

## Job Description

Job Title	WSCP Business Manager
Grade	EPO10
Reporting To	Head of Safeguarding
JD Ref	PC0049P (B)

### Purpose

Plan, lead and co-ordinate the statutory work undertaken by the Wirral Safeguarding Children Partnership (WSCP), promote its work throughout the Wirral multi-agency partnership, and provide effective strategic management.

### Main Duties And Responsibilities

#### Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values and leadership behaviours in the role and organisation.

#### Team Leadership and Management:

- Provide strong leadership, strengthening engagement, growth, culture, innovation, collaboration and performance.
- Assign responsibilities, setting clear expectations, and deliverables to team members and empower them to excel in their roles.
- Through continuous improvement strengthen the tools, practices and impact of the service.
- Lead the WSCP's strategic business planning processes and be the lead officer and point of contact for all enquiries to the WSCP.
- Ensure the WSCP maintains up to date multi-agency policies and procedures; provides an effective programme of multi-agency safeguarding training; undertakes statutory child safeguarding practice reviews; undertakes a programme of auditing and scrutiny of partnership performance information; is subject to independent scrutiny.

#### Communication, Engagement and Training:

- To represent WSCP locally and regionally in safeguarding forums.
- Advise WSCP members, Head of Safeguarding, the Director for Children's Services, Local Authority (LA) strategic managers and Elected Members on policy issues and strategic direction.
- Champion joint working by maintaining and developing effective relationships between partner agencies at both operational and strategic levels, and ensure appropriate challenge and support is offered to ensure all children and young people are safeguarded and their welfare is promoted.

- Provide expert professional knowledge, advice and support to the statutory partners, partnership strategic leads and committee chairs.

### **Data Analysis and Decision-Making:**

- Prepare and deliver an annual report, regular performance and scrutiny reports, presentations and training to the statutory partners, partnership strategic leads and chief officers, LA children's services, and elected members.

### **Compliance:**

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Ensure that all service initiatives adhere to relevant legislation, policies and practices.
- Ensure the WSCP fulfils its statutory duties to safeguard children as defined in the Children Act 2004 and Working Together to Safeguard Children 2018 2023 and be accountable via the Executive Board to the statutory safeguarding partners for the effectiveness of multi-agency safeguarding activity.
- To highlight to WSCP statutory safeguarding partners, agencies who do not comply with Working Together to Safeguard Children 2023.
- Act with autonomy on behalf of the statutory safeguarding partners and make recommendations for strategic decision-making relating to the WSCP's statutory duties, priorities, and budget.
- Ensure delivery of the statutory child death overview functions.

### **Other:**

- Any other duties commensurate with the grade.

## **Role Specific Knowledge, Experience And Skills**

### **Qualifications**

- Educated to degree standard with a professional qualification in children's services or related field, e.g., Social Work, Education, Nursing, Youth work, Probation, Police etc.

#### *Desirable*

- Relevant management qualification.

### **Knowledge & Skills**

- Knowledge of the relevant statutory and legislative framework that applies to statutory children's services and the role of local safeguarding children Partnerships - specifically the Children Act (1989 and 2004) and Working Together to Safeguard Children 2015
- Ability to oversee the quality and timeliness of Serious Case Reviews, Critical Incidents, reports and business plans.
- Detailed knowledge of child protection and key national safeguarding priorities e.g., child sexual exploitation, neglect, domestic abuse, radicalisation, and early help



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FOCUSED**



**PROFESSIONAL**

- Ability to undertake and present multi-agency learning and critical incident reviews using an approved methodology.
- Clear and demonstrated ability to understand the statutory safeguarding legislation and requirements from the government and Ofsted.
- Ability to interpret national legislation and the implications for the WSCP.
- Ability to delegate and oversee work within the team.

#### *Desirable*

- Ability to manage change within Children's Services.

### **Experience**

- Proven experience in statutory or voluntary children's work, project management, managing in Children's Services. Partnership work and chairing complex multi-agency forums, budget management.
- Experience of the effective leadership and supervision of staff.
- Well-developed communication, facilitation, and resolution skills.
- Effective analytical, planning and presentation skills.
- Ability to understand, interpret and disseminate information clearly to a wide range of audiences.
- Proven record of ability to manage publicity and dissemination of information to the public, community organisations and member agencies.

#### *Desirable*

- Experience of quality assurance systems and their application.
- Experience in undertaking research.
- Experience of developing performance measures and consider performance data for strategic planning purposes.



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## Additional Information

Able to travel within the borough and within Merseyside when required.

Required to regularly attend evening Committee meetings.

Ability to represent the WSCP at regional and national conferences and events.

### NOTE:

**The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the Head of Service.**

This job role descriptor will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the job role holder. It is not a definitive statement of procedures and tasks but sets out the main expectations of the Service in relation to the job role holder's responsibilities and duties.

Elements of this job role descriptor and changes to it may be amended considering organisational and service requirements.

### Health & Safety Considerations:

- Work with VDUs (Video Display Unit) (>5hrs per week)

**Approved By: Tracy Stephen, Interim Head of Safeguarding**  
**Date Of Approval: 12.03.2025**



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