

London Borough of Lambeth

JOB DESCRIPTION

Job Title: Audit Officer
Grade: PO5
Division: Children's Social Care
Directorate: Children's
Reporting to: Team Manager

1. Main Purpose

- 1.1 Audit Officers occupy senior consultancy positions within the Local Authority and carry the main responsibility for quality assurance of services by:
- 1.2 Designing and undertaking audits in accordance with the Children's Social Care Quality Assurance Framework
- 1.3 Contributing to improved standards and outcomes for service users (children and their families) by giving consultation and expert advice on complex child protection cases and permanency planning to social workers, team managers and outside agencies
- 1.4 Conducting regular inspections of fieldwork services for children to ensure statutory requirements are met and by making recommendations for action
- 1.5 Contributing to policy and procedure development, training and service development within the department and across the council
- 1.6 Maintaining professional independence from the line management of operational services.
- 1.7 Developing recommendations for the department that will improve outcomes for children by changing practice and service delivery

2 Principal Accountabilities

- 2.1 Apply understanding, knowledge and skills gained from direct social work practice, management of services, up to date knowledge of evidence based practice and the current national policy direction of children's social care services to support senior managers in bringing about improvements in service delivery.
- 2.2 Through audit, review, coaching, development of policy, guidance and practice standards support senior managers in improving standards of service delivery

- 2.3 As commissioned by operational managers undertake improvement programmes with individual managers and staff where there are identified concerns about competence to improve practice and develop skill to avoid the need for disciplinary action
- 2.4 Where managers and staff are not able to respond to an improvement programme provide evidence as required for disciplinary enquiries
- 2.6 Design themed and general audit tools to ensure that practice standards and council policy are met
- 2.7 Undertake audits as required and complete reports and summaries with identified improvement and action plans that may span council departments within specified timescale
- 2.8 Undertake peer audits as required
- 2.9 Prepare and present audit reports highlighting areas of good practice and areas of concern
- 2.10 Work with the Service / Senior Managers to conduct regular inspections of fieldwork services for children using file review, feedback from service users, analysing statistical data and interviewing staff
- 2.11 Under the direction of the Service Manager undertake audits relating to performance and safe service delivery and compile reports with findings and recommendations
- 2.12 Undertake specific investigations into professional practice as requested and make recommendations to senior management where necessary.
- 2.13 Rigorously monitor and track individual care and permanency planning and refer slippage directly up the line management chain, including to the Executive Director in extreme cases
- 2.14 Chair case planning meetings and professionals' meetings in respect of CLA and children at risk of harm as requested
- 2.15 Provide advice, guidance and expert consultation on care planning and child protection matters to social workers, team managers and staff from other agencies as required within the role
- 2.16 Contribute, as requested, to policy and procedure development, and service development

- 2.17 Attend Team and Service Meetings and related management meetings to report and share information concerning the role and function of the post to promote collaborative working

- 2.18 Maintain strict independence from line management and maintain professional confidentiality and discretion in all aspects of work when involved in performance and capability matters

- 2.19 Promote anti-discriminatory practice, equal access to resources, the understanding of difference and address equality issues for children looked after and children at risk of significant harm

- 2.20 Chair single and multi agency meetings for identified purposes

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Person Specification

Audit Officer

In your written application, you will need to give evidence or examples of your proven experience in each of the criteria marked essential. Evidence of other areas will be sought at interview and/or test (as highlighted).

If you are applying under the two ticks scheme, you will need to give evidence or examples of your proven experience in the areas marked with ✓✓ on the personal specification when you complete the application form.

	Code		Short-listing Criteria
Qualification	Q1	A recognised Social Work or Social Care qualification.	E ✓✓
Key Knowledge	K2	Thorough knowledge of legislation, statutory regulations and Government guidance and standards relevant to vulnerable children, child protection and children looked after.	E ✓✓
	K3	Thorough knowledge of the national policy direction regarding children and young people	
	K5	Up to date professional and technical expertise in relation to vulnerable children, child protection, children looked after.	
	K6	Thorough understanding of Key performance indicators related to the 5 Every Child Matters Outcome Areas	
	K6	Understanding of evidence based practice	
	K7	Understanding of management of change	
	K8	Understanding of adult learning	
	K9	Current research and findings in respect of vulnerable children, child protection and looked after children	
Relevant Experience	E1	Significant post qualifying experience of working in a Social Care setting with children in need and children looked after. Preparing and presenting complex reports	E ✓✓
	E2	Experience of working collaboratively with other services e.g. Health or Education and service users to deliver a responsive and co-ordinated service.	
	E3	Experience of supervising and managing staff	E ✓✓
	E4	Chairing single and multi agency meetings	
	E5	Experience of direct work with children, ensures that they are provided with advocacy where necessary.	
	E6	Has the personal authority to chair multi-agency meetings concerning children and young people effectively and to deal with any conflict which arises.	

Behaviours		<p>Focus on Citizens – Level 3 Systematically engages with citizens on a regular basis</p> <ul style="list-style-type: none"> Engages with and listens to citizens and stakeholders on a regular basis in order to understand their needs and concerns Empowers and supports citizens and stakeholders to make informed choices and co-design future services 	E
		<p>Take Ownership – Level 3 Drives continual improvement</p> <ul style="list-style-type: none"> Constantly thinks ‘how could we do this better?’ e.g. doing something faster, more efficiently or to a higher standard Takes calculated risks to deliver better outcomes for service users Shares lessons learned across the Borough 	E
		<p>Works collaboratively – Level 3 Builds partnerships and relationships internally and externally</p> <ul style="list-style-type: none"> Takes the time to get to know others and their perspective Manages relationships and partnerships for the long term – sharing information, building trust, constructively and openly tackling conflict and finding win/win solutions Sets priorities and makes choices based on the wider needs of the Borough or the Community and not just own service area 	E
		<p>Integrity – Level 3 Walks the talk</p> <ul style="list-style-type: none"> Champions the values of the Cooperative Council and own personal values through words and actions Acts as a role model for others Is prepared to admit to having made a mistake 	E
		<p>Committed to the Borough – Level 2 Supports the Borough</p> <ul style="list-style-type: none"> Takes action in own service area to support the vision and goals of the Cooperative Council Gets involved in organisation-wide activities 	E

		and activities not directly related to own service area	
		<p>Supports learning and development – Level 3 Develops talent for the long term</p> <ul style="list-style-type: none"> • Provides regular coaching and mentoring to develop other • Takes actions to address talent gaps and ensure that Borough has the skills and behaviours it needs to deliver outcomes for citizens 	
		<p>Manages performance for outcomes – Level 2 Monitors performance</p> <ul style="list-style-type: none"> • Sets clear deadlines and quality expectations to others • Systematically monitors performance of individuals or service providers • Raises and tackles performance issues promptly and constructively • Share performance improvement learning with the wider organisation 	
		<p>Scans the environment Keeps up to speed – Level 3</p> <ul style="list-style-type: none"> • Keeps up to speed on an ongoing basis with trends, new thinking, demographic and context issues • Uses this understanding to pre-empt issues, spot opportunities or develop innovative solutions 	