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| **senior early help officer**  **SALARY GRADE: HBC8** | Halton Borough Council  resourcing@halton.gov.uk |
| Working at Halton | |
| All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture:   * Working Together – building fantastic relationships with colleagues and customers * Continuous Improvement – keeping great service delivery at the heart of everything we do * Personal Growth – learning, growing and developing ourselves * Accountability – doing what we say we are going to do * Inspiring Leadership – positive roles models and leading by example   *To read more about our values, click* [*HERE*](https://haltoncouncilcareers.co.uk/values/)  **We are immensely proud that when asked what’s great about working for Halton, the most popular response from our workforce has been ‘*our colleagues’*.**  Aside from working with a great team, our employees have access to a fantastic range of benefits, including:   * A generous annual holiday allowance starting at 34 days per year (including bank holidays), increasing with long service * Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions * 3 x Salary Life Cover via Local Government Pension Scheme * Investment in your personal development * Free Car Parking at HBC sites * Flexible / hybrid working arrangements available * Extensive employee benefits platform including discounted shopping, car leasing, gym memberships, wellbeing hub and Employee Assistance Programme. * Essential Monthly Car User Allowance   *For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* | |
| About the Job | |
| As a Senior Early Help Officer, you will assist in the leadership, organisation and development of the delivery of Early Help Services by supervising, supporting and advising the teams. You will contribute to the management, delivery and operation of a range of measurable high quality, cost effective services, to meet individual needs of children and families. You will responsible for managing a cohort of staff in the Early Help sector including Locality teams, Family Hub Teams, ICART and Disabled children’s service.  More specific responsibilities include:   * Managing staff, service delivery, and resources, with a focus on practice issues, to ensure high-quality services that meet divisional targets and objectives, while also ensuring effective supervision in line with policy and maintaining staff motivation, care, and development * Supporting with the recruitment, induction and training of staff, within Directorate policies, supporting and assessing relevant staff in relation to training and career development identified in supervision and annual EDR’s * Prioritising, allocating and authorising work, maintaining service provision and meeting demands to ensure services are targeted, developed and delivered within policies, procedures and statutory frameworks * Ensuring that documentation, record keeping, accounting and communication is maintained and ensuring effective partnership working across the early help, voluntary and independent sectors is established and maintained * Developing and delivering effective service provision, including the identification of resource shortages and contributing to the planning and development of new and/or existing early help services * Undertake regular use of quality assurance audit processes in the scrutiny and standardisation of early help front line practice, learning from the process and giving feedback to the team during reflective learning sessions * Leading on divisional projects and key areas of work, including the coordination of specialist programmes and multi-agency practice meetings across all levels of need, while supporting team members through early help assessments, group delivery, and activities, and providing advice, guidance, and training to external partners leading early help assessments * Having a working understanding of parenting principles and attachment theory in relation to parent / child/ family dynamics, ensuring that staff utilise evidence based models of practice * Ensure the health and safety of staff, individuals, service users, equipment, and operations, maintaining health and safety policies and practices across Council buildings, including key holding duties, implementing and reviewing risk assessments, and managing risk appropriately * Ensuring that the planning, monitoring and reviewing of expenditure and financial commitment against the budget are provided within cost limits, seeking out and applying for external funding opportunities where needed * Analysing, monitoring, measuring and maintaining performance against agreed targets and performance indicators. * Support each member of the team to contribute towards these through effective leadership, producing and implementing delivery plans as required and in accordance with directorate and corporate policy * Understanding all aspects of safeguarding and to confidently follow all guidelines of safeguarding and be able to challenge and implement the level of need process * Deputising on behalf of the Principal Manager as and when required * Undertaking any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job | |
| About You | |

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| For this role, it is essential that you have a Level 3 NVQ Children and Young People/Early Years or equivalent, Level 4 working with complex families or equivalent and a commitment to take part in continuous professional development, including a supervision qualification.  In addition you will have:   * Experience of working with children and families assessed as having multiple and complex needs and an understanding of child development, Principles of Early Intervention, safeguarding policy, practice and the Levels of need Framework * Experience of supervising students and or staff or volunteers and monitoring performance, with the ability to work both as a team and demonstrate leadership skills in the management, motivation and supervision of staff, challenging poor performance as appropriate, setting and maintaining high professional standards * Experience of managing, accurately using, updating, confidential information kept on appropriate IT software/systems/databases and producing any required reports * Knowledge of issues and procedures surrounding confidentiality and information sharing and an understanding of legislation and frameworks in relation to working with children, young people and families * Knowledge and understanding of research into the outcomes for children, young people and families using evidence based practice * Skills in assessing risk; creating, implementing and reviewing plans to address risk and the ability to analyse local data on Early help requirements, develop and implement services around strategic priorities * Practical organizational, prioritization and communication skills, the ability to work corporately and flexibly, responding to varied requirements, and work effectively to tight deadlines using your own initiative * The ability to work outside normal hours if required * An awareness of Equal Opportunities issues and a willingness to challenge discrimination where required   As this role involves regular travel across the borough and sometimes further afield, a driving license and access to a vehicle are essential requirements. Where appropriate, reasonable adjustments will be made in accordance with the provisions of the Equality Act.  The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment. |
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