 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Adults and Health		Service Area: Teeswide Safeguarding Adults Board – Business Unit	
JOB TITLE: Safeguarding Adults Project Officer			
GRADE: L			
REPORTING TO: Business Manager			
1.	JOB SUMMARY: To support the development and delivery of the work programme of the Teeswide Safeguarding Adults Board (TSAB), the TSAB Sub Groups and any task & finish groups as directed by the Teeswide Safeguarding Adults Business Manager. To project manage the development and implementation of initiatives that will improve safeguarding adults arrangements across Tees.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
1.	To support the TSAB, the Sub Groups and any task & finish groups in developing and delivering the work programme to support the TSAB's strategic objectives.		
2.	To develop and co-ordinate multi-agency initiatives to meet the TSAB's strategic objectives.		
3.	To help ensure that the work of the TSAB is directed to promoting service user, key stakeholder, carer and advocate involvement across Tees when developing and delivering the key functions of the Board.		
4.	To lead and co-ordinate the consultation programme that will inform the development of the TSAB's Strategic Plan and Annual Report.		
5.	To support the Independent Chair and the Business Manager in the co-ordination and development of the TSAB Strategic Plan and Annual Report.		
6	To develop effective links and engage with relevant local user groups in relation to safeguarding adults across Tees.		
7	To lead, in conjunction with the relevant Sub-Group in the development and delivery of the TSAB Communication and Engagement Strategy.		
8	To support the development and delivery of the TSAB Training Strategy and Training Plan.		
9	To oversee the governance arrangements for the Tees Safe Place scheme, including co-ordinating and promoting the list of locations, supporting the steering group and supporting the delivery of relevant publicity and training materials.		

10	To contribute to the delivery of the TSAB Quality Assurance arrangements.
11	To assist in the co-ordination of Safeguarding Adults Reviews and any other reviews as agreed by the relevant Sub-Group.
12	To monitor relevant regional/national research and developments to inform the future plans and work programmes of the TSAB and its Sub-Groups.
13	To undertake any training and development necessary to meet the duties and responsibilities of the post. To assess and make provision for the training needs of colleagues for which the post holder is responsible.
14	To take reasonable care of your own health and safety and co-operate with management, so far as is necessary, to ensure compliance with the authority's health and safety rules and legislative requirements.
15	To undertake such other duties and responsibilities commensurate with the grading and nature of the post.
16	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.

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)	Amy Mahoney	<i>A. Mahoney</i>	04/12/2024
Job Description agreed by: (Post holder)

Job Description dated 4th December 2024



PERSON SPECIFICATION


Job Title/Grade	Safeguarding Adults Project Officer	
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, professional qualification or equivalent 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 initiating, leading and managing projects • Experience of undertaking research, developing policies, procedures, guidance and publicity materials 	<ul style="list-style-type: none"> • Performance improvement and management 	Application Form/ Interview
Knowledge & Skills	<ul style="list-style-type: none"> • Working knowledge of the relevant legislation, policy and guidance underpinning safeguarding adults • Working knowledge of the Mental Capacity Act 2005 and Deprivation of Liberty Safeguards 	<ul style="list-style-type: none"> • Ability to manage a website 	Application Form/ Interview

	<ul style="list-style-type: none"> • Awareness of data protection, GDPR and confidentiality issues • Effective interpersonal and influencing skills- able to build and maintain relationships with a range of stakeholders • Ability to lead task & finish groups and project groups as appropriate • Ability to manage projects involving a multi-agency and consultative approach • Good organisational skills • Ability to prioritise a varied and demanding workload • Ability to demonstrate a commitment to the involvement of service users, carers and advocates in the development and delivery of services • Excellent written and oral communication skills • Excellent IT skills 		
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

Person Specification dated

4th December 2024

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Adults & Health	SERVICE AREA: Teeswide Safeguarding Adults Board Business Unit
JOB TITLE: Safeguarding Adults Project Officer	
GRADE: L	
JOB LOCATION / BUILDING: Dunedin House	
REPORTING TO: <i>Teeswide Safeguarding Adults Board Business Manager</i>	

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks this will be indicated.

Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health		
Known Risk	Yes	No
Noise: Employee is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		No
Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s ² A(8) 9		No
Respiratory: Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex. (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		No

Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.		
Known Risk	Yes	No
HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers: Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		No
Asbestos: Employee likely to be exposed to asbestos. Work with asbestos' includes: <ul style="list-style-type: none"> ○ Work which removes, repairs, or disturbs asbestos ○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment) ○ Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos) 		No

Known Risk	Yes	No
<p>Lead: Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal)</p> <p>The lead must also be in a form in which it is likely to be:</p> <ul style="list-style-type: none"> ○ Inhaled, e.g., lead dust, fume or vapour. ○ Ingested, e.g., lead powder, dust, paint or paste; or ○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate. <p>The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.</p>		No
<p>Confined Spaces - Safety Critical: Employee will be required to work in a confined space where specialist equipment or breathing apparatus is needed.</p>		No
<p>Working at Heights - Safety Critical: Employee will be required to work at a height.</p>		No
<p>Blood-borne viruses: Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.</p>		No

Other Known Risks		
Known Risk	Yes	No
<p>Council Vehicles or transport that does not require a Group 2 licence: Employee will be required to drive a Council vehicle or regularly transport service users/clients/pupils in their own vehicle as part of normal duties.</p>		No
<p>Food Handlers: Employee will be preparing and handling food</p> <p><i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i></p>		No
<p>Night Workers: Employee will be regularly working at night</p> <p><i>Optional Night Worker Questionnaire available</i></p>		No
<p>Lone Working (including Home Working): Employee will be required to work alone.</p>	Yes	
<p>DSE Users: Employee will be required to use Display Screen Equipment (DSE)</p> <p><i>DSE Training and assessment should be completed on commencement – arranged by manager</i></p>	Yes	
<p>Any Other: Please identify any other known risks associated with this job role.</p>		No

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: A.Mahoney

Date: 04.12.2024

For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department:

Occupational.Health@stockton.gov.uk