

# Role Profile

## Part A - Grade & Structure Information

<b>Job Family Code</b>	<b>7BF</b>	<b>Role Title</b>	<b>Participation Advisor</b>
<b>Grade</b>	PS7	<b>Reports to (role title)</b>	<b>Children's Rights &amp; Participation Manager</b>
		<b>Directorate</b>	<b>Children's, Schools and Families</b>
<b>JE Band</b>	228-268	<b>Service</b>	<b>CSF Commissioning</b>
		<b>Team</b>	<b>Quality and Experience</b>
		<b>Date Role Profile was created</b>	<b>Nov-16</b>

## Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

<b>Role Purpose</b> including key outputs	The focus of this role will be to support participation activities for children and young people to ensure their voices are heard. Enabling Young Peoples experiences to influence service decisions.
<b>Work Context</b>	The Quality and Experience teams works with Market Strategy and Insight and Innovation staff creating the commissioning function within the Childrens Schools and Families directorate. The focus of this team is knowing and understanding the quality of our practice. This will support a real understanding of the impact of our services, the outcomes for children young people and families and will help to inform our commissioning decisions. Staff will work with colleagues across the directorate, to provide an independent view of our work and the resulting outcomes for children, young people and families including understanding their experiences of our services. Quality and experience will also take the lead for directorate wide inspection planning and preparation and will retain key areas of improvement work
<b>Line management responsibility</b> if applicable	None
<b>Budget responsibility</b> if applicable	None

**Representative Accountabilities**  
Typical accountabilities in roles at this level in this job family

Analysis, Reporting & Documentation

- Prepare reports/statistics/briefings to meet statutory/management information requirements.
- Recommend improvements and support implementation to systems, processes and procedures, ensuring best practice is shared across the team.

Customer Service & Support

- Deliver a range of administrative and/or customer/consultancy services in support of existing systems or processes to agreed standards, to maximise service quality and continuity. May authorise transactions where appropriate.
- Respond to and resolve enquiries and problems, judging when to pass on complex queries or involve others, to provide an effective service and clear advice to colleagues and customers.

Planning & Organising

- Provide comprehensive support to a group of senior staff, ensuring confidentiality, effectively organising internal and external activities/events to support the delivery of efficient services.
- Plan and prioritise own work activities for the weeks ahead, to ensure operational efficiency. Respond effectively to changing demands, adjusting priorities as needed.

Finance/Resource Management

- Maintain financial, and/or stock records, and review data to contribute to resource planning.

Work with others

- Maintain a network of contacts, drawing on support and advice from others to resolve problems.
- Communicate and liaise with service users and/or external contacts, representing the team/service as required.
- Support, coordinate and undertake research into a variety of projects in the defined area of activity to support achievement of team's objectives.

People Management

- May guide and/or supervise junior staff in their duties to facilitate their development and ensure service quality standards are maintained.

Duties for all

Values: To uphold the values and behaviours of the organisation.

Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.

Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.

<b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b>	<ul style="list-style-type: none"> <li>• Educated to A level or equivalent, or able to evidence ability at an equivalent level.</li> <li>• Relevant HR, Management, business administration or financial qualification to NVQ Level 3, or able to evidence knowledge and understanding of relevant disciplines.</li> </ul> <p>Willingness to study for a relevant professional qualification if appropriate.</p> <ul style="list-style-type: none"> <li>• For some roles a relevant degree may be required.</li> <li>• Good IT skills.</li> <li>• Ability to work with others to improve customer service.</li> <li>• Good written and oral communication skills with the ability to build sound relationships with customers to improve customer service.</li> <li>• High level administrative/organisational and analytical skills.</li> <li>• Able to prioritise and plan own workload in the context of conflicting priorities and work on own initiative.</li> <li>• A methodical approach to information gathering, recording and reporting.</li> <li>• Previous relevant work experience.</li> <li>• Experience of maintaining and improving business/ database systems/secretarial processes and systems (as appropriate).</li> </ul>
<b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b>	<p>This role will have direct contact with children and their families. Experience of working with vulnerable people, managing conflict and negotiating skills are needed for this role.</p>
<b>Role Summary</b>	<p>Roles at this level provide a comprehensive business support service in a defined service or functional area, or provide specialist support services. Many will possess technical rather than professional expertise in the main disciplines, or have substantial experience of administrative procedures to enable them to guide and advise others. There will be minimal day-to-day supervision, but clear guidance is available. The roles will plan for the weeks ahead and prioritise to accommodate non standard work. They often require understanding of complex procedures and support systems, and the ability to allocate workload and react to changing priorities. Although most work will follow established patterns, initiative is needed to handle processes and resolve problems and queries based on experience and judgement, mainly without reference to others. These roles may work alone instead of as part of a team, or the system or process used may require specialist knowledge or experience. Some roles involve supervision of staff, others involve undertaking specialist functions or the provision of a broad comprehensive business admin services.</p>

