

Job Profile

Position Details	
Post	Auditor (Quality Assurance)
Service Area	Children & Young People's Service / Safeguarding and Quality Assurance
Reports to	Head of Service, Quality Assurance
Grade	P07
Job Family	Children's Services

Role Purpose
<p>Auditor (Quality Assurance): -</p> <p>To assure quality of practice across Children's Social Care</p> <ul style="list-style-type: none"> • To undertake audits and report on findings. • To prepare both quantitative and qualitative reports for presentation to senior managers. • To improve practice through the delivery of the Quality Assurance Framework to ensure effective outcomes for children and families. <p>Overall, the Auditor (Quality Assurance) is to provide a proactive approach to quality assurance in order to ensure that the quality of work across the organisation is improved.</p>

Main Responsibilities
<ol style="list-style-type: none"> 1. To work closely with the Quality Assurance Head of Service to ensure the implementation and delivery of the Quality Assurance Framework through an agreed programme of audit activity. 2. To undertake audits as directed by the Quality Assurance Head of Service, including working to audit specifications and writing bespoke audit tools. 3. To analyse audit data and prepare written reports on the audit findings. 4. To prepare reports and deliver presentations on audit findings to staff at all levels of the Department. 5. To support the Quality Assurance Head of Service in embedding quality assurance processes, including audit activity, across Children's Social Care. 6. To be responsible for collating, maintaining and reporting on data from identified areas of practice. 7. To work closely with the Children's Social Care Workforce Development Team to ensure that findings from quality assurance activity is reflected in appropriate training for staff.

8. Through the quality assurance and audit process to report to the Policy and Procedures Officer to ensure that policies and procedures are relevant to the needs of children and families.

Generic Responsibilities

1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.
2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
3. Knowledge and experience of using IT.
4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
1. Understanding, knowledge and ability to follow guidelines to ensure compliance with Health and Safety at Work, Data Protection and other statutory requirements.	E
2. Health and Safety aspects/issues, first aid/manual handling etc in relation to the working environment, i.e. hazardous materials and relevant processes/legislations	E
3. Knowledge and experience of using IT including an electronic integrated children's system (e.g.: MOSAIC or similar)	E
4. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.	E
5. To undertake any other temporary duties consistent with the basic duties and/or objectives of the post.	E
6. This position requires the post holder to have a satisfactory DBS check.	E
7. Social Work qualification and active HCPC registration	E
8. Evidence of post-qualification continuing professional development	E
9. Comprehensive knowledge and application of relevant legislation, regulation and statutory guidance relating to children, young people and their parent / carers	E
10. Knowledge of national issues relevant to looked after children and child protection, including relevant research and evidence-based models of best	E

practice	
11. Well-developed written, oral and presentation skills.	E
12. An ability to influence and develop positive relationships with senior managers within the Council and partner agencies, whilst at the same time providing appropriate levels of challenge to policy and practice.	E
13. Knowledge of the quality assurance function with relevant audit skills	E

Main Contacts & Other Information
<p><u>Main Contacts:</u> Service Users Internal and External stakeholders</p> <p><u>Other Information:</u> This position requires the postholder to undergo a DBS (Disclosure and Barring Service) check.</p>

Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
x				
Are the staff based at the same work location?				NA
Will the post holder be responsible for contract / agency / project staff?				NA

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Yes		Use of a computer.	Yes	
Audio typing.	No		Crisis or conflict situations.	No	
Walking more than a mile.	No		Manual handling.	No	
Working alone or in isolation.	No		Working in confined spaces.	No	
Driving a car, van or minibus.	No		Preparing or serving food.	No	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	No		Working in awkward positions, e.g. stooping, bending, reaching.	No	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	No		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	No	
Regular and repetitive movements.	No		Working shifts / unsocial hours, nights.	No	
Outdoor work involving uneven surfaces.	No		Standing or sitting for prolonged periods.	No	

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.	No		Working at heights / on ladders, roof work.	No	
Teaching, or responsibility for, children.	No		Outdoor work involving extremes of temperature.	No	
Electrical hazards.	No		Control and restraint.	No	

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
N/A
Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
N/A
Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
N/A
Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
N/A
Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:
N/A
Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:
N/A