

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Adults and Health		Service Area: Teeswide Safeguarding Adults Board – Business Unit	
JOB TITLE: Safeguarding Adult 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.

The Council's Values, Behaviours and Code of Conduct - The post holder is required to carry out the duties in accordance with the Council's Values and Behaviours, our code of conduct, professional standards and promote equality and diversity in the workplace.

Corporate Parenting - As Corporate Parents, we have the same ambition and high aspirations for all children in our care and care experienced young people: that Stockton-on-Tees is a great place to grow up, where children and young people are protected from harm and supported to be the best they can be in life.

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		10 April 2025

Job Description agreed by: (Post holder)			
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Job Description dated April 2025



PERSON SPECIFICATION

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

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	• 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	• 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	• Performance improvement and management	Application / Interview

Knowledge & Skills	• 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	• Presentation skills • Project Management skills	Application/ Interview
Specific behaviours relevant to the post	• 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	Ability to travel independently		Interview
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Person Specification dated April 2025

 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: J	
JOB LOCATION / BUILDING: Dunedin House	
REPORTING TO: <i>Teeswide Safeguarding Adults Board 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)		N
Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s ² A(8) 9		N
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)		N

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.		N
Asbestos: Employee likely to be exposed to asbestos. Work with asbestos' includes: ○ 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)		N

Known Risk	Yes	No
Lead: Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal) The lead must also be in a form in which it is likely to be: ○ 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. 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.		N
Confined Spaces - Safety Critical: Employee will be required to work in a confined space where specialist equipment or breathing apparatus is needed.		N
Working at Heights - Safety Critical: Employee will be required to work at a height .		N
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.		N

Other Known Risks		
Known Risk	Yes	No
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.		N
Food Handlers: Employee will be preparing and handling food <i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i>		N
Night Workers: Employee will be regularly working at night <i>Optional Night Worker Questionnaire available</i>		N
Lone Working (including Home Working): Employee will be required to work alone.	Y	
DSE Users: Employee will be required to use Display Screen Equipment (DSE) DSE Training and assessment should be completed on commencement – arranged by manager	Y	
Any Other: Please identify any other known risks associated with this job role.		N

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: 19/06/2025

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