

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Children’s Services

Job Ref Number: 04252

Service Area: Early Years and Childcare Support

Grade: G10

Job Title: Senior Performance Officer– Quality and Assurance

PURPOSE OF JOB:

The Senior Performance Officer will work jointly with the Quality and Assurance-Children's Centre Team Manager, and Children Centre Locality Leads to implement a quality assurance system for the 48 children’s centre and family networks, which meets national standards (set out by Department for Education, Department for Health and Social Care and Care Quality Commission).

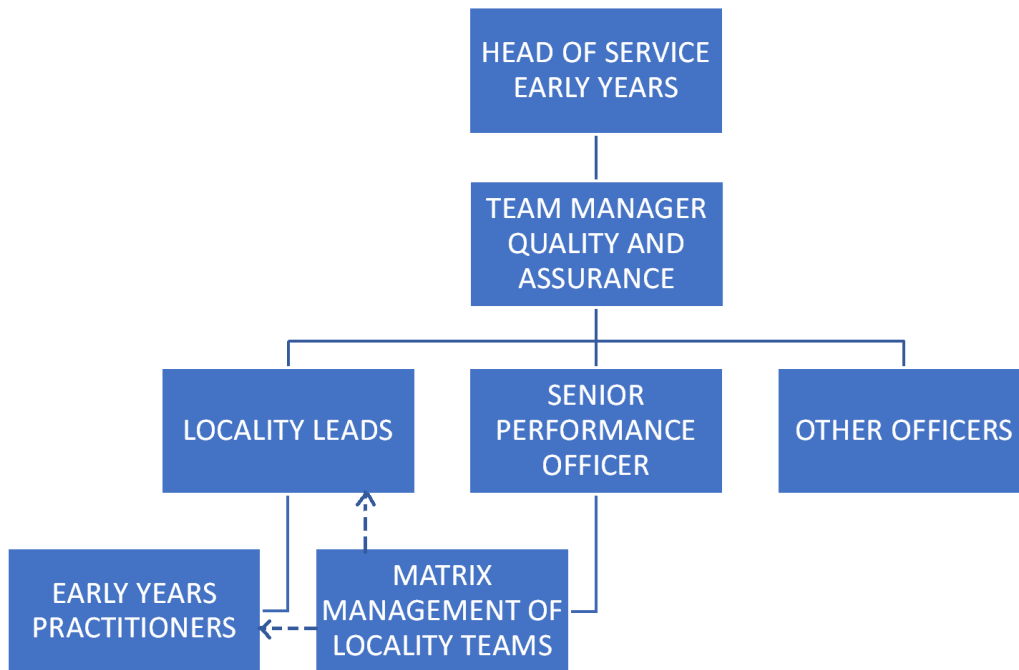
This programme is to secure the best start for women and their families during pregnancy and throughout the early years of their child's life up to the age of 19 years (25 SEND), with a key emphasis on the first 1,001 days. The role will support the local authority corporate targets so families access good quality services that support them to thrive and contribute to them reaching a good level of development at the end of the early years foundation stage. This includes access to wider services, early years entitlements.

The post holder will work in close partnership with the locality teams, LCC Public Health, Children’s Health 0-19 Service, and the Lincolnshire Midwifery Service and the Lincolnshire maternity system board which includes partners from local, regional and national bodies.

Key factors to be considered in the delivery of services include rurality and access to services, the increasing multicultural diversity of the county, some areas of significant deprivation, and the role this service can have on supporting vulnerable families and preventing children needing to be brought into the care of the Local Authority.

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STRUCTURE CHART:



MAIN DUTIES:

1	To lead within the central early years management team on quality assurance, utilising a framework and meeting national standards as measured against Dept for Education and CQC, to meet the needs of the local population within the children’s centre and family hub networks. This includes supporting future service inspections
2	The post holder will be responsible for matrix management of locality teams to: <ul style="list-style-type: none"> • monitor the quality and assurance against the national standards, and lead on the delivery of implementing actions resulting from Q&A reviews. • ensure the workforce development requirements of the national guidance are delivered. This will ensure we have a skilled and empowered workforce that are able to provide high quality services for babies, children and families.
3	To plan, deliver, review and evaluate working practices to maximise effective delivery across the network of children’s centre and family hubs. Maximising the use of evidence based practice working with a range of professional and managers across the multidisciplinary wider system. The post holder will need to be able to ascertain the needs of the workforce through workforce surveys, and develop plans to meet these needs e.g. coordinate training events and developing relationships with partners. This includes supporting family hub networking events where required.
4	Increase the number of families accessing the school readiness offer through embedding new ways of working with the range of professionals who work/have contact with our youngest children to maximise outcomes for families This is predominately working with professionals within the 0-5 years remit, but also working to improve the range of 0-19 years (25

	SEND) services delivered locally to families through the children's centre and family hub networks, as appropriate. To continuously build networks of support around Children's Centre's as per the family hub guidelines.
5	Being responsible for communications regarding the evolving start for life offer. To champion the importance of accessing the start for life offer, to support strong parent-child attachment, positive parenting, early language development, home learning environment opportunities to result in improved holistic child development and family wellbeing.
6	Contribute to new ways of working with a focus on improving the educational outcomes of vulnerable children in order to raise attainment for all children and narrow the attainment gap. This includes ensuring parents/carers are supported to access high quality local childcare and, in particular, eligible parents take full advantage of the early year's entitlement from 9 months old to access quality early year's provision.
7	Develop and maintain strong, positive, collaborative working relationships across a range of service areas, including children's health, midwifery, early help, social care, commissioned providers and partner agencies to increase attendance and take up of services to improve outcomes. This includes working in a proactive and supportive manner with these key stakeholders and joining up services to best meet the needs of families.
8	Develop and maintain strong positive working relationships with commissioners and providers. To support in Operational Contract Management meetings where required to ensure the delivery best meets the needs of the local population.
9	Ensure there is particular emphasis on prevention, early intervention and targeting the most disadvantaged and vulnerable families in order to reduce inequalities undertake further consultation and engagement as required and reporting findings to the appropriate channels to influence strategic and operational decision making.
10	Ensure that future resources are allocated to optimally meet the needs of families, with a strong emphasis on value for money, cost-effectiveness, and the impact on families.
11	Produce budgetary projections to meet key financial timescales. This will include supporting property development through project management.
12	Deputise for the Team Manager as required. For example, at key partnership boards both locally, regionally and nationally to ensure representation at key meeting and events is maintained as required.
13	Delivery of presentations to key partners, delivering strategic service updates on a regular basis. This includes peer support to regional colleagues.
14	Data analysis to inform future programs of work and improvement planning/ timetables. This will deliver against the corporate target for engagement into the children's centre and family hub network.

PERSON SPECIFICATION			
Requirements	Where identified*	Essential	Desirable
Educated to degree level, or equivalent, with a	A/I	*	

minimum of 3 year post graduate experience in a relevant and related service area			
Significant knowledge and skills to develop and embed credible professional partnerships across the wider system with both internal and external partners and agencies, leading and developing strong and effective practice to underpin sustainable change. The person will require sound negotiation skills and will be influential in creating change to embed new ways of working.	I	*	
Excellent presentation, written and verbal communication skills as well as the ability to analyse data and a clear understanding of national legislation as well as local policy.	P	*	
A sound understanding of the key milestones for a child and their family from pregnancy to the end of reception class and knowledge of how services can support families to meet key outcomes	A/I	*	
An understanding of Better Births and the development of the Lincolnshire family hubs	A/I		*
Solid understanding of Children's Centres in Lincolnshire	I		*
The ability to influence others effectively as decisions will have long term impact on overall service quality and efficiency as decisions made will affect groups of employees working within the services identified	I	*	
Excellent interpersonal skills	I	*	
Demonstrable experience of managing and implementing change	I	*	
Ability to interpret available data to drive and direct service improvement and how to report outcomes to evidence impact	A/I	*	
Experience of producing and writing good quality reports and action plans to effectively monitor and track progress of projects and or work streams	A/I		*
Ability to be flexible and adaptable in a continually changing environment and remain solution focused	A/I	*	
Significant experience of	A/I	*	

safeguarding children			
Public speaking skills	I	*	

*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.

Job Details:

Job Title	Senior Performance Officer– Quality and Assurance
Identifier	04252
Director Area	Children's Services
Service Area	Early Years
Score	552
Grade	Grade 10