



Post Title: Policy and Reporting Officer- Safeguarding and QA Service
Grade: H

Job Purpose

To promote the Council's vision, values, aims, objectives, and priorities actively and effectively, putting our citizens first through the delivery of best value services.

The Policy and Quality Assurance Officer support and coordinates the development and implementation of key policies, procedures, and operational practice guidance across the service.

Individual Leadership Expectations

As an Officer of the Council, you will be expected to demonstrate our core behaviours, linked to the following four themes:

- **Individual Leadership:** by putting our citizens and customers first, delivering against your objectives, helping to set direction, and putting forward ideas for improvements.
- **Equality Diversity & Inclusion:** by ensuring we consider the needs of all NCC citizens in our work, show respect for others, upholding and adhering to the Council's Code of Conduct.
- **Change & Innovation:** by being creative, delivering change when needed, sharing problems, and helping to bring forward suggestions for improvements.
- **Collaboration:** by working well with others, identifying the needs of colleagues and others to deliver great services and by being a good communicator who works well with a range of audiences.

Specific Duties

1. Actively promote and embed Equality, Diversity, and Inclusion through all actions and in accordance with the organisation's EDI strategy and objectives.
2. Contribute to our corporate responsibility in relation to climate change by taking action and limiting the carbon impact of activities within your role and championing this work.
3. Identify changes in policy, procedures, systems and organisations which will improve the overall effectiveness and efficiency of service delivery and to ensure the impact on existing policies and projects is fully taken into account. Review policies, procedures and practice guidance to ensure they are relevant to the Directorate.
4. Lead and coordinate the development, review and updating of safeguarding policies, procedures and practice guidance.
5. Ensure all documentation reflects current legislation, statutory guidance (e.g., Working Together to Safeguard Children), and best practice.



6. Support services to embed policy changes through clear communication, guidance and training materials.
7. Collect, analyse and interpret safeguarding performance data to identify trends, risks and areas for improvement.
8. Monitor compliance with statutory timescales, inspection requirements and internal quality standards. Support and coordinate safeguarding audits, case file reviews and thematic learning exercises.
9. Track progress against audit recommendations and quality improvement plans.
10. Provide insight and analysis to support continuous improvement of practice and outcomes for children.
11. Assist in identifying emerging safeguarding risks, themes or service pressures through data and quality intelligence.
12. Support the development of mitigation actions and improvement plans.
13. Provide assurance reporting for the Safeguarding Partnership, senior management and/or Ofsted preparation.
14. Horizon-scan for policy changes, research, inspection findings and sector developments affecting children's services.
15. Provide high-quality reports and evidence to dashboards and briefings for senior leaders, boards and operational teams. Governance boards (e.g., Children's Safeguarding Partnership, QA boards, improvement boards).

Numbers and grades of any staff supervised by the post holder:

None

All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way. All staff are expected to uphold the City Council obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer; the responsibility level of any other duties should not exceed those outlined above.

Produced by: Paul Bexon-Director of Integrated Services

Date: April 2026



Job title:

AREA OF RESPONSIBILITY	REQUIREMENT	MEASUREMENT		
		A	AC	D
Individual Leadership	Takes personal accountability for own development.		✓	
	Drive and motivation, ability to deliver against challenging objectives.	✓	✓	
Change and Innovation	Confidence and ability to put forward ideas for change.		✓	
	Ability to be creative, to be able to identify problems and work to create solutions.	✓	✓	
Collaboration	Evidence of working successfully in partnership across different sectors, building and maintaining good working relationships.		✓	
	Evidence of actively working with others to improve collaboration internally and externally.	✓	✓	
Equality, Diversity, and Inclusion	An understanding of why it's important to consider equality, diversity, and inclusion in all that we do.	✓	✓	
	Demonstrating personal commitment to the equality, diversity and inclusion challenges faced by our workforce and Nottingham's people.			
Technical Skills and Knowledge	Experience of Policy Development & Management in a Children's Social Care setting.	✓	✓	
	Ability to undertake performance monitoring & analysis	✓	✓	
	Experience in quality assurance & audit in a Children's Social Care setting.	✓	✓	
	Experience of safeguarding assurance & risk management	✓	✓	
	Experience in undertaking research & best practice	✓	✓	
	Experience of stakeholder engagement & communication	✓	✓	
	Experience in governance & reporting	✓	✓	
	Ability to use IT systems effectively, including departmental recording systems	✓	✓	

*This template is to be used for grades NCC-A1 up to NCC-H2 inclusively



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	Honesty and Integrity	✓		
	Experience of handling conflict and managing sensitive issues to achieve positive outcomes.	✓	✓	
	An understanding to the City Council's Equality and Diversity Policy, a commitment to its implementation and application in employment and service delivery.	✓	✓	
	A commitment to supervision and professional development.	✓	✓	
	Willing to work flexibly and outside normal office hours.	✓		
	Must be willing to undertake a DBS check at the appropriate level.	✓	✓	✓
	Willing to comply with the City Council's non-smoking policy.	✓	✓	
	In accordance with Part 7 of the Immigration Act 2016 (Fluency Duty), the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.	✓	✓	
	Take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.	✓	✓	
	Willing to comply with the City Council's non-smoking policy.	✓		
Qualification requirement	Recognised qualification in Social Work (Degree, PGDip or MA/MSc)	✓	✓	✓

A - Application

AC – Assessment Centre

D – Documentary