

**Person Specification
Safeguarding Adults Manager
Safeguarding Adults Unit**



Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- Recognised Social Work Qualification, e.g. CQSW, CSS, DipSW, Degree in Social Work, or equivalent, with at least 3 to 4 years post qualifying experience in field work or other related experience
- Knowledge and understanding of The Care Act, Social Care legislation, Deprivation of Liberty legislation and the Mental Capacity Act, with knowledge of current Safeguarding Policies and Procedures
- Knowledge and experience of risk assessment and/or risk management
- Experience of chairing multi-agency Safeguarding Adults meetings, or chairing similar multi-agency meetings, or the willingness to learn
- Commitment to promoting the rights of vulnerable individuals
- Able to take on a leadership role with effective decision-making skills
- Able to handle problems and difficult situations calmly and sensitively
- Able to summarise, analyse and evaluate complex information
- Excellent recording and report writing skills using electronic data information systems
- Effective assessment, planning and reviewing skills, with the ability to prioritise tasks and manage workload and deal with conflicting demands
- Able to contribute to, and work within, a supportive team environment
- Experience of involving and working in partnership with service users, carers, service providers and other professionals
- Able to liaise effectively with other agencies and professionals

Desirable

- Experience of multi-agency working
- Experience of commissioning services with the knowledge of Local Authority contracting procedures
- Able to contribute to personal continuous service development
- Post qualifying experience within an adult social care setting
- Knowledge of resources – health, local authority, voluntary and independent sector

Part B

The following criteria will be further explored at the interview stage (as well as further exploring the above criteria is met):

- Post qualifying experience, including experience in field work and other related experience
- Ability to assimilate, evaluate and prioritise information, including relevant data management skills
- Knowledge of relevant legislation and statutory guidance
- Reliable and self-reliant, but will seek guidance appropriately
- Willingness to undertake further training as required, with a positive approach to self-development

- Organisational skills and the ability to work to tight timescales whilst being detail conscious
- Evidence of good written and verbal communication skills
- Committed to Equal Opportunities and anti-discrimination practice in employment and service delivery

Additional Requirements

- Enhanced DBS Disclosure Certificate
- Suitability to work with client group
- Current HCPC Registration
- Flexible approach to work, location, duties and hours