

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Children's Services	Job Ref Number: 03223
Service Area: Quality and Standards Team	Grade: 10
Job Title: Practice Advisor	

PURPOSE OF JOB:

To support improved outcomes by contributing to the effective delivery of a programme of audits to Children's Services. To control, manage and complete allocated internal audits and provide written reports that identify clear findings, including risks, and recommendations to resolve issues and drive improvements.

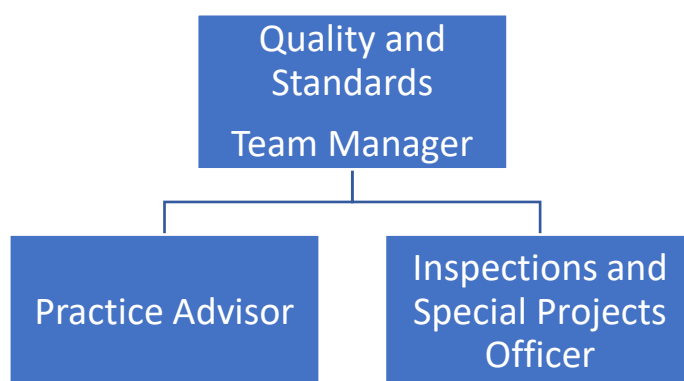
To contribute to audit planning processes and to work effectively in partnership with managers and leaders across Children's Services to gain assurance of audit recommendation implementation.

To contribute to the delivery of services for area of responsibility, assisting as appropriate with:

- Providing an integrated approach to performance management, quality standards and service delivery
- Embedding new ways of thinking and working
- Developing and maintaining strong, positive working relationships with commissioners, their teams/partners and across service areas as appropriate

Continuously look for synergies and efficiency savings across area of responsibility

TEAM STRUCTURE:



MAIN DUTIES:

1	To contribute to developing and overseeing a planned annual schedule of audits to ensure audits are completed, findings analysed and collated into monthly and quarterly reports.
2	Execute individual audit assignments providing independent assurance on the effectiveness of governance, risk and internal control systems. Employing appropriate audit techniques and performing work to appropriate practice standards in line with Ofsted frameworks
3	Prepare audit reports in accordance with practice standards and determined style, highlighting the significance and impact of findings in terms of risk and making appropriate

	recommendations to rectify the issues identified
4	Plan, control and deliver the allocated work plans within agreed time parameters - meeting performance targets
5	Develop and maintain strong and positive working relationships across service areas
6	To undertake investigative work into isolated cases to determine the effectiveness of decision making in achieving better outcomes for children and families. To escalate areas of concern where identified to the relevant Service Manager
7	To be independent and innovative in the auditing of current and historical work and practice, to inform policy and process
8	To undertake short notice responses, as well as planned audits, to service or case investigation, and to make recommendations for improvement, including identifying instances of non-compliance with local or national guidance
9	Provide operational risk management support as required to assist services in identifying and managing their key risks effectively - including supporting the delivery of audit workshops to ensure managers are effectively able to undertake their own audits.
10	Provide advice, and constructive challenge on risks and issues identified from audits to assist all levels of management to manage identified risks
11	Excellent interpersonal skills and the ability to use tact and diplomacy colleagues. Strong interviewing, listening, influencing and negotiation skills
12	To monitor, measure and report on an overall improvement programme following inspections and the constituent project workstreams
13	Utilise social work practice and experience to interpret and analyse audit findings
14	Develop and deliver internal training to staff, evaluate the training and implementation. Quality intervention and excellent standards must be developed through quality assurance audits of all work implemented etc.
15	Write and deliver specific development sessions for all aspects of the SOS model, be innovative in how this can be applied to all service areas and support implementation. Be accountable to the development and application of practice and policy
16	To support the writing and updating of current policies and procedures and develop best practice, resources and manage these effectively
17	To develop a communication strategy to ensure all staff and partner agencies are aware of updates, have increased knowledge and are able to effectively apply the models of intervention to their area of work. To ensure Lincolnshire practices and procedures in relation to services for children are followed in all cases.
18	Coach/mentor teams/colleagues as appropriate to embed new ways of thinking and working. To act as a role model to staff helping them to manage uncertainty and to respond to positively and creatively to changing expectations
19	Ensure Council resources are optimised and utilised effectively and efficiently. To contribute to the improvement of services in area of responsibility, identifying where possible, value for money savings and managing within allocated budgets.
20	Take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self -service to achieve maximum cost effectiveness.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Educated to degree level with relevant extensive (at least 5 years) Children's Services experience.	A	Y	
Registered with the HCPC or similar and ensure that registration is maintained and renewed appropriately	A	Y	
Knowledge of theory and practice of care assessment, planning; detailed knowledge of	A/I	Y	

legislation through professional qualification and 5 years post qualifying experience			
Advanced skills in spreadsheet, database software and Microsoft package	A/I	Y	
An exceptional ability to analyse monitoring and evaluation information	A/I	Y	
Excellent written communication skills with the ability to write succinct and accurate reports which summarise audit findings and identify recommendations	A/I	Y	
Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice.	A/I	Y	
Excellent communication skills with a fluent ability to present findings and summaries of reports to Children's Services Managers	A/I	Y	
Excellent interpersonal skills and the ability to use tact and diplomacy colleagues. Strong interviewing, listening, influencing and negotiation skills	A/I	Y	
Proven experience in managing complex and cross-cutting projects and programmes preferably within a children's services arena;	A/I	Y	
Demonstrably high level of organisational skills and the ability to prioritise high demand.	A/I	Y	
An ability to both write, deliver and evaluate training programmes for internal and external staff	A/I	Y	
An ability to be creative, resourceful and innovative, being able to suggest and implement new ways of working, being able to test and evaluate these and then proceed to full implementation.	A/I	Y	
The post holder will be able to deal with competing demands ensuring appropriate prioritisation	A/I	Y	
An awareness of legislative frameworks and how these impact on service delivery.	A/I	Y	
Ability to support large groups of staff from all services within the 0-19 children services programme to implement new ways of working which are innovative and visionary	A/I	Y	

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the [Lincolnshire County Council Core Values and Behaviours](#) and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.