

## LEAD AUTHOR:

### JOB DESCRIPTION/TERMS PERSON SPECIFICATION

**Closing Date:** Monday 7<sup>th</sup> December 2009

**Interview date:** Tuesday 15<sup>th</sup> December 2009

**To apply:** Forward a copy of your CV and a 'briefing note' (not more than 500 words) telling us why you should be considered – send it to Julie.newcombe@tri-x-childcare.co.uk

#### 1. Job Description/Terms

The post will be 'Lead Author'.

It is a full time, permanent post, 37 hours a week.

The salary will be between £35,000 – £40,000.

You will be expected to work flexibly, partly at our offices in Coventry, partly at home.

You will receive 6 weeks (i.e. 30 days) holiday, plus Bank Holidays.

#### **The Job Purpose is as follows:**

Please read in conjunction with the advert (on our website and copied below) title: 'Lead Author Required'.

- To act as Lead Author in the writing of new manuals/websites and associated documentation
- To act as Lead Author in the updating of existing manuals/products
- To contribute to the company keeping up to date with changes in legislation, regulation, government guidance and standards of good practice

### **Main Duties and Responsibilities**

1. To work under the direction of the Head of Production with regard to the writing of new and updated manuals.
2. To meet with the Head of Production as appropriate to review and plan workload.
3. To inform the Head of Production of any issues related to workload e.g. where timescales may be compromised.
4. To prepare manuals and updates for hand-over to Formatters in accordance with the company's requirements.
5. To liaise with Formatters, as necessary, in relation to any queries relating to the writing and updating of manuals.
6. To ensure that work undertaken takes account of changes in legislation, regulation, government guidance and standards of good practice as set out in the Corrections Log maintained by the company
7. To assist the company in keeping up to date with changes in legislation, regulation, government guidance and standards of good practice by contributing to the Corrections Log
8. To work to tight deadlines and be able to respond to changing priorities

## **2. Person Specification**

### **Experience**

#### **Essential skills and abilities**

- Formulating, developing and writing policies and procedures

#### **Desirable skills and abilities**

- Working in an operational social work team specialising in children's social care
- Statutory social work with children
- Inter or multi agency working
- Strategic planning and operational management
- Performance management

## Skills and Abilities

### Essential skills and abilities

- Ability to operate at a senior level, taking responsibility for communication and negotiation with senior managers
- Excellent verbal and written communication skills
- Ability to work under own initiative, prioritising, planning, managing and reviewing own workload and delivering to deadlines
- Ability and skills to reflect the relevant regulatory framework in clear, concise procedures, adhering to the Tri.x style and standards
- Ability and willingness to work in a flexible way and be accessible to respond to customer's needs
- Ability to use computers for word processing to draft and edit procedures and email for communication.
- Excellent project management skills
- An understanding of the role and importance of IT in delivering procedures.

### Desirable skills and abilities

- Good operational/people management skills

## Knowledge

### Essential knowledge

- A thorough understanding and knowledge of the legislative and regulatory framework for Children's Social Care and Safeguarding Children

### Desirable knowledge

- 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
- A knowledge of inter-agency or multi-agency working

## Education and Training

### Essential education/training

- Relevant professional qualification
- A thorough understanding of relevant legislation and good practice

## Equal Opportunities

### Essential

- Ability to demonstrate a commitment to equal access policies, diversity and good practice
- An understanding of the importance of equal access policies when writing procedures

## Other Job Requirements

### Essential

- Full driving licence with willingness to use own car
- Willingness to travel around the country to meet customers, using the most efficient and cost-effective means.
- Willingness to 'hot desk' working from our offices in Coventry for an agreed number of hours per week and from home for the remainder of the time.