

Policy and Performance Officer

Department: Strategic Policy, Performance and Population

Division: Safeguarding Partnership Board

Reports to: Safeguarding Partnership Board Manager

JE Ref: SPPP015.1

Grade: CS11

JE Date: 02/08/2023

Job purpose

To lead on policy, procedures, performance and protocols, producing evidence-informed, expert advice to stakeholders, public, senior officials and Ministers to ensure the Island's safeguarding objectives are met. To improve safeguarding outcomes by monitoring performance, including service evaluation, and reporting to the Board, Ministers, professionals and the public. The post-holder has a direct impact on Jersey's legal frameworks, public services, public finances and spending, and reputation.

Job specific outcomes

Develop evidence-informed policies, procedures, protocols that address Board priorities and Ministerial objectives, the Government's strategic aims, and Jersey's international obligations for inter-agency adult and children's safeguarding. Under guidance, coordinate a structured and engaged process of partner agencies – including policy research, evidence-informed analysis, and public and stakeholder consultation – to ensure that the resulting frameworks are robust and future-orientated.

Ensure safeguarding policy, procedures, strategies and protocols improve outcomes for Islanders by leading the dissemination, and implementation monitoring of strategic multi-agency initiatives and policy during implementation, gathering insight to enable continuous improvement. This will include providing professional with expert challenge in order to improve multi-agency action plans, as well as holding to account any agency(s) who are not achieving the agreed standards.

Provide insight into current trends, forecasts, deeper meanings and impact, and publish reports (both operational and strategic), recommendations and evaluation frameworks in order to improve performance and inform effective, evidence-based decisions which improve service quality, value for money and outcomes for Islanders.

Provide honest, objective and impartial advice to Board members, stakeholders, ministers and senior officials - and once decisions are taken, publicly support and deliver them. Deliver thorough, accurate, objective and professional briefings to Board members, stakeholder, ministers and senior officials, enabling them to promote and engage in constructive discussions to progress the safeguarding and government agendas; prepare speeches, oral and written answers, in order that ministers are able to respond effectively to democratic scrutiny, thereby upholding the reputation of government.

Develop and maintain high level, effective engagement with statutory, voluntary and private sector agencies and the public, in order to raise awareness of safeguarding issues, specifically for children

and adults. Ensure a good professional working relationship with key stakeholders (including front line practitioners, Middle Managers, Senior Leaders, Director Generals and Ministers) to ensure positive working relationships across the Safeguarding Board's partners and with other interested parties.

Ensure that safeguarding policy remains effective and relevant by pro-actively identifying when action is needed. Work closely with partner departments including the Law Officers' Department and Law Draftsmen's Office, so that Jersey safeguarding policy and law are appropriate, robust and achieve the intended outcomes.

Use new technology and join up services to improve the experience of Islanders. Present regularly to the Safeguarding Boards and ensure input from Board and sub-group members is fully considered in the development of safeguarding policy, procedures and protocols. This will deliver accountability and engagement, and will maintain the reputation of the Safeguarding team.

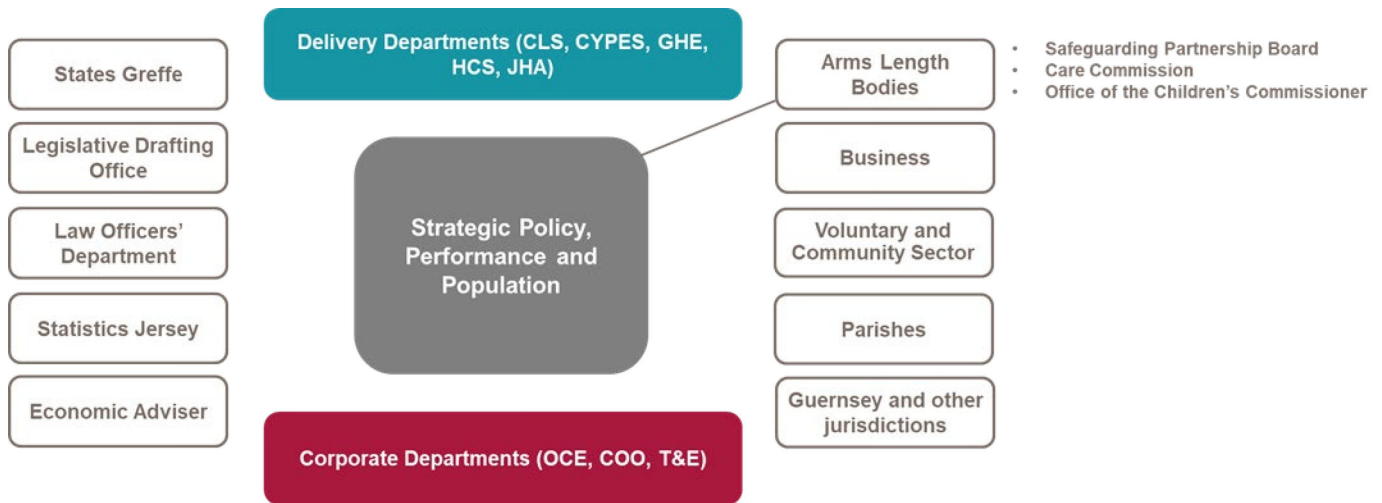
Robustly consider and plan projects, working closely with relevant senior team(s)/partner agencies to ascertain priorities so that resources can be used efficiently and effectively, focusing individual and team performance. Manage projects to achieve time and quality standards. Undertake research, including the use of public consultations and external experts; develop research briefs, undertake data gathering and analysis, altogether enhancing the quality and timeliness of current and longer-term policies, strategies and plans.

Act professionally and as a role model at all times. Lead on tasks where requested by the Safeguarding Partnership Board Senior Management Team. Work collaboratively as part of Team Jersey on all safeguarding policy and performance matters, contributing to a learning culture focused upon improvement and high performance. Work in a joined-up way with other partner agencies to deliver the vision of One island, one community, one government, one future. Act as a safeguarding ambassador for the Safeguarding Partnership Board and the Island.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisational structure



The Safeguarding Partnership Boards (SPB) are Arms Length Function of government. They are not corporation sole. The SPB team are employees of the States Employment Board (SEB), and must therefore adhere to the relevant Government employment policies. They work within, and are line managed through, the Safeguarding Partnership Board Manager, who agrees objectives and work plans for all staff in the team.

Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>A relevant degree or equivalent experience (e.g. in safeguarding and/or a related policy subject area, strategy, planning, public policy or public administration).</p> <p>A professional qualification as relevant e.g. for planning posts.</p>	<p>Project management qualification.</p>
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Sound understanding of policy and context in areas around the safeguarding of children and adults. An awareness of current developments in these areas worldwide, but in particular developments in the UK and EU.</p> <p>Awareness of the challenges, including those relating to safeguarding that face Jersey as well as broader economic, social and environmental issues and the interaction between different policy areas.</p> <p>Awareness and understanding of both Child and Adult Legislation in Jersey.</p> <p>Appreciation of the legislative, strategic and political frameworks of the Government of Jersey and an ability to operate within them.</p>	<p>Working knowledge of corporate policies such as Data Protection, Freedom of Information, and Financial Directions.</p> <p>Knowledge/ experience of the safeguarding process of Children and/or adults</p> <p>Knowledge of relevant Law, Regulations, Directives and Global Multi-lateral Agreements.</p>

<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Good policy development and strategic reasoning skills with evidence of working at pace in a multi-agency environment.</p> <p>Project management experience or knowledge, including developing and implementing plans.</p> <p>Political awareness, understanding of the political process.</p> <p>Analytical reasoning applied to complex policy, organisational or governance problems.</p> <p>Performance reporting, underpinned by theoretical and evidence based knowledge and understanding.</p>	<p>Understanding of policy production techniques.</p>
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>IT skills, particularly with Microsoft Office applications.</p> <p>Highly organised; able to deal with multiple competing priorities and a high workload, working at pace in a complex multi-stakeholder environment</p> <p>Confidence to initiate actions and fully participate in decision making.</p> <p>Ability to work independently with minimal supervision.</p>	

	<p>Excellent written and oral communication skills including presentation skills, reports and business plans.</p> <p>Personal resilience to deal with challenging situations.</p> <p>Ability to lead and motivate colleagues and challenge effectively.</p> <p>Ability to handle confidential and sensitive information appropriately.</p>	
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Experience of undertaking audit, research and project management.</p> <p>Experience of evaluating services and identifying workable recommendations.</p> <p>Experience of successfully managing specific areas of policy/strategy and/or planning, including engagement with a range of stakeholders.</p> <p>Experience of working effectively in a team.</p> <p>Experience of statistical analysis or policy/strategy work.</p> <p>Experience in facilitation and co-ordinating work in a multi-agency environment.</p>	

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities attributes and behaviour indicators.

The standards relevant to this tier, identified in the States of Jersey core accountabilities attributes and behaviour indicators, are to be attached in a separate document.

Organisational Chart

