

Job Description

Section A: Job Profile

The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.

Job Details

Job Title:	Independent Scrutineer and Chair - OSCB (Oxfordshire Safeguarding Children Board)
Salary:	£600 per day
Hours:	60 days per annum (up to 5 days per month)
Service Area:	Children, Education and Families Directorate
Primary Location:	Primary office location is at County Hall, Oxford OX1 1ND, although agile working arrangements are also in place.
Responsible to:	There are no direct responsibilities to manage staff – the OSCB Business Manager will report to the independent chair for direction on Board activities
Political Restricted Post:	N/A

Job Purpose

1. To effectively chair Oxfordshire Safeguarding Children Board (OSCB) and MASA (Multi-Agency Safeguarding Arrangements) group.
2. To provide scrutiny and constructive challenge for Oxfordshire Safeguard Children Board and seek assurance from partners on the effectiveness of the children's safeguarding arrangements across Oxfordshire.
3. To facilitate effective partnership working of OSCB and to ensure that the partnership carries out its functions to safeguard and promote the welfare of children and young people in Oxfordshire.
4. To provide an effective communication link with the media on outcomes from any Child Safeguarding Practice Reviews by the partnership, as well as on any other issues that give rise to public interest.
5. To scrutinise the strategic plan and ensure that the business objectives are progressed to safeguard the people of Oxfordshire.

Job Responsibilities

1. To set the work programme and agenda for Oxfordshire Safeguarding Children Board.

2. To provide an independent, objective voice for OSCB, with effective and productive challenge, ensuring the delivery of its core functions and responsibilities.
3. To promote a collaborative approach to ensure that partner agencies cooperate and effectively safeguard and promote the welfare of children and young people, calling agencies to account when this is not achieved.
4. To ensure that the voice of children and young people is heard through their participation and feedback in all work undertaken by the partnership and subcommittees.
5. To ensure the efficient running of the partnership and effectively chair the meetings of the full Board and Leadership Group. To chair other meetings as is agreed appropriate and follow up decisions as required including items for 'chair's action'.
6. In conjunction with the Chief Executive, Lead Member, Executive Director of Children's Services and other staff ensure that key issues and national developments are brought to the attention of and considered by OSCB and its subcommittees.
7. To oversee the development of OSCB annual report and business plan, and to ensure that this links to the plans of other OSCB agencies. To ensure that there are regular update reports to the Board meetings on progress against the targets in the business plan. To ensure that there are regular reports to the Board on the OSCB budget and multi-agency funding arrangements. To ensure that the OSCB annual report is publicised widely, including taking the report through the existing protocols.
8. To ensure that OSCB minutes, plans and reports are produced to a high standard and endorsed by Board members and where appropriate made publically available.
9. To maintain an overview of the work of the OSCB's subcommittees, ensuring that key issues are reported to the OSCB.
10. To make decisions regarding Child Safeguarding Practice Reviews based on the recommendations of the subgroup. To ensure that any serious case review or partnership review is conducted efficiently. To manage the media response as agreed with partner agencies.
11. To provide an independent arbitration as necessary if conflicts of interest arise within OSCB.
12. To respect the confidentiality of sensitive information provided by OSCB partners.
13. To contribute to national and regional events.
14. To contribute to the preparation and management of external inspections.
15. To ensure that the OSCB demonstrates high standards of **equality and diversity** in its work and ensure completion of relevant Equality Impact Assessments.

Additional Activity

- In addition to chairing the OSCB, the Chair may need to be available to attend other meetings as appropriate and requested by the MASA Executive or the Board. The Chair will also ensure OSCB meeting dates for meetings they are chairing are not altered within 9 weeks of the meeting date unless there are exceptional circumstances.

Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

- Always learning
- Be kind and care
- Equality and integrity in all we do
- Taking responsibility
- Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

Essential Criteria	Assessed By:
<p>Educational achievements, Qualifications, Training and Knowledge:</p> <ul style="list-style-type: none"> • Qualified to degree level and hold a recognised professional qualification in any discipline represented on OSCB or equivalent standard of police training. • Up to date knowledge of the national policy framework and legislation regulations in relation to children, including child protection and the wider facets of safeguarding. • Knowledge of the responsibilities of Children’s Safeguarding Partnerships • A commitment to high standards of confidentiality both in relation to individual practice issues and cross organisational matters <p>Experience:</p> <ul style="list-style-type: none"> • Sufficient experience of the issues and challenges in multi-agency working in the public or voluntary sector at a senior level 	<p>CV,D</p> <p>A</p> <p>A</p> <p>A,I</p>

<ul style="list-style-type: none"> • Experience of resolving any disputes and complaints between agencies 	A, I
<ul style="list-style-type: none"> • Experience of motivating and stimulating discussion in meetings to drive forward the strategic agenda, ensuring all partners have the opportunity to participate 	A, I
<ul style="list-style-type: none"> • The experience of chairing complex partnership meetings, demonstrating an ability to summarise discussion, to clarify, achieve resolution and facilitate the production of minutes 	A, I
<ul style="list-style-type: none"> • The successful candidate should be of sufficient standing and experience to command the respect and support of member agencies. They should demonstrate drive, enthusiasm and tenacity 	A, I
<ul style="list-style-type: none"> • At least 5 years' experience of working at a senior, strategic level within a statutory, voluntary or independent organisation in the context of child protection 	A, I
<ul style="list-style-type: none"> • At least 5 years' experience of chairing multi-agency meetings. 	A, I
<p>Job related aptitude and skills:</p> <ul style="list-style-type: none"> • Effective communication, scrutiny, analytical and problem-solving skills, especially in handling diverse perspectives which can arise in inter-agency partnerships. 	A, I, T
<ul style="list-style-type: none"> • Quality assurance, strategic thinking and policy application 	
<ul style="list-style-type: none"> • Organisational and planning skills and clear decision making 	
<ul style="list-style-type: none"> • The ability to develop and maintain an independent, positive public and professional profile, particularly with regard to presentations and statements on behalf of the OSCB 	A, I, T
<ul style="list-style-type: none"> • Ability to communicate effectively with the media and the public 	A, I, T
<ul style="list-style-type: none"> • An appropriate level of IT and literacy skills (inclusive of excellent verbal and written skills) 	A, I, T
<ul style="list-style-type: none"> • An ability to recognise discrimination in its many forms and be willing to promote equal opportunities policies within the operation of the OSCB 	A, I, T
<ul style="list-style-type: none"> • Ability to monitor and evaluate information 	A, I, T
<ul style="list-style-type: none"> • Experience of developing robust performance management across a complex organisational structure 	A, I, T
<ul style="list-style-type: none"> • Ability to and provide a lead on interagency co-operation in safeguarding work and maintain independence. 	A, I, T

<ul style="list-style-type: none"> Ability to manage change and work to deadlines Ability to manage and record time worked in order to submit timesheets for hours worked. <p>Personal qualities</p> <ul style="list-style-type: none"> Commitment to children’s safeguarding and putting children and the child’s lived experience at the heart of practice A positive and solution oriented attitude The ability to work independently, flexibly and be self-motivating Organised and methodical <p>Special Requirements:</p> <ul style="list-style-type: none"> Satisfactory enhanced Disclosure and Barring Service disclosure <p>Equal Opportunities:</p> <ul style="list-style-type: none"> Commitment to Equalities, Diversity and Inclusive Practice 	<p>A, I, T</p> <p>A, I, T</p> <p>A, I, T</p> <p>A, I, T</p>
Desirable Criteria	Assessed By:
Experience of managing the media	

Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role are identified below (those ticked).

<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check without an Adult/Children’s barred list check
<input checked="" type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children’s Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/>	Standard Disclosure and Barring Service check	<input type="checkbox"/>	Basic Disclosure
<input type="checkbox"/>	Disqualification for Caring for Children (Education)	<input type="checkbox"/>	Overseas Criminal Record Checks
<input type="checkbox"/>	Prohibition from Teaching	<input type="checkbox"/>	Professional Registration
<input type="checkbox"/>	Non police personnel vetting	<input type="checkbox"/>	Disqualification from Caring
<input type="checkbox"/>	Other (please specify):		

Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
<input type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/>	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes)
<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/>	Restricted postural change – prolonged sitting
<input type="checkbox"/>	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing
<input type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input type="checkbox"/>	Working on/ or near a road	<input type="checkbox"/>	Regular work outdoors
<input checked="" type="checkbox"/>	Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	<input checked="" type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens
<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		