

Job Description

Job Title:	Service Development Officer		
Service Group:	Children & Young People		
Department/Team:	Early Intervention & Prevention/Specialist Intensive Support		
Location:	Any suitable base across Wolverhampton		
Grade :	6 (Subject to Job Evaluation)		
Job Class:		Number of posts:	
Disclosure and Barring Clearance:	Enhanced		

Special Conditions:

Subject to the requirements of the service, and following appropriate local consultation processes, the **working week** of individual employees **may be arranged over a 7 day period, including weekends**, providing that the employees' average core hours over a pre-determined reference period does not exceed 37 hours.

The standard working week shall remain at 37 hours where hours worked are not in excess of 37 hours.

Job Purpose:

To support Senior Managers in developing priorities for defined areas based on robust qualitative and quantitative intelligence.

To support Senior Managers in researching and understanding current best practice and research to underpin approaches.

To provide evidence on local trends to support an effective approach to commissioning/de-commissioning and proactive service responses.

Key Contacts in Organisation:

Reports to: Strengthening Families Partnership Manager and/or relevant Head of Service

Number supervised: 0

Main contacts: Council Employees, Service Users, External Partners

Main responsibilities:

1. To adhere to and use the Behaviours and Guiding principles framework for Children & Young People Services in everyday working practice.

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2.	To support Senior Managers in developing priorities for defined areas based on robust qualitative and quantitative intelligence.
3.	To support Senior Managers in researching and understanding current best practice and research to underpin approaches.
4.	To provide evidence on local trends to support an effective approach to commissioning/de-commissioning and proactive service responses.
5.	To develop and support a framework for quality assurance underpinned by service user feedback.
6.	To support partners in understanding local trends and the impact of these for their agency.
7.	To support teams in embedding the use of electronic systems for effective case management recording and outcomes measurement.
8.	To act as the nominated super user for systems used within Strengthening Families teams and provide training where necessary.
9.	To support teams in embedding the use of quantitative and qualitative information within their working practices.
10.	To support the Strengthening Families forum to develop a robust priorities plan and co-ordinate the collation of evidence from partners on progress.
11.	Provide evidence to Strengthening Families forums on the impact of service delivery and interventions ensuring delivery to the right families at the right time.
12.	To provide specialist support for the Head of Service and other senior managers in ensuring compliance with local and national requirements.
13.	To support the Senior Managers in the co-ordination of the Strengthening Families forum for defined areas.
14.	To ensure that Freedom of Information requests are dealt with in a timely manner, seeking advice of senior colleagues as necessary.

Special Features:

Post holders must act in accordance with the Council's Constitution and other Codes of Conduct.

Post holders must participate in staff development, appraisal and training as appropriate, including continuous professional development.

Post holders must comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, the Data Protection Act, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City wide priorities.

Post holders must undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Equality Act 2010.

Post holders must participate in the wider development of the service and contribute to service improvement as required.

City of Wolverhampton Council is committed to Corporate Parenting.

“Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after.”

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