 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Adults and Health		Service Area: Teeswide Safeguarding Adults Board – Business Unit	
JOB TITLE: Safeguarding Adults Review Co-ordinator			
GRADE: J			
REPORTING TO: Business Manager			
1.	JOB SUMMARY: To support the work of the Safeguarding Adult Review Sub-Group including, co-ordinating and managing all aspects of the review process, providing admin support to the Sub-Group, maintaining and updating SAR policy, procedures and documentation. To work closely with the SAR Sub-Group, other relevant Sub-Groups, Partners and Partnerships to ensure the learning from all reviews is disseminated appropriately, using a variety of methods and evaluated for effectiveness.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1.	To support the SAR Sub Group in developing and delivering the annual work programme to support the TSAB’s strategic objectives.	
	2.	To co-ordinate and manage all aspects of the review process.	
	3.	To lead on the commissioning process for reviewers and act as a point of contact for reviewers on behalf of the Board.	
	4.	To liaise with partners, authors, practitioners throughout the review process and be prepared to challenge on aspects such as timescales, involvement and engagement with the review process.	
	5.	Where necessary, maintain contact with the adult, family and carers as directed by the SAR Sub-Group.	
	6	To lead on action planning work following reviews, assist with the development of action plans and maintain oversight of progress including recording evidence against the plan.	
	7	To co-ordinate the media strategy and communications in preparation for publication of reports and briefings.	
	8	To develop and implement plans to ensure learning from reviews is shared with relevant partners, user groups, and wider partnerships.	
	9	To develop, share and maintain a range of learning resources on the TSAB website.	
	10	Lead on the organisation and co-ordination of learning events related to the findings from reviews.	

	11	To develop and implement quality assurance processes to ensure learning from reviews has been embedded into practice.
	12	To maintain and update the SAR policy, procedures, admin documentation, and other SAR related documentation as directed by the TSAB Business Manager and the SAR Sub-Group.
	13	To monitor relevant regional/national reviews, research and developments to inform the future plans and work programmes of the SAR Sub-Group.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.


Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)	Lorraine Garbutt		27 July 2022
Job Description agreed by: (Post holder)

Job Description dated July 2022



PERSON SPECIFICATION


Job Title/Grade	Safeguarding Adults Review Co-ordinator	
Directorate / Service Area	Adults and Health	Teeswide Safeguarding Adults Board – Business Unit
Post Ref:		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> • A relevant degree or professional qualification relating to safeguarding adults' work or equivalent significant experience • Evidence of own continued personal and professional development 		Application form
Experience	<ul style="list-style-type: none"> • Experience of safeguarding adults work relevant to the level and nature of the post • Experience of effective multi-agency working • Experience of undertaking research, developing policies, procedures, guidance and publicity materials 	<ul style="list-style-type: none"> • Performance improvement and management 	Application / Interview

Knowledge & Skills	<ul style="list-style-type: none"> • Knowledge of the relevant legislation, policy and guidance underpinning safeguarding adults • Knowledge of the Mental Capacity Act 2005 and Deprivation of Liberty Safeguards • Working knowledge of data protection, GDPR and confidentiality issues • Ability to manage workload involving a multi-agency and consultative approach • Excellent organisational skills • Ability to prioritise a varied and demanding workload and meet deadlines • Excellent interpersonal skills, including the ability to communicate effectively with a wide range of people including; service users, practitioners, and strategic leaders • Excellent IT skills 	<ul style="list-style-type: none"> • Presentation skills • Project Management skills 	Application/ Interview
Specific behaviours relevant to the post	<ul style="list-style-type: none"> • Demonstrate the Council's Behaviours which underpin the Culture Statement. • Commitment to partnership working • Team player • Able to work on own initiative and deliver on time 		Application / Interview

Other requirements	<ul style="list-style-type: none">• Ability to travel independently		Interview
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Person Specification dated July 2022

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Adults and Health	SERVICE AREA: TSAB Business Unit
JOB TITLE: Safeguarding Adult Review Co-ordinator	
GRADE: L (to be agreed)	
REPORTING TO: TSAB Business Manager	

The following are the known risks for this role, more than one may apply. Where there are no known risks this will be indicated.

Known Risk	Yes/No
Is required to work at heights or on ladders	No
Is required to work in confined spaces or unusual environmental conditions where specialist equipment or breathing apparatus is needed	No
Is required to drive a Council vehicle or regularly transporting other person/clients/pupils in own vehicle as part of normal duties	No
Is required to drive an HGV/LGV/PCV/Minibus	No
Is required to undertake agriculture, horticulture or gardening work	No
At risk from noise that might affect an employee's health (will be required to wear hearing protection)	No
Will be exposed to vibration likely to be above the exposure action level.	No
Prolonged or frequent exposed to hazardous substances such as machine generated wood dust, other heavy or excessive concentrations of mineral dust, solder flux or tar.	No
Potential exposure to asbestos	No
Is at risk of a needle stick injury or human bite or could be exposed to blood, sewerage, bodily fluids.	No
May be exposed to lead or lead based products	No
Food handling and preparation	No
Will require a health assessment for regular night working	No
Will be using Display Screen Equipment	Yes
Other known risks – please detail	No
No known risks associated with this role	

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager: 

Date: 27 July 2022