# Person Specification

Job Title: Independent Chair, Sunderland Safeguarding Adults Board

| **Strength** | **In this role it is important that an employee** | | | **Core**  **Strength** |
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| **Numerical Reasoning** (Ability) |  | As competent as most people at using and understanding numerical data information | Highly competent in understanding and using numerical information |  |
| **Persuasive** (Relationships with people) | Dislikes consciously attempting to influence others | As happy as most people to persuade / influence others | Likes to get people to do things by presenting a convincing case |  |
| **Socially confident** (Relationships with people) |  | As comfortable as most in social situations | Self-assured when meeting new people / in social situations |  |
| **Democratic** (Relationships with people) | Makes final decisions on their own | Can make decisions based on own and others views | Listens and widely consults before making decisions |  |
| **Caring**  (Relationships with people) | Reserves help and support for particularly serious problems | A balanced approach to providing sympathy and support. | Sympathetic and supportive to others |  |
| **Data rational**  (Thinking style) | Deals in opinions and feelings | Is able to deal with both facts and feelings | Likes working with facts, figures and numerical data |  |
| **Evaluative**  (Thinking style) | Dislikes critically evaluating, doesn’t focus on potential limitations of work | Will critically evaluate information when necessary to the task in hand | Critically evaluates information looking for flaws and limitations |  |
| **Behavioural**  (Thinking style) | Takes little interest in why people behave as they do | Likely to be interested in human behaviour and motivation when critical to the role | Interested in human behaviour psychology and theories of motivation |  |
| **Adaptable**  (Thinking style) | Behaves the same way with everybody | Is as likely as most to adapt their behaviour to suit the situation | Changes their behaviour to fit the situation or behaves differently depending on who they are with |  |
| **Conscientious**  (Thinking style) | Doesn’t focus too heavily on deadlines and can leave some tasks unfinished | Takes a pragmatic approach to deadlines and the completion of tasks. | Will see tasks through and complete them within set guidelines |  |
| **Achieving**  (Dynamism/  Energies) | Is motivated by achievable targets | Prefers to balance demanding and achievable targets. | Likes to work to demanding goals and targets |  |

| **Essential Requirements** | |
| --- | --- |
| **Qualifications:**   * Relevant professional qualification of sufficient standing to command professional respect within SSAB * Educated to degree-level or above in Social Care or other relevant field | Interview/ CV/Supporting statement |
| **Communication (verbal and written):**   * Interpersonal, presenting, media relations, maintaining a positive public and professional profile, sufficient to represent Sunderland Safeguarding Adults Board (SSAB) effectively to the media and other forums as required * Able to share information, obtain information and have dialogue with others either in person or over the telephone, including complex and contentious discussions * Excellent verbal and written communication skills with the ability to communicate with and manage relationships between a wide range of SSAB member agencies, partner organisations and other stakeholders * Demonstrates confidence, authority and objectivity to challenge practices and policies, hold agencies accountable, and direct multi-agency activity for change and improvement * The ability to negotiate with, influence, enthuse and drive partner agencies to achieve joint safeguarding outcomes, and to foster good working relationships within and between agencies, and especially to chair meetings in a manner which facilitates understanding between members * Able to share information and obtain information from others through written communication. | Interview/ CV/Supporting statement |
| **Skills:**   * Highly effective leadership skills at executive level * In-depth understanding of strategic safeguarding adults issues * Communication, motivational and influencing skills * Ability to operate within a politically sensitive area * Ability to influence key stakeholders and decision makers in a multi-agency environment * Assertive, clear thinking and able to negotiate * Ability to generate and develop good working relations across partnership board member organisations * Problem-solving skills, ability to identify issues and areas of risk, and lead partners to effective resolution and decision * Chairing skills; ability to organise, coordinate and follow through on key decisions; managing competing or differing views, and positively challenge to achieve the desired outcome * Skills in negotiating to assist in managing and resolving conflict between agencies * Ability to recognise discrimination in its many forms and promote equal opportunities policies within the operation of the Board * Ability to ensure high standards of confidentiality in terms of individual cases and sensitive cross-organisation matters * Self-motivating and able to operate outside of a single-agency hierarchical structure * Ability to influence senior personnel and liaise with political representatives in order to further safeguarding activity | Interview/ CV/Supporting statement |
| **Knowledge:**   * Understanding of risk management, quality assurance, learning and improvement, reporting and frameworks * Understanding of reform/service improvement techniques * Ability to be adult-focused maintaining the adult at the centre of the work of the SSAB * In-depth knowledge of the adults’ policy agenda at national/regional levels, and the impact this has on LSABs and local agencies * Thorough knowledge and understanding of relevant legislation, research, inspection regimes, current guidance, and statutory requirements relating to the safeguarding of adults * Knowledge of the principles of quality assurance and how to apply them into the LSAB activity * Knowledge of the challenges/barriers facing the adult’s workforce and the opportunities for improving safeguarding activity * Knowledge and understanding of the governance arrangements for all statutory partners * Developments in integrated working across all relevant statutory agencies, including legislation, guidance and research, underpinning safeguarding adults work * Understanding of safeguarding and promoting the welfare of adults at risk of abuse and/or neglect * Appropriate corporate governance frameworks * Structure and functioning of large organisations * Performance management and quality assurance systems, applicable in a multi-agency strategic and operational environment * Funding and accountability in the public, independent and voluntary sectors * Knowledge of the wider safeguarding duties for Local Safeguarding Adults Boards * Knowledge of the key drivers and influences on public services and partners * Administrative processes supporting such organisations | Interview/ CV/Supporting statement |
| **Experience of:**   * Developing and leading strong and productive partnerships at an executive level to command respect with a multi-agency committee of senior agency representatives * Leading complex organisations through change * Chairing complex professional meetings at senior level and the ability to chair in an efficient manner * Suitable experience of the operational context of safeguarding work to enable well-rounded contributions to considering case issues, e.g. complaints or Safeguarding Adult Reviews * Working with members of the public in order to improve services * Managing strategic and operational change | Interview/ CV/Supporting statement |
| * Ability to meet the travel requirements of the post | Interview/ CV/Supporting statement |
| **Availability:**   * The ability to work outside of normal working hours to meet the needs of the service * Be accessible to the Strategic Safeguarding Team Manager and Board Members outside of Board meetings | CV/Supporting statement /Interview |
| **PC Skills**   * Able to effectively use a PC to prepare documents, record information, analyse and input data including MS Office packages | CV/Supporting statement /Interview |
| **Decision making**   * An ability to take action independently when required and to make decisions in line with support plans, policies and procedures, being resourceful in the face of challenges and barriers | CV/Supporting statement /Interview |
| Equal Opportunities  * Commitment to principles of promoting equality and respecting diversity * Acting in accordance with accepted Human Rights principles | Interview |
| **Flexibility**   * An ability to work effectively despite changes in colleagues, settings and environment | CV/Supporting statement Interview |
| **Customer Service Excellence**   * Able to delight customers, deliver high quality tailored services to meet needs and exceed expectations * Commitment to improving outcomes for adults at risk of abuse and/or neglect * Empowering adults at risk of abuse and/or neglect and respecting their right to self-determination | CV/Supporting statement Interview |
| **Team working**   * Be able to work effectively within a busy team environment, be helpful and co-operative with others * Ability to enthuse and gain commitment of others | Application form/Interview |
| **Strategic Perspective**   * Takes a long-term view, sets goals, and evaluates the impact of ideas and policy decisions | Interview |
| **Democratic**   * Seeks and considers the views of others in setting and deciding plans, activities and progress. | Application form/Interview |
| **Vigour**   * Works at a fast pace, copes well with higher levels of workload * Enthusiasm, commitment and a determination to carry forward a complex agenda | Application form/Interview |
| **Listening**   * Listens to others to assess requirements in order to respond appropriately and efficiently. | Interview |
| **Innovation**   * Theability to be creative in working through problems and making decisions | Application form/Interview |