

## **Project Details and background**

This is a 6 month project where you will be leading on the development and implementation of the Out of Hours Service in order to have a fully operational team in place which supports Foster carers, Looked After Children and young people and partner agencies out of hours.

The project is based in Resources, Improvement and Partnerships and managed by the Service Manager for Quality Assurance.

Details:

- To undertake a multi-agency consultation with services and partner agencies to inform the development of the service.
- To draft referral pathways, triage and policies and procedures to compliment and coordinate with existing Children's Services and partner agency procedures.
- Co-ordinate the application of policies and protocols across agencies, to ensure that the requirements are met and advise and guide partners to ensure proactive and consistent application of all procedures.
- To create and present reports regarding the development of the service to Senior Leaders and elected members.
- Lead on the recruitment to support the implementation of the team.
- To liaise with HR to draft job roles and create rotas which meets the needs of the service.
- Develop quality standards and targets for the training strategy and establish systems to record.
- Work with the Placement Team to identify and consult regarding emergency placement provision
- Lead on the process for obtaining regulation for emergency placement provision.
- Manage the development and integration of a coherent, effective out of Hours Service.
- Contribute to the development of innovative responses to issues regarding maintaining placements, supporting Foster Carers and Looked After Children and young people.
- Keep abreast of the implications of government safeguarding policy and legislation.
- To review and make recommendations for revising and implementing systems, policies and procedures as appropriate to meet statutory and internal requirements and to ensure the delivery of excellent outcomes.
- Develop and maintain evidence banks for the purposes of internal and external inspection processes.
- To ensure appropriate systems are in place for the administration of training and development activities.