



HM Prison & Probation Service

HQ Job Description (JD)

Band 9

Directorate: Youth Custody Service

Job Description – Head of Safeguarding

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Job Description

Job Title	Head of Safeguarding
Directorate	Youth Custody Service
Band	9

Overview of the job	<p>This is a senior manager post based in HQ, reporting directly to a Deputy Director, and will be a member of the Senior Management Team in Youth Custody Service Operations.</p> <p>The job holder will be a subject matter expert in the legislation, regulation, practice and current thinking which safeguards children in all areas of work of the YCS. Representing the Youth Custody Service in this regard at local, regional and national forums.</p>
Summary	<p>The job holder will be responsible for leading, managing and overseeing the Safeguarding agenda within the Youth Custody Service (YCS) Directorate.</p> <p>As a member of the Senior Leadership Team, they will contribute to the YCS Business Plan and be responsible for delivery of key areas of work.</p> <p>The job holder will be conversant with all relevant guidance, policy and legislation, and will have extensive knowledge and experience of working with children within the criminal justice system. In addition, they will have recent and significant experience of working at a strategic level within a safeguarding environment and being part of a senior leadership team.</p> <p>The Head of Safeguarding will be required to maintain and develop excellent working relationships with both internal and external partners and promote multi agency collaboration to ensure better outcomes for children.</p> <p>The job holder is accountable for overseeing the strategic direction of safeguarding within YCS and ensuring compliance with relevant policy and legislation. In addition, they are required to ensure that staff at all levels are aware of their responsibilities to not only safeguard children in our care, but also promote their welfare.</p>
Responsibilities, Activities and Duties	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <p>Manage the achievement of qualitative and quantitative service standards that are compliant with the legal and regulatory responsibilities to safeguard children.</p> <p>Ensure that all areas of work within function are discharged in compliance with all relevant legislation and guidance including but not limited to the Children Act 2004 and the requirements of</p>

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	<p>the Children Act 1989, the Children and Social Work Act 2017, the Social Services and Well-being (Wales) Act 2014 and the government guidance 'Working Together to Safeguard Children'.</p> <p>Manage the delivery of the YCS/HMPPS/YJB operating specification by ensuring an estate wide quality assurance processes are in place covering all elements of the operation, ensuring that all areas of work within Directorate are discharged in compliance with the specification.</p> <p>Ensure that the quality assurance framework provides a regular review of delivery by bringing together quantitative management information with qualitative testing of delivery as set out in YCS/HMPPS/YJB operating specification.</p> <p>Accountable for the performance of the safeguarding strategy managing the achievement of qualitative and quantitative standards including Service Delivery Indicators (SDI's) within the Directorate.</p> <p>Accountable for ensuring robust and effective procedures for engaging young people in safeguarding work are in place and completing Equality Impact Assessments as required for the Single Equality Scheme</p> <p>Accountable for the integrity of the following systems, processes and management of all staff within the area. This includes:</p> <ul style="list-style-type: none"> • Safeguarding • Child Protection • Safety • Links to partnership agencies <p>Accountable for ensuring the Youth Custody Service complies with section 11 of the Children Act 2004 and will undertake annual review of all safeguarding policies. Ensuring that the Youth Custody Service has in place an annually reviewed safeguarding and child protection policy, which details a multi-agency and multi-disciplinary approach to safeguarding and child protection. The policy applies to all young people in the Secure Estate.</p> <p>The job holder will need act as specialist advisor to the Youth Custody Service Senior Leadership Team (SLT) on safeguarding issues and represent the Executive Director on external boards.</p> <p>Accountable for ensuring the Youth Custody Service approaches to safeguarding and child protection must include a clear process for recruitment, monitoring and learning which shall feed into any reviews and updates of safeguarding and child protection practice and includes a requirement to share learning with Providers.</p> <p>Provide relationship with Local Safeguarding Partners and the national processes and functions which support them. To lead and develop the involvement of local and national partners to</p>
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	<p>scrutinise practice and negotiate and commission support to provide improvements.</p> <p>Responsible for oversight of (Individual sites are responsible for reviewing) all complaints concerning Young People held within the Youth Custody Service to ensure that themes relating to the safety and well-being of our children are identified and responded to an incorporated into strategy.</p> <p>The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The Job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation scheme and shall be discussed in the first instance with the Job Holder.</p>
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Behaviours	<ul style="list-style-type: none"> • Seeing the big picture • Changing and improving • Making effective decisions • Leadership • Communicating and Influencing • Developing Self and Others • Delivery at pace
Strengths	<p>Note: We recommend you choose 4 to 8 strengths locally – select from the list of Civil Service strength definitions on the intranet.</p>

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Essential Experience	<p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English.</p> <p>The job holder will need to have significant operational and strategic expertise in safeguarding children.</p> <p>The job holder will be required to have a background in wider safeguarding children practice to an extent and with sufficient gravitas to enable them to be an advisor to the Youth Custody Service Senior Leadership Team and to represent the YCS SLT at high level external facing fora and meetings.</p> <p>Significant senior management experience in a large agency/organisation relevant to the provision of services for children and young people.</p> <p>Successful experience of working within multi-disciplinary partnerships.</p> <p>Operational and strategic management experience of leading services through Ofsted inspections and external scrutiny.</p> <p>Experience of policy development and implementation in line with current government legislation, local priorities, and national best practice.</p> <p>Thorough understanding of the legislative and policy framework within which children's social care and youth justice operates and knowledge of the associated current and emerging issues facing the sector.</p> <p>Good organisational skills and the ability to work in a demanding environment.</p> <p>Demonstrable creative/innovative skills and ability to develop solutions to problems within the service and department.</p> <p>Good interpersonal skills enabling productive working relationships with staff, colleagues, and partners.</p> <p>Ability to manage and transform performance to achieve outcomes and objectives.</p> <p>Excellent communication skills, including the ability to articulate a vision and present clear and concise reports to a wide range of audiences.</p>
Technical Requirements	<p>The job holder will have a relevant professional experience of working in children's services.</p> <p>See also, success profile.</p>
Ability	<p>See success profile.</p>

Minimum Eligibility	<p><i>Please do not alter this box</i></p> <ul style="list-style-type: none"> • All candidates are subject to security and identity checks prior to taking up post. • All external candidates are subject to 6 months' probation. Internal candidates are subject to probation if they have not already served a probationary period within HMPPS. • All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.
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Hours of Work (Unsocial Hours) Allowances	<p><i>Leave Blank</i></p> <p>To be used by the JES Team only</p>
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