

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Co-Production & Research Development Officer	JEID	L0395
Salary Grade:	Grade L (£34,728 - £36,933)		
Team:	Participation Team		
Service Area:	Children & Families		
Primary Location:	Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Team Leader Participation		
Responsible for:	N/A		

Role Purpose

- To manage, develop and deliver a programme of work that ensures co-production, consultation and engagement, the 'voice of the child' and the 'voice of the parent/carer' are used to inform service design and evaluate delivery.
- To manage the delivery of robust qualitative and quantitative intelligence and insight that is relevant, valid and accurate to support decisions relating to delivering services to children and young people.
- To ensure the views and experiences of children, young people and families using our services are used to measure outcomes and shape future service delivery, within the context of achieving significant savings programmes.
- To make a significant contribution to the adaptation, design or development of information systems and projects.
- To support families, children and young people aged 0-25 years who need support to improve their life chances, through devising and implementing programmes of work.

Role Responsibilities

- To communicate effectively with WCC colleagues and partner agencies in defining the requirements for qualitative information relating to the 'voice of the child' to inform their plans and priorities.
- To support the development and implementation of projects which ensure the ability to effectively deliver services to children, young people and their families/carers.
- Undertake a programme of qualitative and quantitative research into children's services on behalf

of the organisation.

- Produce reports for use by the People Directorate, Children and Families SLT, SEND Development Board and partners, outlining headlines from the Voice of the Child/Parent/Carer and co-production work programme.
- Work with Commissioners to ensure the views of service users are shared with all stakeholders across strategic partnerships, including customers of social care services, children, young people and families, in the development of strategic plans and commissioning strategies.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Experience of working in children and families services (or equivalent service area).	A,D,I
Broad knowledge of relevant legislation and the local and national context including statutory responsibilities with the ability to apply appropriate to service developments.	A,I
Experience in supporting projects and staff through change processes.	A,I
Experience of improving the development and performance of services.	A,I
Ability to effectively manage own workload and assist others in delivering outcomes in a challenging environment	A,I
Experience of or ability to undertake the necessary training and development in project management; to delivering projects within resources and timescales.	A,I
Show high level of interpersonal and negotiation skills with service users, carers, staff, senior managers and external partners	A,I
Ability to work autonomously using own initiative with minimal supervision or direction.	A, I
Ability to create, maintain and enhance effective working relationships	A,I
Able to translate ambiguity and complexity into clear direction	A,I
Demonstrate enthusiasm a commitment to the development and delivery of the best quality services.	A,I
Experience of producing bids, business cases, policy, guidance and procedures	A,I
Implement corporate decisions with energy and enthusiasm	A, I
Manage change sensitively and able to motivate self and others in challenging time	A, I
Act decisively having assessed risks and potential outcomes	A, I
Take personal authority and find ways to empower others	A, I

Seek opportunities to listen and reflect, embracing a flexibility of management style	A, I
---	------

Desirable Criteria

Assessed By:

Relevant qualification and evidence of Continuous Professional Development.	A, D
Experience of managing budgets successfully	I
Recognise and implement joint working methods with operational strategic and partners to deliver services	I
Encourage staff to work collaboratively with internal and external partners.	I
Understanding of the professional agendas relevant to the children and family service and how to apply best practice developments into the services.	I
Ability to reflect on a strategic level in considering the implications for staff and customers with proposed changes to social care practice and development	I
Experience of working in a children and families service and delivering project work for transformation within children's services or similar environment.	I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/	<input type="checkbox"/> Restricted postural change – prolonged sitting

repetitive basis	
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	