

## QUALITY ASSURANCE AND DEVELOPMENT OFFICER (Children & Families)

Reference No.	A4869	Type	Individual
Service	Education and Children's Services		
Job Family	Care	Anticipated Grade	FC9

### Purpose

The Quality Assurance and Development Officer (QA&D) will support the implementation of the Learning and Development and Quality Assurance functions of the Children and Family Social Work Service

**Task or Responsibility** - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Contributing to the development of a high-quality professional service, achieving objectives within the Service Improvement Plans in terms of performance, people and partnerships, promotion of equal opportunities, rights, culture and diversity.

**Person Specification: Skills, Knowledge, Qualifications or Experience** - Criteria can apply to more than one task or responsibility

**E** **D**

Educated to SCQF level 9, which includes a Degree or equivalent SW professional qualification.

✓

SW Professional Qualification, with relevant registration, where pertinent.

✓

Knowledge of the national objectives, policies, procedures, professional practice models, values and standards.

✓

Experience of multi-disciplinary working and liaison with a range of agencies

✓

Knowledge and understanding of stakeholder objectives

✓

## Role Profile

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Contributing to the development of a high-quality single and multi-agency audit and improvement activities within the service.	Experience of being involved in audit and/or inspection activities.		✓
Assist the development of a comprehensive, efficient and effective approach to the management of information in relation to statistical analysis and evaluation in child care practice	Ability to interpret data and analyse information  Experience of multi-disciplinary working and liaison with a range of agencies  Knowledge and understanding of stakeholder objectives  Ability to communicate with a wide range of people in a range of formats, both in writing and verbally.  Report Writing Skills	✓  ✓  ✓  ✓	
Promote the interests of service users and carers in terms of rights, opportunities, culture and diversity.	Experience of engaging with others from a range of backgrounds	✓	
Contribute to service improvements.	Experience and ability to demonstrate capacity to operate at senior level, in complex areas, providing an expert professional service  Knowledge of professional practice models and standards	✓  ✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>	
<p><b>Before confirming appointment:</b> You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.</p>	
<b>Additional Information – the following information is available:</b>	<b>Expected Behaviours</b>
<ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• <b>How</b> we work matters</li> </ul>	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>