

# 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:	Digital Safeguarding Officer	JEID	IT003
Salary Grade:	Grade H		
Team:	Schools ICT		
Service Area:	ICT & Digital, Enabling Services		
Primary Location:	Warwick / Home Working		
Political Restriction	This position is not politically restricted.		
Responsible to:	Team Lead Application Support		
Responsible for:	n/a		

#### Role Purpose

To provide proactive day-to-day monitoring of desktop activity across Warwickshire schools subscribing to the Digital Safeguarding service, reporting incidents of concern as necessary

#### Role Responsibilities

To provide monitoring of desktop activity on all devices in subscribing schools, using the RADAR client software.  
To monitor and respond to Smoothwall Safeguarding emails generated by Web Filtering software  
To use Smoothwall reporting to analyse incidents detected by RADAR or Safeguarding emails  
To monitor all internet traffic from any device in the school  
To identify users or devices highlighted in reports in liaison with the Networks Team  
Generating incident reports providing detail on any detections of concern  
Producing monthly reports on monitoring service in the school  
Acting as a point of liaison for subscribing schools, in response to any concerns raised  
Ensuring the RADAR client is resident on all devices in the school  
Providing cover across Primary and Secondary consoles as necessary  
To keep up to date with Safeguarding legislation and Online Safety threats  
To contribute to any materials produced by ICTDS relating to Safeguarding and Online Safety  
To communicate the capabilities of the RADAR console to a range of audiences  
To escalate serious Safeguarding incidents as appropriate

## 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:

NVQ Level 3 or equivalent in a relevant subject, excellent IT skills/knowledge	A/I
The ability to independently interpret and analyse varied and complex information or situations.	A/I
The ability to co-ordinate a number of elements within a project plan	A/I
Proven advisory skills including the demonstrated ability to persuade others to adopt a course of action which is not necessarily their preferred approach	A/I
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 and experience to contribute to ICT policies and procedures	A/I
Ability to co-ordinate a number of elements within a project plan	A/I

### Desirable Criteria

Assessed By:

Experience of using the Smoothwall RADAR client	A/I
Experience of supporting Schools ICT	A/I
Experience of using the Smoothwall web filter logging and reporting	A/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.

Provision of personal care on a regular basis		Driving HGV or LGV for work	
Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects		Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)	
Working at height/ using ladders on a regular/ repetitive basis		Restricted postural change – prolonged sitting	X
Lone working on a regular basis		Restricted postural change – prolonged standing	
Night work		Regular/repetitive bending/ squatting/ kneeling/crouching	
Rotating shift work		Manual cleaning/ domestic duties	
Working on/ or near a road		Regular work outdoors	
Significant use of computers (display screen equipment)	X	Work with vulnerable children or vulnerable adults	
Undertaking repetitive tasks		Working with challenging behaviours	
Continual telephone use (call centres)		Regular work with skin irritants/ allergens	
Work requiring hearing protection (exposure to noise above action levels)		Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)	
Work requiring respirators or masks		Work with vibrating tools/ machinery	
Work involving food handling		Work with waste, refuse	
Potential exposure to blood or bodily fluids		Face-to-face contact with members of the public	
Other (please specify):	X	Dealing with inappropriate or explicit online content	