

<b>Job Family:</b>	<b>Policy &amp; Advisory</b> <b>Front Line – Process Knowledge</b>	<b>Grade</b>	<b>7</b>
<b>Job Title:</b>	<b>Supporting Families Coordinator</b>	<b>Directorate:</b>	<b>Peoples</b>
<b>Date:</b>	<b>February 2023</b>	<b>Version</b>	<b>1:1</b>
Brief Description of job role and department			
<p>The Supporting Families Coordinator (SFC) is responsible for ensuring that the Local Authority is able to meet its annual Supporting Families payment by results targets set by the Department for Leveling Up, Housing and Communities (DLUHC) ensuring the Local Authority remains compliant with all elements of the funding agreements.</p> <p>The SFC will lead in designing systems for monitoring progress against targets and identify areas of challenge, they will be responsible for finding solutions where targets are not on track.</p> <p>The SFC will be responsible for providing monthly progress reports to Senior Leadership and liaising with DLHUC.</p> <p>The SFC will be expected to lead on partnership building across the Early Help System to support achievement against targets and to capacity build within the Early Help System.</p>			
Representative accountabilities			
<ul style="list-style-type: none"> <li>● Deliver advice and guidance in a narrow area of expertise to ensure customer needs are met.</li> <li>● Regularly communicate with internal customers to share information and build working relationships to support collaborative working.</li> <li>● Where relevant manage a small team of staff to ensure they are delivering services within agreed standards.</li> </ul>			

#### Budgetary accountabilities

- Responsible for small budgets in accordance with the delivery of specific projects and or tasks
- Ensure LBS submits monthly data to draw down funding from DLUHC, this will involve liaising with Service Managers, Heads of Service and S151 officer

#### Specific accountabilities

1. To work with partners in the Early Help System on their outcome recording processes to ensure they support eligible claims for the SF programme
2. To quality assure all case closures for compliance across the SF programme
3. To monitor data and record progress against the SF programme targets
4. To develop and implement effective information sharing across the Early Help System
5. To be able to find solutions where there is a risk to not meeting targets
6. To lead on implementation of robust data reporting systems
7. To develop positive working relationships with partners leading to compliance with SF guidelines
8. To remain well versed to updates and changes to the SF programme ensuring practise adapts to remain compliant
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10. To keep up to date with national and local policy developments and services relating to role.
11. Provide written reports and evidence of the work undertaken in accordance with departmental needs. Maintain clear, accurate records using a range of applications and packages that are timely and in line with agreed protocols.
12. To develop effective working relationships with a range of internal and external partners.

#### Role Profile - Details Specific to Job Family

These roles provide a broad service that set policy and provides advice to support and assure all of the council's day to day activities. They gather information required by other groups to make strategic decisions and translate this into corporate policy and strategic advice. They have little or no direct accountability for outcomes; however, what they are accountable for is the quality of advice they provide to business leaders.

At the lower levels, these roles tend to focus on research and analysis and the interpretation and implementation of policies. At the higher level, role holders set strategy, develop policy and provide assurance across the Council more broadly.

### Role Profile - Details Specific to Grade

Working within established frameworks and procedures but with the freedom to apply professional judgment to solve problems. Roles will be a mix of supervisors and individual contributors. Work will be reviewed on an ongoing basis for fit with requirements.

Roles requiring a level of process expertise to provide advice to others internally in how best to deliver their required outcomes.

### Person specification (knowledge, skills, experience and behaviours required in the role)

1 - In depth knowledge of the Supporting Families programme and it's eligibility criteria for payment by results

2 - Strong data interrogation and analytical skills

3 - Experience of partnership working to embed the Supporting Families outcomes framework (or similar) within organisations and Children's Social Care

4 - Ability to support internal and external organisations to improve practise to achieve outcomes detailed in the Supporting Families framework

5 - Working knowledge of Information sharing and experience of applying agreements to deliver positive outcomes

6 - Experience of designing and embedding effective systems for record keeping and monitoring purposes

7 - Experience of preparing case work for external audits and ongoing quality assurance

8 - Ability to build and develop strong relationships with senior leaders, practitioners and DLUHC

9 - Significant understanding or experience of how working with families with complex needs applies to Supporting Families payment by results model

10 - Experience of using a Social Care recording system to record and evidence outcomes

11- Ensure all Health and Safety standards are adhered to for the relevant work area

12 - Apply diversity and equal opportunities policies in the workplace

