Cumberland Council

Post Specification

Date	**February 2025**
PG Number	**6250**
Post Title	***LSCB Child Death and Case Review Coordinator***
Job Family	***Early Help and Partnerships***
Job Family Role Profile	***OS2A***
Final Grade	**7**

To be read in conjunction with the job family role profile

Service Area description

To coordinate the Child Death Review processes (CDRP) in Cumbria ensuring compliance with the Local Safeguarding Children Board (LSCB) Regulations (2005), and statutory responsibilities outlined in "Working Together to Safeguard Children 2013".

Purpose of this post

Day to day provision, co-ordination and administration of the Child Death Overview Panel (CDOP) and Case Review Group. This will include the administration of Practice and Serious Case Reviews.

Key job specific accountabilities

To manage the agreed process in accordance with relevant Safeguarding Children guidance which will include

1. Develop, implement and manage a child death notification system across the Local Authority Area and in conjunction with neighbouring authorities in order to identify all child deaths in the area, including those that require more in depth analysis and therefore enable the LSCB to exercise its statutory responsibilities

2. Coordinate the work of the CDOP and Case Review Group.

3. Organise meetings of the Case Review and CDOP Panels and administer appropriately. Arrange workshops, case review practice sessions and other events ensuring appropriate attendance from relevant agencies in consultation with partners.

4. Establish effective working relationships with OFSTED, DfE, Coroner's Office and the Registrar Service in order that the Cumbria LSCB effectively carries out the statutory requirement to co-operate with regional and national initiatives to identify lessons to be learned.

5. Work across the partnership to build and maintain effective relationships so that the LSCB is able to exercise its statutory responsibilities.

6. Deal sensitively with members of the public, including the families of children who have died unexpectedly in order to minimise the trauma to them.

7. Analyse and collate statistics and chronologies on all child deaths and present in a range of formats as required.

8. Assist in the preparation of reports relating to child deaths for the CDOP and Case Review Group and LSCB and present information as required.

9. Assist in drawing up action plans from recommendations and liaising with agencies to ensure actions are completed within required timescales.

10. Establish, maintain and manage secure administration systems for the collection, storage and analysis of sensitive information in accordance with government guidance

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	• None
Staff Management Responsibilities	• No direct line management • Advise and assist colleagues and partners
Other	• Relationship development with internal and external partners and colleagues • ICT • Child Death register • Case Reviews • Sensitive data

Essential Criteria - Qualifications, knowledge, experience and expertise

	Essential	Desirable
Qualifications	• NVQ Level 2 /GCSEs in relevant administration subjects	• NVQ Level 3 in Project Management or equivalent • Advanced European Computer Driving Licence
Knowledge	• Knowledge of LSCB and Statutory Public Sector Structures • Knowledge of relevant guidance and legislation relating to LSCB governance • Good knowledge of the local and national policy context for Children and Young People's Services • Appropriate knowledge relating to confidentiality and security legislation	• Case Reviews in Cumbria • Cumbria LSCB priorities • Child Death processes in Cumbria
Relevant Experience	• Experience of working in the public sector as part of a team • Experience of working in partnership • Experience of working in services associated with Safeguarding Children	• Experience of working busy partnership management office

	• Excellent ability to communicate both orally and in writing • Ability to prioritise own workload to meet deadlines and provide a high quality service • Able to work effectively on own initiative and cooperatively as part of a team • Ability to maintain confidentiality	
Skills	Ability to: • work with internal and external colleagues • plan work and meet deadlines • produce clear written reports • Liaise with external and internal partners on day to day basis. • negotiate deadlines • collate and analyse large amounts of information Proven ICT Skills	
Other	• Organise personal work programme effectively • Ability to develop and maintain good working relationships with other agencies and providers of services • To work in a non-discriminatory manner; respecting individual's rights and choices.	

Disclosure and Barring Service – DBS Checks	
○ This post does not require a DBS check.	
Job working circumstances	
Emotional Demands	• Dealing with families who are grieving, angry or upset. • Dealing with practitioners who are angry or distressed due to their own actions, or actions of others. • Periods of high pressure before and during the delivery of events and at reporting cycles.
Physical Demands	• Lifting and carrying of equipment and resources before and during any stakeholder events
Working Conditions	•
Other Factors	
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