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| **Job Description** | |
| **Post title** | Adult Protection and DOLS Manager |
| **JE Reference No** | N9146 |
| **Grade** | Grade 14 |
| **Service** | Adult and Health Services |
| **Service Area** | Adult Care – Safeguarding and Access |
| **Reporting to** | Strategic Manager |
| **Location** | Your normal place of work will be Countywide remit, but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post **is** subject to a **enhanced disclosure**. |
| **Covid-19 Vaccination** | Under the Health and Social Care Act 2008 (Regulated Activities) (Amendment) (Coronavirus) Regulations 2021 in order to enter a care home, individuals must be able to demonstrate that they have received a complete course of their COVID-19 vaccination, unless exemptions apply. A complete course may refer to one or two doses of the vaccine, depending on the type of vaccine. It does not cover booster doses. Extending the policy to cover booster doses would require amending the regulations and be subject to parliamentary approval |
| *Flexitime* | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

Working closely with key stakeholders, this post will ensure adults are safeguarded from abuse or any deprivation of their liberty in such a way that reflects the adult’s personal aspirations and supports their independence as much as possible.

The post holder will be responsible for the management of the Adult Protection and DOLS Operations Team. This entails overseeing effective implementation of associated procedures and providing formal supervision and appraisal of a team comprising of Best Interest Assessors and Independent Lead Officers.

The post holder will act in the role of ‘Supervisory Body’ on behalf of Children and Adult Services and act as Local Implementation Lead for the County working with partner agencies and key stakeholders in relation to supporting statutory compliance of MCA / DoL issues.

The post holder will also be required to develop systems and processes that facilitate effective operational practice and the development and maintenance of performance and management processes.

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| **Duties and responsibilities** |

Listed below are the responsibilities this role will be primarily responsible for:

* To interpret policy, guidance and associated literature in relation to Safeguarding Adults and Deprivation of Liberty Safeguards (DoLS) and to develop systems accordingly.
* To support the development and implement policies, procedures and governance arrangements associated with Adult Protection and DoLS in line with legislative requirements and best practice.
  + To monitor and track the receipt of DoLS referrals using performance monitoring reports to ensure that key processes are followed and subsequent actions are taken in line with timescales and best practice.
* To monitor and analyse performance information and to regularly report trends and areas of concern to the Adult Care Management Team.
  + To contribute to the design and undertaking of audits of casework competence and quality and provide objective evaluation about the service’s performance
* To support the role of the ‘Supervisory Body’ on behalf of Children and Adults Services in co-ordinating our ‘Best Interest Assessment’ functions to ensure that statutory duties are met.
* To respond appropriately to referrals from Managing Authorities (Care homes and hospitals), and ensure that all regulatory requirements are met in the operation of the Deprivation of Liberty procedures.
* To ensure Adult Protection and DoLS referrals received by SCD from the public and partner agencies receive an appropriate response.
* To monitor and track the receipt of Adult Protection and DoLS referrals using Performance monitoring reports to ensure that key processes are followed and subsequent actions are taken in line with timescales and best practice.
* To liaise with operational staff, team managers and team members to identify any systems/ service shortfalls and to work in partnership to take corrective measures and implement solutions.

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* To establish effective links with local and national networks and

contribute to regional work aimed at developing and improving practice. Work together with other lead officers for the Mental Capacity Act and Deprivation of Liberty Safeguards to share learning and develop practice.

* To provide objective evaluation and advice about mental capacity issues and issues related to the Deprivation of Liberty safeguards
* To work closely with the Learning and Development colleagues to ensure that training and development and professional practice closely complement one another.
* To provide effective leadership for staff and partner agencies, including provider agencies, and to relate effectively to a wide range of stakeholders.
* To understand and implement current and future legislation that applies to the post.
* Represent the Strategic Manager at meetings and stakeholder events if required.
* To provide support to senior managers by responding to enquiries from MPs, county councillors and the public and undertake disciplinary investigations if required.
* To deliver briefings/presentations appropriate to a wide range of stakeholders and to provide reports and written information in a range of formats as required.
* To provide vision and leadership in the management of the team ensuring that effective systems are in place for the allocation and management of workloads, the application of the Authority’s and Service’s procedures and guidelines, including those relating to equality and supervision and appraisal and all aspects of staff performance, personal development, health and welfare.
* To be accountable for the recruitment of staff in accordance with the Authority’s policy and to ensure that the Authority’s policies are followed in relation to grievance, harassment or discipline.

To provide day to day supervision and support to the support officers ensuring effective administrative systems are implemented and maintained.

* To manage a designated budget ensuring that the Service achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.
* To manage and coordinate resources and to ensure their effective use in the delivery of Adult Protection and Deprivation of Liberty safeguards.
* To contribute to the development of a Safeguarding and Access Service work schedule/ plan; working collaboratively with the SAB business co-ordinator, Practice Improvement to ensure the priorities and targets of the overall service area are accurately reflected.
* To work collaboratively with other managers in the service to ensure a seamless and flexible approach to cross cutting work is achieved and maintained.
* A willingness to carry out further professional study if so required and a commitment to continuous professional development.

The above is not an exhaustive list and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Strategic Manager

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification | | |
|  | Essential | Desirable |
| Qualifications | * Professional qualification/degree in health or social care or * Degree in other relevant subject | * NVQ level 5 or equivalent in Management * BIA assessor |
| Experience | * Extensive post qualifying experience. * Policy development and implementation. * Managing people or teams. * Extensive experience of DoLS assessment and/or adult protection investigation work. | * Working in a statutory social care or Health setting. * Mental health or learning disability service experience. * Proven track record of successful project management with a clear record of bringing about change in complex environments |
| Skills & Knowledge | * Knowledge of Safeguarding Adults. * Detailed knowledge of legal context of Mental Capacity Act and Deprivation of Liberty Safeguards and interface with other social and health care legislation including the Mental Health Act and Care Act. * Knowledge of social and health care practice issues including provider services. * Awareness of quality assurance, HR and other appropriate administrative and support systems. * Good understanding of the Modernisation Agenda. * Project Management skills. * Facilitation and training abilities. * Ability to prioritise a varied and demanding workload. * Ability to research, collate, assess and feedback information effectively. * Setting targets and working to deadlines. * Ability to negotiate. * Ability to work across agencies. * Ability to manage change. * Ability to work on own initiative. * Strong written and verbal communication skills. * Expertise in developing, monitoring and evaluating practice. * Good IT skills | * Knowledge of Mental Health Act 2007 and implications * Knowledge of existing Court of Protection arrangements. |
| Personal Qualities | * Vision. * High standards. * Personal commitment and drive. * Flexible approach to work. * Ability to work to tight deadlines. * Ability to work under pressure. * Ability to work as an integral part of a multi disciplinary team. * Positively influence colleagues within and external to DCC * Access to a car or access to a means of mobility support (if driving, must have a current driving licence and appropriate insurance)   **Covid-19 Vaccination-** Under the Health and Social Care Act 2008 (Regulated Activities) (Amendment) (Coronavirus) Regulations 2021 |  |