desk' working from our offices in Coventry or work at home at times, as required.</p> <p>Ability to demonstrate a commitment to equal access policies, diversity and good practice.</p> <p>An understanding of the importance of equal access policies when writing procedures.</p>	