Post Specification

Post Specification - Key Information

- **Post Title:** Partnership and Improvement Assistant
- **Date:** March 2025
- **Post Group Number:** 8398
- **Job Family:** Organisational Support
- **Job Family Role Profile:** OS9
- **Final Grade:** Grade 9

To be read in conjunction with the job family role profile.

Service Area Description

This role works within the Quality, Resources and Transformation Service area of Children's Services, reporting to the Partnership & Improvement Manager. The post supports a range of performance, improvement and quality assurance activities that contribute to the effective delivery of Children's Services and corporate priorities.

Purpose of this Post

To improve outcomes for children and young people in Westmorland and Furness by supporting the effective development and delivery of high-quality business systems and quality assurance processes.

The post provides support to key priority areas of activity across the AD Quality, Resources and Transformation service area, contributing to continuous improvement, performance monitoring and transformation activity.

Key Job Specific Accountabilities

1. Support the development and maintenance of a range of key business systems to support performance and improvement, including risk management, internal audit tracking and monitoring, service planning, policies and procedures, democratic processes, and project and transformation activity.
2. Contribute to the development and implementation of effective quality assurance frameworks, including audit and feedback processes.
3. Support the coordination of preparation for inspection and review, including the maintenance of evidence trackers, inspection preparation groups and self-evaluation activity.
4. Provide high-quality support to multi-agency and internal working groups associated with statutory improvement and transformation activity.
5. Work with corporate performance colleagues and other key stakeholders to meet Council requirements and influence corporate developments.
6. Undertake other duties and responsibilities commensurate with the grading and nature of the post.

Key Facts and Figures of the Post

- **Budget Responsibilities**:
  - None
- **Staff Management Responsibilities:**
  - No direct line management responsibilities.
- **Other:**
  - No additional resource responsibilities identified.

Essential Criteria

Qualifications

- Minimum NVQ Level 3 qualification or equivalent.
- Evidence of ongoing professional development.

Knowledge

- Understanding of the broad role of Children's Services.

Experience

- Experience of working within a local authority environment, preferably Children's Services.
- Experience of supporting change management and transformation/improvement activity.
- Experience of quality assurance processes.
- Experience of providing high-quality support to working groups and project groups.

Expertise

- Understanding of quality assurance processes.
- Ability to provide high-quality support to working and project groups.
- Ability to present and explain complex information clearly and concisely.
- Ability to produce high-quality draft briefings and reports.
- Ability to prioritise workload and meet deadlines.
- Good organisational and time management skills.

Disclosure and Barring Service (DBS) Checks

- This post does not require a DBS check.

Job Working Circumstances

- **Emotional Demands:** Normal
- **Physical Demands:** Normal
- **Working Conditions:** Normal

Other Factors:

- Ability to travel around the area as required to undertake the duties of the role.