

Job Description

JOB TITLE:	Governance Officer Apprentice
GRADE:	Grade C / Level 4 Apprentice
POST NUMBER:	
DIRECTORATE:	Children's Services
SERVICE:	SPI
RESPONSIBLE TO :	Tower Hamlets Safeguarding Children Partnership Coordinator
RESPONSIBLE FOR:	No Direct line management responsibility
	<p>This post requires a DBS check</p> <ul style="list-style-type: none"> • Standard check <p>This post is not politically restricted.</p> <p>This post does not attract essential car user/travel allowance.</p>
JOB SUMMARY:	<p>To provide effective governance support to the Tower Hamlets Safeguarding Children Partnership areas whilst continuously developing in the role and successfully completing a Level 4 Apprenticeship with the prescribed timescale.</p> <p>The Tower Hamlets Safeguarding Children Partnership (THSCP) is established under the Working Together to Safeguarding Children 2023 Arrangements. The core objectives of the Safeguarding Children Partnership is to coordinate local work to safeguard and promote the welfare of children and to ensure the effectiveness of what the member organisations do individually and together. The partnership is led by the Director of Children's Services (Local Authority), Borough Commander (Met Police) and Director of Quality & Safety (Integrated Care Board).</p>
ROLE REQUIREMENTS:	

1.	Support the THSCP's governance arrangements by providing admin and coordination support. Document meetings, including decisions, and ensure the actions arising from decisions are taken. Including meeting minutes, action notes and action logs.
2.	Support on the delivery of the THSCP's projects, including events planning and multi-agency initiatives.
3.	Support partners with queries, issues and coordinate collaborative multi-agency working.
4.	Build and maintain the partnership's contact list, proactively seeking to engage and introduce new organisations to the partnership.
5.	Demonstrate analytical capacity, including interpreting qualitative and quantitative data to inform governance activities.
6.	Maintain high standards of professionalism, including confidentiality, data protection, adherence to organisational policies, commitment to equality and diversity and maintaining personal development.
CORPORATE RESPONSIBILITIES	
7.	To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the council's performance, development and review scheme.
8.	Ensure that all duties and responsibilities are discharged in accordance with the Council's policies and procedures, Code of Conduct and relevant regulations and legislation. To comply with the Council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.
9.	Maintain confidentiality and apply data protection requirements.

OTHER CONDITIONS:

To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the council's 'My Annual Review' scheme.

Ensure that all duties and responsibilities are discharged in accordance with the council's policies and procedures, Code of Conduct and relevant regulations and legislation.

To comply with the council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.

To undertake additional duties that may arise from time to time commensurate with the grade of the post.

Person Specification

Person Specification for the Post of		Essential (E) or Desirable (D) (if applicable)	Method of Assessment A= Application Form T= Test I= Interview
Knowledge	Excellent knowledge of offices procedures including extended knowledge of generic IT databases and software packages, Excel and Word.	E	AI
	Understanding of governance and board support processes and the documentation of meetings.	E	AI
	Knowledge in co-ordinating, supporting or developing administration and business processes.	E	AI
	Understanding of the support needs for partnership working in a multi-agency environment including working with senior stakeholders.	E	AI

	Knowledge of project support and delivery.	E	AI
Qualifications & Experience	GCSE Maths 4 (C) and above or equivalent	E	A
	GCSE English 4 (C) and above	E	A
	Level 3 qualification or equivalent	E	A
	12 months of relevant work experience	E	AI
	IT skills (word-processing, Excel, PowerPoint, Outlook, etc)	E	AI
	Excellent communication skills (written and oral)	E	AI
Living the TOWER Values sets out the essential behaviours required of all staff.		They are aligned to the organisation's five TOWER Values	
We work TOGETHER across boundaries and with partners to achieve the best outcomes for Tower Hamlets	Looks for ways to collaborate with others early on; to achieve the best outcomes	E	AI
We are OPEN and transparent	Thinks about the people they communicate with and adjusts their style accordingly	E	AI
We are WILLING to challenge, innovate and be accountable	Take accountability for delivering clear goals and targets, whilst setting high standards, for self and others	E	AI

We empower each other to be EXCELLENT and go the extra mile	Actively recognises the successes and achievements of others, acknowledging them in creative ways	E	AI
We RESPECT all communities; they are the heart of everything we do	Ensures that they and others value the diversity of all people they work with and takes this into account in developing the service	E	AI