

Northumberland County Council  
**JOB DESCRIPTION**

<b>Post Title:</b> Safeguarding Manager		<b>Director/Service/Sector:</b> Adult Social Care Directorate	<b>Office Use</b>
<b>Band:</b> 10		<b>Workplace:</b> Locality Team Office/Agile	JE ref: 4223
<b>Responsible to:</b> Senior Manager (Safeguarding)		<b>Date:</b> May 2022	<b>Job Family:</b>
<p><b>Job Purpose:</b> To lead and manage a statutory strategic Safeguarding Adults team. To chair adult safeguarding meetings in which critical or significant risk has been identified, ensuring the Making Safeguarding Personal Agenda is followed, and maximising contribution from partner agencies. To work collaboratively with adults at risk and their families to assess risk and develop safeguarding plans, in accordance with statutory duties within the legislation and regulation framework. To provide service strategic planning, supervision, consultation, and other management tasks, to comply with statutory responsibilities in line with NCC policy and procedures, and ensuring that the duties necessary to comply with statutory and NCC Adult Safeguarding procedures and policies are carried out.</p>			
<b>Resources</b>	Staff	Lead a safeguarding locality team. Line management of social workers and any other staff as directed by senior management.	
	Finance	Shared accountability for operational budget and to adopt day to day budget monitoring responsibility for the specific service budgets. Strategically managing finances to identify cross-cutting growth opportunities and efficiencies	
	Physical	Day to day updating and maintenance of complex, sensitive and confidential data, including electronic client data systems	
	Clients	Contact with adults, their families and carers, including within their own homes. There will be contact with a range of agencies and partners	
<p><b>Duties and key result areas:</b></p> <ol style="list-style-type: none"> <li>1. To ensure that adequate safeguarding arrangements are in place to promote the welfare, health and development of adults at risk.</li> <li>2. Responsible for the management oversight, implementation and quality assurance of Northumberland Safeguarding Adults process which includes complex assessments and other key documents such as section 42 investigation reports, unannounced visit reports and safeguarding episode forms.</li> <li>3. To take responsibility for developing strategies, skills, expertise and knowledge for a wide range of practice issues and to provide consultation, coaching and mentoring within the team and across the service as a whole. This will include taking responsibility to maintain and develop professional links and leads with multi agency professionals.</li> <li>4. To oversee the operation of the strategic safeguarding adults' team, making decisions and providing advice and guidance to social workers and other practitioners with regard to adults at risk subject to section 42 safeguarding adults procedures. Chairing safeguarding and risk management meetings where there are critical or significant safeguarding concerns. Allocating work to specified social workers and other practitioners in accordance with guidance and 1 supporting them to ensure the delivery of effective, multi-disciplinary services. Authorising section 42 enquiry reports and unannounced visit reports, ensuring that work is of a consistently appropriate standard.</li> <li>5. To attend multi agency meetings in line with statutory and non-statutory guidelines to present reports and assessments for those adults deemed to be at risk of significant harm. Representation at MAPPA, MARAC and MATAAC includes decision making on behalf of adult social care where there are significant levels of risk, making recommendations for actions and interventions to safeguard adults, their families and the wider public.</li> <li>6. To be conversant with operational and practice issues pertaining to the delivery of social work practice with adults at risk, their families and carers to ensure that those most at risk are prioritised and responded to appropriately.</li> <li>7. Responsible for ensuring that specific areas of service delivery are developed and delivered to meet the needs of adults at risk, their families and carers requiring specialist intervention for a range of associated assessed needs. Develop and share knowledge within areas of expertise.</li> <li>8. Provide specialist training across adult social care and partner agencies in relation to current safeguarding issues of concern.</li> <li>9. Provide regular, formal and informal supervision and appraisal to staff and develop a professional skills base through the provision of training and development as appropriate.</li> <li>10. Manage and maintain positive relationships with partner organisations and other external bodies.</li> <li>11. Responsible for ensuring that the team achieve key service delivery objectives identified within the service plan. In addition, develop and implement systems to ensure satisfactory team performance against key performance indicators.</li> </ol>			

12. Responsible for ensuring that the objectives set out in statutory guidance and departmental procedures are implemented within the team.
13. To manage financial and other resources effectively and efficiently in line with NCC regulations and to report to senior management on a regular basis regarding the financial position of the designated service area.
14. To monitor and evaluate team performance against service targets including the monitoring of caseloads and the complexity of cases.
15. To provide reports and updates to the management teams as required.
16. To ensure the maintenance of record keeping in accordance with statutory requirements and NCC policy and procedures.
17. To manage the recruitment, selection, training and development of staff in accordance with NCC policies and procedures.
18. To ensure the service adheres to the Making Safeguarding Personal agenda in accordance with Northumberland Safeguarding Adult Board, focussing and promoting the overall safety and safeguarding of all vulnerable adults and those at risk of significant harm.
19. Contribute to the strategic development of the service by developing new ways of working and efficient practices.
20. To actively participate in directorate wide projects related to adult safeguarding as approved by the Senior Manager.
21. Deputise for the Senior Manager - Specialist Services at internal and external meetings as and when required.
22. To advise and alert the Senior Manager of any situation that may be contentious, complex or critical or costly to the team or service so that an appropriate risk assessment and management plan can be put in place.
23. Other duties appropriate to the nature, level and grade of the position

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

#### **Work Arrangements**

Physical requirements	To be able to attend meetings, complete visits and provide service delivery throughout Northumberland.
Transport requirements	Flexibility to meet the demands and delivery of the service.
Working patterns	Occasional participation in Out of Hours support when an urgent safeguarding issue has been identified.
Working conditions	Office based or agile, although some lone working within the community.

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**PERSON SPECIFICATION**

<b>Post Title:</b> Safeguarding Manager		<b>Director/Service/Sector:</b> Adult Social Care Directorate	Ref: 4223
<b>Essential</b>	<b>Desirable</b>		<b>Assess by</b>
<b>Qualifications and Knowledge</b>			
<p>Professional social work qualification eg Degree in Social Work, DipSW, CQSW, CSS Valid Social Work registration Knowledge of adult social care and issues around work with adults at risk Detailed knowledge of Safeguarding Adults' policies and procedures Detailed knowledge of preventative and public health approaches Detailed knowledge of adults' legislation Up to date understanding of the key issues and relevant theoretical background facing professional social workers, particularly related to adult safeguarding. Significant post qualification experience and training</p>		<p>Management qualification Completion of or working towards the Safeguarding Module of the PQ Award.</p>	
<b>Experience</b>			
<p>In depth diverse experience in adult social care. Extensive experience in adult safeguarding, including experience of working with locally agreed safeguarding adults' systems and procedures. Significant experience of team management including supervision and appraisal. Experience of managing performance to agreed standards and targets. Ability to work in stressed and pressurised situations to meet deadlines. Proven experience in decision-making skills and abilities</p>		<p>Experience of working within a multi-agency setting. Experience of budget management.</p>	
<b>Skills and competencies</b>			
<p>Highly developed interpersonal skills with the ability to communicate effectively with a variety of people through a variety of mediums including complex cases. Ability to lead and manage a multi-skilled team. Ability to manage change. Ability to manage conflict. Highly developed negotiating and organisational skills. Able to prioritise conflicting demands and requirements, meet tight deadlines and timescales. Ability to assess service needs, develop and evaluate programmes and projects/plans to meet those needs. A commitment to equality of opportunity. An awareness of the principles of budget management.</p>		<p>Use of IT databases and spreadsheets.</p>	

<p>Effective IT skills to be able to write reports, produce documentation and update relevant systems.</p> <p>Ability to work across agency boundaries within a multi-professional setting.</p> <p>Ability to work at both operational and strategic levels in terms of future service development.</p>		
<p><b>Physical, mental, emotional and environmental demands</b></p>		
<p>To be a resilient practitioner with the ability to manage intense emotional demands</p> <p>Able to meet the physical demands of the post</p> <p>Lengthy periods of mental attention and high levels of pressure from conflicting demands and pressure to meet statutory deadlines.</p> <p>To be able to satisfy the mobility requirements of the post which will include visiting adults at risk in the home environment.</p> <p>To work agilely in line with the Council policy</p>		
<p><b>Other</b></p>		
<p>This position requires an Enhanced Disclosure and Barring Service (DBS) Check.</p> <p>Commitment to inter-agency working. Willingness to work occasional evenings/weekends</p> <p>Positive attitude towards supervision and training</p> <p>Willingness to attempt new challenges and approaches</p> <p>Positive attitude towards supporting equality and diversity</p>		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits