JOB PROFILE

1 Job Details

Job Title: Independent Chair of the Child and Adult Protection Committees and Violence Against Women and Girls Partnership (6-8 days per month)

Rate: £375 per day (plus expenses)
Version Date: October 2026

2 Job Purpose

To ensure that the Child and Adult Protection Committees and the Violence Against Women and Girls Partnership fulfil their respective duties and that core responsibilities are effectively discharged in accordance with legislation, national guidance and agreed local strategies.

To provide the Executive Leadership Group for Public Protection with regular reports on the effectiveness of the policy framework, partnership arrangements and professional practice across adult protection, child protection and work to prevent and respond to violence against women and girls.

To ensure the work of the two committees and the Violence Against Women and Girls Partnership informs wider strategic planning, prevention and the delivery of universal and specialist services for children and adults.

To advise the Executive Leadership Group for Public Protection on advanced and emerging practice in safeguarding children and adults and in preventing and responding to violence against women and girls.

3 Reporting Relationships

The Chair will be accountable to the Executive Leadership group for Public Protection.

The appointment will be on a consultancy basis as under the Section 43(6) of the Adult Support and Protection (Scotland) Act 2007 the convenor must be independent of the Council. The contract will be for a period of 2 years whereupon it will be reviewed. The contract will be monitored in accordance with the Local Authority's Social Care Contract Monitoring Framework.

The post holder will be hosted, for the purposes of employment provisions by the Council and will be required to adhere to the Council's terms and conditions of employment and expected behaviours.

The chair of the Executive Leadership Group will undertake an annual review of performance of the independent chair.

4 Outcomes

The post holder will be expected to:

- Ensure that the APC and CPC coordinates, monitors, reviews and evaluates child and adult protection practices and that member agencies are adhering to good practice in line with guidance and policy requirements.
- Provide independent professional direction to child and adult protection committees to ensure both fulfil their core functions as outlined in legislation and specifically, the National Guidance for Child Protection in Scotland and the Adult Support and Protection (Scotland) Act 2007 as well as related codes of practice.
- Provide independent strategic leadership and direction to the Violence Against Women and Girls Partnership, ensuring effective delivery of its agreed strategy and action plan and alignment with relevant national policy, guidance and local public protection priorities.
- Engender the development of a comprehensive programme of self-evaluation within both committees and use this to foster a culture of continuous improvement within the partnership.
- Promote a coordinated, gender-informed and trauma-informed partnership approach to prevention, early intervention, support, protection and accountability in relation to violence against women and girls.
- Ensure a performance management framework is in place for both committees and in the case of CPC, ensure the framework is aligned to the emerging Care Inspectorate dataset; ensure the performance information is presented to committees on a regular cycle,
  including the development and publication of annual and biennial reports.
- Ensure that an appropriate performance and outcomes framework is in place for the Violence Against Women and Girls Partnership, with regular reporting, scrutiny of progress and clear action where improvement is required.
- Challenge poor practice and performance and ensure that the member agencies work together to take corrective action and make improvements.
- Ensure effective co-ordination of the work of the Committees through regular contact with senior officers, lead officers, service managers across the public, private, and voluntary sectors and with service users and attendance and participation in committees.
- Provide visible leadership and work with CPC and APC Lead Officers and other staff as required to drive relevant action plans forward.
- Review the adequacy of the child and adult protection training programmes in place both for specialist and universal staff within the partnership and report any concerns to the Executive Leadership Group for Public Protection.
- Ensure members of the CPC and APC have the skills necessary to participate in the work of the committee and ensure a balanced and collaborative approach is taken within board meetings.

Learning Reviews

- Meet the requirements of the partnerships framework for Learning Reviews.
- Promote an active and continuous learning culture across all agencies within the partnership, ensuring that the lessons learnt from serious case reviews (our own and those of other systems and related processes are securely embedded.
- In the event of a Learning Review being undertaken, act as the interface with local and national media in relation to the case.

External Inspections

- Critically review the portfolio of evidence submitted by the partnership to an external inspection body to ensure it provides an accurate and current view of how the agencies are safeguarding children and adults and promoting their welfare.
- On behalf of the Executive Leadership Group for Public Protection, ensure that any actions, decisions and timescales are clearly agreed and followed up, following an external inspection.

Accountability

- Be accountable to the Executive Group for Public Protection, by ensuring the development and delivery of regular business plans and reports.
- In addition, provide assurance to the Council's Chief Social Work Officer and the Executive Group for Public Protection regarding the delivery of the Committee's functions.
- Adhere to the contract monitoring assessment and provide work plans and regular reports on achievements of tasks and duties undertaken as detailed within conditions of contract.
- Ensure effective joint working between the CPC, APC and Violence Against Women and Girls Partnership, and with other key governance groups and boards, for example the IJB, community safety structures and relevant justice and housing partnerships.
- Develop the participation of, and feedback from, children, young people and their families and adults regarding the work of both committees.

Wider Influencing Role

- Ensure that the voices and lived experience of women, children and young people affected by gender-based violence inform the priorities, scrutiny and improvement work of the Violence Against Women and Girls Partnership, using safe and ethical approaches to engagement.
- Attend relevant regional and national seminars and networks in the capacity as independent chair.
- Engage and participate in national developments relating to the protection of children and adults and the prevention and response to violence against women and girls, learning from research and ensuring that the committees,

the partnership and member agencies respond effectively and promptly, challenging where this is not the case.
- Champion the public protection agenda in the local area by ensuring organisations and agencies work together with communities to effectively to protect children and adults at risk.

5 Knowledge and Experience

The post holder needs to be able to demonstrate knowledge, understanding and experience as follows:

- Extensive experience of working in a senior management role in the safeguarding arena and evidence of achieving an impact in this role.
- Detailed professional knowledge and understanding of the policy and legislative frameworks for adult and child protection, violence against women and girls and wider public protection, together with awareness of relevant national developments.
- Significant experience of chairing complex professional meetings at a senior and strategic level, in an efficient and effective manner.
- Knowledge of gender-based violence, its causes and impacts, and experience of leading multi-agency work across prevention, support, protection and justice services.
- Experience of self-evaluation and the ability to carry forward a challenging partnership agenda, be innovative and drive change.
- The ability to direct multi-agency activity for change and improvement, and to challenge practices and hold agencies accountable.
- The ability to communicate effectively with a wide range of stakeholders and organisations, including the media, both verbally and in writing.

6 Requirements of the job

The post holder must:

- Be educated to degree level with a relevant academic and or/professional qualification in social care, health, education, policing or in an appropriate discipline.
- Have the ability to travel as required by the job.