

Safeguarding Manager

Department: Health and Community Services

Division: Group Managing Director

Reports to: Head of Social Care

JE Ref: HCS594

Grade: CS12

JE Date: 20/04/2020

Job purpose

Lead, manage and support the Adult Safeguarding Team to improve safeguarding practice through timely interventions, prevention and proactive working practices particularly Making Safeguarding Personal

Responsible for the day-to-day operational delivery of Safeguarding interventions within a culture of continuous improvement and safety to ensure professional standards and practice are embedded throughout the team.

Job specific outcomes

1. Deliver services that actively promote the rights, interests, needs and choices of service users, carers and other interest groups in the planning, delivery and review of health and social care services to ensure positive outcomes for service users and their families.
2. Assess and analyse the quality and parity of decisions and ensure consistent quality and targeting of the service to service users and carers to deliver parity of esteem in mental and physical health.
3. Deliver and enhance high quality multi-disciplinary and multi-agency practice in the delivery of service through monitoring, planning and evaluating service objectives, performance standards and indicators to ensure effective service delivery in a person-centred way.
4. Lead the team to ensure that staff operate in a collaborative way with other agencies, which delivers the shared objective of offering the most appropriate support that meets the agreed outcomes to deliver choice, independence and healthy outcomes for service users.
5. Apply technical knowledge and understanding of all relevant legislation and guidance and translate as appropriate into local policy, procedure and guidance in order to ensure that staff deliver the service within legal and procedural parameters.
6. Monitor and manage the performance of the team regularly to ensure that performance indicators are met. Work with planning and performance and ensure that team members record data effectively and on time.
7. Lead, develop and support staff to maintain professional standards through coaching, mentoring, supervision, appraisal and regular meetings, including the promotion of

continuous professional development to deliver an effective and efficient service to service users and families.

8. Lead the team in promoting and safeguarding the welfare of adults at risk, including positive risk-taking to ensure that safeguarding and other protections are embedded in best practice across the service. Chair safeguarding meetings/conferences as necessary.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Organisational structure



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i>	Professional Qualification in Social Care or Health Professional Registration with appropriate body	
Knowledge <i>This relates to the level and breadth of practical</i>	Knowledge and understanding of relevant legislation, policy and procedures relating to the delivery of	

<p>knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</p>	<p>service to service users across Adult Services</p> <p>Knowledge of safeguarding procedures and safe practice including positive risk-taking.</p> <p>Knowledge of multi-agency responsibilities in relation to Safeguarding Adults</p>	
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Use of keyboard and appropriate record systems including email.</p>	
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Ability to communicate effectively in writing, orally and verbally</p> <p>Ability to maintain appropriate records in accordance with legislative requirements</p> <p>Ability to contribute to service and team planning and development</p> <p>Ability to manage change and positively support staff through change processes</p> <p>Able to manage budgets as required</p> <p>Able to work in partnership with internal and external stakeholders.</p>	
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Experience of safeguarding adults work in a multi-agency setting</p> <p>Experience of working with complex Adult Safeguarding issues.</p> <p>Experience of supervising staff</p>	