

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:	Child Employment Officer	JEID	L0017
Salary Grade:	Grade K		
Team:	Child Employment/Children in Entertainment		
Service Area:	Education Services		
Primary Location:	Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Education Capital, Sufficiency and Home to School Transport Lead Commissioner		
Responsible for:	N/A		

Role Purpose

To ensure the safety and welfare of those children and young people in Warwickshire who are in employment or taking part in activities, subject to the child employment and child entertainment regulations. To ensure adults who are chaperoning children in entertainment in Warwickshire are suitable candidates and adequately trained.

Role Responsibilities

To carry out local authority duties in relation to children taking part in performances and employment. Developing council policy and procedures and promote good practice in matters relating to child employment and children in entertainment.

To ensure employers are not illegally employing children.

To supervise the inspection officers and ensure inspection visits are undertaken on all performances in Warwickshire.

To ensure theatres/dance schools are aware of their responsibilities when using children in their performances.

To make decisions and interpret legislation on behalf of the service on a day to day basis.

To provide support and advice to a high professional standard to parents, teachers, employers and officers of the authority on matters relating to child employment and children in entertainment.

To approve chaperones/renew chaperones who wish to work with children in entertainment carrying out interviews and DBS checks.

To ensure chaperones are aware of their roles and responsibilities

To challenge theatres/TV companies on their procedures when employing children to ensure they have the best interests of the child at the forefront.

To use delegated powers to stop a child from working/to stop a performance

To issue 'Body of Persons' approval for theatres in Warwickshire and develop contracts between both parties. To ensure those who are granted approval produce a Child Protection Policy and adhere to the conditions agreed.

Liaise with colleagues in Business Support to ensure licences, permits and chaperone approvals are processed within the agreed timescales

To develop and produce appropriate literature for child employment and children in entertainment.

To investigate child employment and children in entertainment concerns or issues.

To prepare/collate reports on all matters relating to child employment/children in entertainment.

To set up and maintain an ongoing programme of monitoring premises and other venues where children may be employed or engaged in entertainment and to ensure that children are protected from danger and exploitation and respond in line with Warwickshire Child Protection policy.

To establish and develop systems, processes and procedures to ensure efficient service delivery.

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:

Knowledge of Children Employment and Children in Entertainment regulations	A,I
To have a broad range of practical and procedural knowledge of office administration or to hold a relevant qualification at NVQ Level 3 or equivalent	A, I, D
The ability to independently interpret and analyse information and situations to solve varied problems.	A, I
To be able to communicate, in person and/or in writing, a variety of information to a range of people.	A, I
To be able to use a keyboard with some precision and speed.	A, I, T
The ability to make frequent decisions and exercise initiative independently to fulfil the requirements of the role.	A, I
The ability to work under a high degree of pressure including meeting unpredictable deadlines and dealing with conflicting demands.	A, I,
The ability to accurately record and process personal and sensitive information	A,I,
The ability to cope in situations where there is an emotional demand arising from the work being undertaken.	A, I
Be able to travel to all parts of Warwickshire. Non-disabled applicants must be able to drive, have a full, valid driving licence and have a vehicle available for work. Disabled applicants must be able to travel in order to perform the functions of their role (with assistance where necessary).	A, I
Be able to work evenings, and occasionally weekends, if the job requires it.	A, I

Desirable Criteria

Assessed By:

Knowledge of the entertainment industry	A, I
Child protection knowledge	A, I
Ability to use ICT packages including Synergy, Word and Excel.	A, I
A current approved chaperone.	A, I

We are committed to Safeguarding and promoting the welfare of all those we serve, as well as complying with best practice in the application of safeguarding. Please be aware a Disclosure and Barring (DBS) check will be required as part of the pre-employment checking process, and rechecking will be required as and when determined by the relevant policy.

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/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input 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 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 type="checkbox"/> Face-to-face contact with members of the public

<input type="checkbox"/> Other (please specify):	
--	--