Northumberland County Council

**JOB DESCRIPTION**

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| **Post Title:** Strategic Safeguarding Manager | | | **Director/Service/**Sector Adult Services and Housing Group | | **Office Use** |
| **Band:** 11 | | | **Workplace:**  County Hall | | JE ref: Z096  HRMS ref: |
| **Responsible to:** Associate Director, Adult Services and Housing Group | | | **Date**: April 2013 | **Lead & Man Induction:** |
| **Job Purpose:** To be responsible for leading service delivery and improvement on adult safeguarding, Deprivation of Liberty Safeguards, and Mental Capacity Act requirements.  To lead on the Adult Services Group safeguarding policy and the development of the Northumberland Safeguarding Adult’s Board (SAB).  To manage the safeguarding team and be the named lead for adult safeguarding, MARAC, MAPPA, PREVENT and DoLS for the Council.  To manage the operational safeguarding officer for the Clinical Commissioning Group (CCG) carrying out health commissioning safeguarding responsibilities  To provide operational support and professional leadership for practitioners carrying out statutory requirements under the Mental Capacity Act and Mental Health Act. | | | | | |
| **Resources** | Staff | 9 staff in safeguarding including CCG operational safeguarding CCG officer  To lead and ensure a team of 32 AMHPs meet local authority MHA statutory requirements (not directly line-managed by postholder)  To lead and ensure care management (total 264 staff) meet local authority safeguarding statutory requirements (not directly line-managed by postholder) | | | |
| Finance | | To manage staff team budget approximately £250k | | | |
| Physical | | Post involves deskwork (including computer), home visits, travel to user’s homes and various other establishments. | | | |
| Clients | | Contact with vulnerable adults and their families including children at risk and adults with mental health problems and within their own homes. The post may involve lone working. | | | |
| **Duties and key result areas:** Individually or as part of a team:   1. To ensure that adequate safeguarding arrangements are in place to promote the welfare, health and development of adults and children who are users of the service. 2. To support suitable professional and leadership arrangements to meet local authority responsibilities under the Mental Capacity Act, Deprivation of Liberty Safeguards MAPPA, MARAC, PREVENT and Mental Health Act 3. To manage qualified and unqualified adult services staff, ensuring that services to adults and families are provided in accordance with agreed priorities and within statutory requirements and relevant organisational policies and procedures including ensuring effective systems are in place for supervision, work allocation and performance appraisal. 4. Manage the service, human resources and financial issues, including recruitment and selection, monitoring sickness and absence, individual performance review and any initial disciplinary action. 5. Ensure that all relevant statutory and related requirements are met particularly with respect to:  * Care Management (including the Community Care Act) * Mental Capacity Act 2005 * Mental Health Act 2007 * Deprivation of Liberty Safeguards * MAPPA * MARAC * PREVENT * Human Rights Act * Freedom of Information Act * Safeguarding * Equality and Diversity  1. To provide operational support to a range of managers across different organisations leading to the delivery of high quality services for the people of Northumberland. 2. To assist with strategic workforce planning and associate organisational development plans. 3. Work with the Associate Director to support change where required to deliver commissioning strategies and the provision of adult care services. 4. To support services to meet the requirements of statutory regulatory agencies, including the requirements of the Care Quality Commission (CQC) 5. Responsible for financial management and control of the service budgets, including reporting and monitoring arrangements, the post holder will be expected to deliver a balanced budget including delivering cost improvement programmes. 6. Ensure local systems are established to ensure the maintenance of high standards of corporate and clinical governance to ensure continuous improvement of services and support appropriate audit programmes to help deliver this. 7. Contribute to and advise upon the development of relevant organisational policies and procedures. 8. Ensure Health and Safety at Work and related legislation is adhered to in area of responsibility. 9. To support the development of across organisations the services annual business plan and services plans and any Service Level Agreements and ensure the objectives are delivered on time, identified time frames and in line with the national and strategic direction of the Adult Services and Housing Group. 10. Project-manage specific pieces of work across the Adult Services and Housing Group as periodically required. 11. Support effective management and organisational change to meet the future needs of the service at relevant organisational level and with inter-agency colleagues including across North of Tyne and regionally. 12. To develop, monitor and advise upon performance and ensure performance management issues are complied with both individually and with the team. This will include ensuring the effective and efficient operation of the team. 13. To investigate and report upon complaints and incidents within the scope of the role and in line with organisational policies and take remedial action where this is required. 14. Implement and appropriately maintain data collection and records including multi-agency records in line with legal obligations and agreed agencies policies. 15. To provide reports and updates to the Adult Services and Housing Group management team, the SAB and to Scrutiny Committees as required. 16. To ensure the maintenance of record keeping in accordance with statutory requirements and organisational policy and procedures. 17. To participate in the recruitment, selection, training and development of staff in accordance with organisational policies and procedures. 18. To be a representative of Adult Services and Housing Group as appropriate at management and officer groups and in meetings with non executives, elected members and external organisations at local, national and provincial level, providing advice and information as required. 19. Promote and develop joint working across health and social, including managing the operational CCG safeguarding officer, and ensure support the strategic direction for active and transparent partnership working. 20. Establish an effective communication network within own areas promoting and encouraging active participation of staff. 21. Ensure communication with, and involvement of, users and carers about service development. 22. To support the implementation of partnership based service developments and integration where appropriate internally within the Adult Services and Housing Group, internally within the Council and Trusts and externally with other partners e.g. the voluntary and independent sector. 23. To assist the Associate Director to maintain key customer links with relevant partners e.g. other sections within the Council/Trusts and other statutory bodies 24. Other duties appropriate to the nature, level and grade of the post. | | | | | |
| **Work Arrangements** | | | | | |
| Physical requirements:  Transport requirements:  Working patterns:  Working conditions: | | To be able to attend meetings and provide service delivery throughout Northumberland.  Flexibility to meet the demands and delivery of the service.  Occasional participation in out of hours support to as service requires and in the Adult Services and Housing Group on-call rota  Office based although some work from other establishments and some lone working within the community. | | | |

Northumberland County Council

**PERSON SPECIFICATION**

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| **Post Title:**  Strategic Safeguarding Manager | **Director/Service/Sector:** Adult Services and Housing Group | Ref: Z096 | |
| **Essential** | **Desirable** | | **Assess**  **by** |
| **Qualifications and Knowledge** | | | |
| Educated to degree level  An appropriate social care or health professional qualification e.g. DipSW  AMHP and BIA qualified  Appropriate management qualification or equivalent experience  Evidence of continuing professional development |  | |  |
| **Experience** | | | |
| Extensive experience safeguarding practice  Experience of supervising and managing staff  Experience of involving service users / carers in evaluation / planning of services  Experience of analysing complex performance and operational data and information and using this to deliver service targets and performance improvements.  Experience of multi-agency / professional working  Management experience of complex services  Effective financial management  Effective project management  A successful track record of engaging effectively with others at a senior level and building productive partnerships with key stakeholders.  Evidence of success in building and enhancing the reputation of an organisation with external bodies and the media |  | |  |
| **Skills and competencies** | | | |
| Ability to lead and manage a multi-skilled team.  Well developed interpersonal skills with the ability to communicate effectively with a variety of people through a variety of mediums.  Ability to manage change and conflict.  Well developed negotiating and organisational skills.  Able to prioritise conflicting demands and requirements, meet tight deadlines and timescales.  Ability to assess service needs, develop and evaluate programmes and projects/plans to meet those needs.  Sound financial/budgetary management.  Able to use I.T to required level.  Ability to work across agency boundaries within a multi-professional setting.  Ability to work at both operational and strategic levels in terms of future service development  Effective leadership and decision-making skills  Thorough understanding of relevant service legislation, best practice and contemporary issues.  Ability to provide visible and supportive leadership, empowering, enabling, motivating and developing the Group’s workforce and fostering a positive organisational culture.  Ability to operate effectively within the democratic process, with the political acumen and skills to develop productive working relationships with Council Members that command respect, trust and confidence.  Ability to maintain a clear overview of the issues affecting Adult Services and ensure that Managers are provided with timely and accurate advice and kept fully informed of relevant issues. | Use of IT databases and spreadsheets | |  |
| **Physical, mental and emotional demands** | | | |
| Physically capable of discharging the full duties of the post  Flexible working arrangements  Ability to meet the transport requirements of the job. |  | |  |
| **Motivation** | | | |
| Commitment to inter-agency working.  Flexible approach to working hours  Positive attitude towards supervision and training.  Willingness to attempt new challenges and approaches.  Positive attitude toward support equality and diversity.  **Physical, mental and emotional demands**  To be able to meet the physical requirements of the post and be able to work under pressure caused by significant workloads.  In addition to be able to manage the emotional demands of the post that are caused by managing distressing cases involving vulnerable adults/children who are or have suffered emotional, physical or sexual abuse or who may have died and service users and carers who might display anger and/or frustration  To be able to provide strategic and operational leadership during periods of uncertainty via thorough risk assessment skills and planning. |  | |  |
| **Other** | | | |
| Ability to meet the transport requirements of the post  Well presented, to act as a role model for junior staff |  | |  |

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits