

Job Title	Senior Lead Consultant
Location	Coventry
Hours Of Work	Full Time
Responsible To	Director of Signis (Content and Delivery)
Salary	£34,000 - £36,000 per annum

Main Purpose of Job

To manage the business relationships with customers, ensuring that contracts are delivered professionally according to specified requirements, working with customers in the development of new procedures manuals, content and any associated documentation. Further update and maintain existing manuals content and associated documentation.

To contribute to the company keeping up to date with changes in legislation, regulations, government guidance and standards of good practice and to draft briefing papers on specific topics as required.

To monitor the quality and compliance of material produced by tri.x and report to the Director of Signis any issues arising.

To undertake a number of supervisory duties of lead consultants.

Duties, Responsibilities & Job Activities

1. To work under the direction of the Director of Signis in the development of new, and the updating, of procedures manuals content.
2. Remain informed of changes to legislation, regulations, standards and good practice as they apply to children's social care and safeguarding.
3. To meet with the Director of Signis as appropriate to review and plan workload and inform the Director of Signis of any issues related to workload e.g. where timescales may be compromised.
4. To identify forthcoming changes relevant to our business at the earliest opportunity, providing the Director of Signis with information about their likely implications and our required actions.
5. To draft new and revise existing material in accordance with legislation, regulations, standards and Government guidance relevant to the Social Care sector.
6. To prepare manuals and updates for hand-over to the Formatting Team in accordance with the company's requirements. To liaise and cooperate with the Formatting Team, as necessary, in relation to any queries relating to the writing and updating of manuals.
7. To liaise with the Production Team to schedule the delivery of contracts.
8. To ensure that work undertaken takes account of changes in legislation, regulations,

government guidance and standards of good practice.

9. To produce briefing papers as required.
10. To manage customer relationships, attending meetings with customers as required, presenting a professional and informed position.
11. To undertake necessary administration in relation to managing contracts, such as email communication, arranging meetings with customers, planning delivery dates and monitoring plans.
12. To work to tight deadlines and be able to respond to changing priorities.
13. Represent the company in a professional and competent manner at all times demonstrating an understanding and commitment to good practice in social care.

Training and Development

1. Work collaboratively across the group to secure contracts; supporting responses to tenders as required.

	Essential	Desirable
Education	<p>Relevant professional qualification.</p> <p>A thorough understanding of relevant legislation and good practice.</p>	
Knowledge and Experience	<p>Supervisory/ Team Leader Experience</p> <p>Experience of formulating, developing and writing policies and procedures.</p> <p>A thorough understanding and knowledge of the legislative and regulatory framework for Children's Social Care and Safeguarding Children.</p> <p>Experience working in an operational social work / multi agency team specialising in children's social care.</p> <p>A knowledge of inter or multi-agency working.</p>	<p>Statutory social work with children.</p> <p>Performance management.</p> <p>Social Work Qualification</p> <p>A knowledge and understanding of one or more of the following: adults social care and wider Children's Trust services e.g. child health, youth offending, education, children's centres.</p>
Skills and Abilities	<p>Ability to operate at a supervisory level, taking responsibility for communication and negotiation with senior managers.</p> <p>Good operational/people management skills</p> <p>Excellent verbal and written communication skills.</p> <p>Ability to work under own initiative, prioritising, planning, managing and reviewing own workload and delivering to deadlines.</p> <p>Ability and skills to reflect the relevant regulatory framework in clear, concise procedures, adhering to the house style and standards.</p> <p>Ability and willingness to work in a flexible way and be accessible to respond</p>	

	<p>to customer's needs.</p> <p>Ability to use computers for word processing to draft and edit procedures and email for communication.</p> <p>Excellent project management skills.</p> <p>An understanding of the role and importance of IT in delivering procedures.</p>	
<p>Other requirements</p>	<p>Full driving license with willingness to use own car.</p> <p>Willingness to travel around the country to meet customers, using the most efficient and cost-effective means.</p> <p>Willingness to 'hot desk' working from our offices in Coventry or work at home at times, as required.</p> <p>Ability to demonstrate a commitment to equal access policies, diversity and good practice.</p> <p>An understanding of the importance of equal access policies when writing procedures.</p>	