

**DARLINGTON BOROUGH COUNCIL**  
**CHILDRENS AND ADULTS SERVICES**

**JOB DESCRIPTION**

<b><u>POST TITLE :</u></b>	Business Manager - Safeguarding
<b><u>GRADE :</u></b>	R
<b><u>JOB EVALUATION NO.</u></b>	C1978
<b><u>REPORTING RELATIONSHIP</u></b>	Head of Service, Quality Assurance and Practice Improvement.
<b><u>JOB PURPOSE :</u></b>	<p>To provide business management and coordination to the Darlington Adult Safeguarding Partnership Board and Darlington Safeguarding Children Board (Safeguarding Children Partnership by Sept 2019); and to support the Independent Chairs and Lay Members of the respective Board / Partnership and sub-groups.</p> <p>To ensure the Boards are effective multi-agency forums, ensuring positive outcomes for vulnerable children and adults.</p> <p>To line manage the Safeguarding Boards Development Officers and Multi-Agency Training Officer.</p>
<b><u>POST NO.</u></b>	D13263
<b><u>PDR COMPETENCY FRAMEWORK</u></b>	Level 2, Core Management Competencies for all managers

**MAIN DUTIES/RESPONSIBILITIES**

1. To establish governance and interface arrangements, regarding the Boards and other multi-agency planning partnerships e.g. Health and Well-being Board; Darlington Partnership; to establish links and reporting to the Director of Children and Adult Services.
2. To respond to changes of relevant legislation and guidance that impact on safeguarding and provide advice to the Chairs of the Boards / Partnership / senior officers in Safeguarding Partners (Local Authority / Clinical Commissioning Group / Police).
3. To maintain and develop multi-agency liaison and collaboration, to ensure compliance with the Boards' / Partnership's constitutions. To develop systems which elicit the effectiveness of such arrangements.
4. To ensure the membership of the Boards / Partnership reflect key stakeholders in the safeguarding of vulnerable adults and children.

5. To deploy and account for the administrative and financial resources available to both Safeguarding Boards / Partnership including the negotiation and agreement, to annual income contributions from agencies seeking efficiencies where possible.
6. To support and advise the Independent Chairs of the Boards / Partnership and coordinate the annual appraisal process for this role.
7. To recruit, support, and advise the Lay Members of the Boards / Partnership to ensure their annual appraisal.
8. To oversee the work of the sub-group, monitoring outcomes and ensuring regular reporting of performance information to the Boards / Partnership.
9. To supervise staff within the unit ensuring effective working and performance in accordance with Council processes.
10. To produce annual reports for the Boards / Partnership coordinating all key elements from across key partners.
11. To ensure multi-agency safeguarding procedures and policies are developed and maintained, incorporating current legal and statutory guidance.
12. To liaise and work with other agencies and authorities to explore regional consistency and sharing of practice, thereby improving the work of the Boards / Partnership. To seek opportunities to develop joint working groups which result in improved outcomes and efficiency.
13. To seek opportunities across authority boundaries to improve the efficiency and performance of the Boards / Partnership.
14. To be the primary point of contact for both Safeguarding Boards / Partnership and associated groups.
15. To represent Darlington at appropriate regional and sub-regional events.
16. To seek opportunities for the two Boards / Partnership to work together on common issues and developments.
17. To be the primary point of contact for independent authors commissioned to undertake SCR / Local Safeguarding Practice Reviews.
18. To be lead officer for SCR / Local Safeguarding Practice Reviews processes; liaising with DASS / DCS, National Panel / Children's Safeguarding Practice Review Panel; Ofsted and CQC and ensuring the process is in line with all Government guidance.
19. To develop and monitor an assurance process for all agency Board / Partnership Members to ensure safeguarding is prioritised and there are systems in place to implement this.
20. To lead on safeguarding awareness raising campaigns with local community.

21. To ensure both Boards / Partnership have effective mechanisms for involving vulnerable adults and children in their work and ensuring their voices are heard.
22. To manage delegated budgets as required by senior management.
23. To ensure the control of information in respect of individual cases is in accordance with data protection and confidentiality requirements.
24. Ensure that the PDR process operates effectively within your team and end of year reviews are completed and submitted to the Council's timescales.
25. Manage your team in line with all the Council's policies and procedures and ensure that employees are aware of their obligations under these.
26. Behave according to the Employees' Code of Conduct and ensure that employees in your team are aware of their obligations and responsibilities re. conflicts of interest, gifts, hospitality and other matters covered by the Code.
27. Ensure that the Council's Equality agenda is implemented effectively in your team and to carry out your duties as a [manager / supervisor] and employee in line with these.
28. To fulfil your health and safety management role as detailed in both Corporate and Group Health and Safety Policies, organisational statements and procedures to ensure a safe working environment for yourself, members of your team and others who may be affected by your team's activities.
29. Any other duties of a similar nature related to this post that may be required from time-to-time.
30. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
31. You are required to safeguard and promote the welfare of children for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.
32. This post has a high level of contact with, and responsibility for, children
33. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.
34. This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment the employee will be subject to rechecking as required from time to time by the Council.

Date: July 2018

**DARLINGTON BOROUGH COUNCIL**

**BUSINESS MANAGER - SAFEGUARDING**

**CHILDRENS AND ADULTS SERVICES**

**POST NO. D13263**

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
	<b>Qualifications &amp; Education</b>		
1	Professional qualification in Social Work, Nursing, Teaching, Youth Work, or equivalent		D
2	Evidence of post qualification training and continued professional development relevant to particular specialism.		D
	<b>Experience &amp; Knowledge</b>		
3	<b>If Qualified,</b> Approx. 5 years' post qualifying experience in a child or adult care setting including experience of child / adult safeguarding work <b>OR</b> Approx. 5 years' direct experience of working with child and / or adult safeguarding boards including experience of child / adult safeguarding through supporting the development of work undertaken by multi-agency sub-groups.	E	
4	Approx. 5 years' experience of communicating / negotiating with a range of managers across partner agencies, including senior management teams.	E	
5	Knowledge of the organisation and structures within Children's and Adult Services.	E	
6	A detailed working knowledge of the underlining philosophy and the main provisions of working together to safeguard children and adults.	E	
7	Knowledge of issues impacting upon inter-agency child and adult safeguarding practice.	E	
8	A demonstrable understanding of high standards of professional practice and of effective systems for the ensuring the delivery of high quality of training programmes.	E	
9	Approx. 2 years' experience of negotiating and consulting with child and adult care teams and other agencies.	E	
10	Experience of developing, implementing, monitoring and reviewing policies and procedures	E	
11	Approx. 2 years' experience of managing budgets.	E	
12	Approx. 2 years' experience of managing staff, including performance development.	E	
13	A working knowledge of assessment and review procedures in relation to child and / or adult safeguarding.		D
14	An understanding of key principles of project planning, including setting targets and managing and measuring performance against agreed objectives.		D
	<b>Skills</b>		
15	The ability to challenge / debate demonstrating expertise and authority with board members and partner organisations	E	
16	A demonstrable capacity for innovative thinking around the	E	

	development of new approaches.		
17	Proven inter-personal skills and the ability to work cooperatively both within and across professional disciplines and professional boundaries.	E	
18	Ability to maintain records of a high standard.	E	
19	Ability to communicate both orally and in writing to a wide range of audiences (including Independent Chairs, Board Members, Senior Officers and Senior Management Teams in partner agencies).	E	
20	Ability to write clear and concise reports and briefings to a wide range of audiences including CCG / Police / Local Authority and demonstrate effective presentation and training skills.	E	
21	Ability to analyse information from a variety of sources, solve complex problems and think creatively and strategically.	E	
22	Able to prioritise workload and to plan and allocate tasks to meet deadlines.	E	
23	Ability to summarise and interpret complex matters to aide others' understanding and aimed at their needs.	E	
24	Ability to work to broad policy guidelines and to use discretion and act on own initiative as required.	E	
25	IT Literate, capable of using MS Word / Excel and office packages.	E	
Personal Attributes			
26	A clear and demonstrable commitment to improving child and adult safeguarding activity.	E	
27	Ability to work successfully as part of a team.	E	
28	Commitment to new ideas and ways of working.	E	
29	Ability to work with groups of people.	E	
Special Requirements			
30	The ability to access reliable transport to carry out the travel requirements of the post.	E	
31	Flexible approach to working arrangements.	E	
32	Interest in working with children to promote their development and educational needs.	E	
33	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	E	
34	Suitability to work with children / vulnerable adults	E	
35	The ability to communicate at ease with customers and provide advice in accurate spoken English	E	
36	Ability to form and maintain appropriate relationships and personal boundaries with children.	E	