

Rutland County Council

Job Description

Job Title:	Domestic Abuse Programme Manager
Grade:	PO3
Department:	People
Team:	Children's Social Care
Line Manager:	Head of Children's Social Care

Purpose of the Job:

To coordinate, develop and deliver the duties of the 2021 Domestic Abuse Act to ensure the delivery of Rutland's domestic abuse delivery plan and duties for safe accommodation for adult and child victims and survivors of domestic abuse as part of the statutory requirements within part 4 of the Act.

To ensure the Safer Rutland Partnership/Domestic abuse board - acting as the Governance Group, and the Domestic Abuse Group - acting as the Steering Group, are fully supported by providing expertise, resilience and capacity and that risks and issues, are identified which if not addressed would threaten successful delivery.

The Local Authority is required to provide safe accommodation support which should include advocacy support, domestic abuse prevention advice, specialist support for victims with relevant protected characteristics and for victims with additional and / or complex needs, children's support to include play therapy and child advocacy, housing-related support, advice service including accessing benefits and support into work, and counselling and therapy.

Key responsibilities:

1. To implement the Domestic Abuse Strategy and action plan ensuring appropriate reporting and accountability within the governance structure.
2. Act to ensure areas of shortfall are addressed and appropriate services provided/commissioned/ identified.
3. To identify and ensure delivery of training across Rutland County Council to help future proof deliver of domestic abuse services.
4. Deliver and commission additional services to meet needs identified and deliver the requirements of the Domestic Abuse Act.
5. Use knowledge and experience of domestic abuse to lead and direct the working group and strategic board to deliver these duties successfully, including provision of guidance and support, research, performance management and other cross cutting areas of work that are relevant and significant to the successful delivery of services. To identify, understand and overcome problems at any stage and minimise any timescale or budget disruption.



6. To co-ordinate delivery of the action plan within the Council to ensure and enable a 'joined up' and 'One Council' approach to the delivery of the duties.
7. To engage key stakeholders including survivors, children, young people and the wider community to map the current provision and identify gaps in service provision that will inform the creation of any new provision.
8. To gather data and prepare the needs assessment for Rutland County Council.
9. To design and implement the delivery plan and report on progress to the Safer Rutland Partnership, raising issues as appropriate and to provide detailed reports and data analysis to report on progress of project achievement against plan and delivery outcomes.
10. To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.

Dimensions

Budget responsibility will include accountability for delivery to timescale and within the specified budget for the domestic abuse act duties.

No direct line management but will have indirect responsibility from time to time for resources assigned to projects.

This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post.

Person Specification

Qualifications:

Educated to degree level or equivalent professional qualification

Relevant professional experience and/ or project management qualification

Experience:

Relevant experience the field of Early Help, Education or Community Development

Significant experience of managing and delivering corporate projects to timescale and within budget, preferably within local government or the public sector

Experience of creating and delivering written and oral presentations for senior managers/boards

Experience and evidence of managing projects within budget and within timescale

Experience of initiating and working in partnership with a range of stakeholders including survivors of domestic abuse

Knowledge:

Excellent knowledge of programme management techniques and the use of project management methodologies



Skills:

Ability to offer constructive challenge to practice both within the organisation and across partners/stakeholders

Ability to design of a full range of project management documentation including business cases, PID and project plans

A demonstrable ability to analyse complex data and information to determine and plan actions

Excellent interpersonal and communication skills

Able to use own initiative and meet deadlines

Excellent negotiation and networking skills

Ability to engage with partners to deliver projects

Ability to pro-actively promote projects for a range of audiences

Values:

Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.

Flexible approach to working hours

Mobile and able to work from various locations

