**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:**  Specialist Safeguarding Professional Advisor | **Grade**: PO6 |
| **Section:**  Professional Standards & Safeguarding | **Directorate:**  Adult Social Care & Public Health |
| **Responsible to following manager:**  Safeguarding Adult Service Manager | **Responsible for following staff:**  Administrators |
| **Post Number/s:** | **Last Review Date:**  February 2020 |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. Under this arrangement the Specialist Safeguarding Professional Advisor will work across both boroughs to provide specialist safeguarding advice and guidance to promote best practice.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose:**

This role is an integral part of Safeguarding Adult practice across Richmond and Wandsworth. The post holder will be part of the Safeguarding Adult Team which is comprised of three main components: specialist safeguarding professional advice and guidance on a strategic and organisational level; minute taking and administration; safeguarding adults board coordination. The postholder responsibilities would include monitoring, auditing and promoting robust, high quality and timely safeguarding responses and interventions to adults at risk by the operational teams. Providing consultation to Service Managers, Assistant Service Managers and Team Managers with regards to complex or high risk safeguarding matters, this includes acting as a point of escalation for matters that require more senior oversight or guidance. As lead operational practitioner, the postholder will be expected to develop and co-ordinate Safeguarding Adults systems and practice for continuous improvement in delivery of services and to ensure compliance and good practice in line the Care Act 2014, working closely with all key partners to enable and achieve this. This is a specialist role, dealing with operational and organisational complexity, requiring considerable professional knowledge and experience. The post holder must be sufficiently competent to support other staff, guiding and developing process and practice and working with other agencies and partners to develop services and practice across both Council areas. The postholder must have experience in providing and developing local training, or an eagerness to develop these skills in order to support continuous professional develop within the various teams that they support.

**Specific Duties and Responsibilities:**

1. Act as specialist safeguarding advisor to staff in the health and social care sector throughout both Council areas, undertaking project work as required, leading on professional development and providing advice, mentoring and guidance on Safeguarding Adults and operational policy. Including the development and facilitation of learning forums as a mechanism to disseminate relevant case law and SAR 7-minute learnings.
2. Provide specialist advice and direction to Service Managers, Assistant Service Managers, Team Managers and Safeguarding Adults Managers (SAMs), supporting them to achieve best practice in relation to their safeguarding responsibilities.
3. To play a key role in the monitoring and performance of each Adult Team through the facilitation of monthly consultation meetings where cases can be discussed. It is an opportunity to identify any obstacles in the process, cases which require escalation or onward referrals (for example SAR referral). This task can be carried out in person or virtually depending on the volume and degree of complexity.
4. Develop, maintain and monitor operational links with all partners to promote effective multi-agency safeguarding practice and awareness of Mental Capacity and the Mental Capacity Act.
5. Assist the Safeguarding Adults Board and the Safeguarding Manager in the development and delivery of a workforce strategy for safeguarding.
6. To participate and/ or facilitate a Safeguarding Adult Review (SAR) using the SCIE Learning Together methodology
7. Develop and maintain appropriate links with Quality Assurance staff, including reporting to and/or attending relevant provider risk panels/ care governance forums/meetings.
8. Complete in-depth audits and analysis of safeguarding documents and processes to in order to ensure accurate reflection of safeguarding work carried out and relevant recommendations made to inform change within the organisation.
9. Through the development and recording of advice and information requests the postholder will be required to identify gaps in knowledge and training needs for the department. This requires a good working relationship with the Principal Social Worker and other colleagues.
10. Make recommendations for improvements in standards of service delivery and assist in their subsequent implementation.
11. To coordinate and chair high risk safeguarding and statutory provider enquiries (organisational safeguarding) safeguarding adults meetings and supporting Service Managers when this responsibility falls within the remit of their team.
12. To promote and facilitate through good practice, and open learning, a culture consistent with ‘Making Safeguarding Personal’.
13. To perform any other duties which are consistent with the role arising from legislation, policy or organisational change.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning GDPR, data protection and health and safety.
* To adhere to security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Additional Information**

1. The post involves travel across the boroughs of Richmond and Wandsworth and beyond and requires the flexibility to work outside usual hours when necessary to fulfil the role.

**Current team structure**

**Person Specification**

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| **Section:**  Professional Standards & Safeguarding | **Directorate:**  Adult Social Care & Public Health |
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| **Post Number/s:** | **Last Review Date:** February 2020 |

**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

* taking responsibility and being accountable for achieving the best possible outcomes – a ‘can do’ attitude to work
* continuously seeking better value for money and improved outcomes at lower cost
* focussing on residents and service users, and ensuring they receive the highest standards of service provision
* taking a team approach that values collaboration and partnership working.

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| **Person Specification Requirements** | **Assessed by A & I/ T/ C** |
| **Knowledge** | |
| Up to date knowledge of principal legislation, statutory guidance, policy and procedures, and research in the safeguarding of adults at risk. | A, I & T |
| Sound professional knowledge base in relation to Care Act 2014. | A and I |
| Knowledge of quality assurance and performance monitoring systems. | A and I |
| **Experience** | |
| At least 2 years post qualifying experience. | A and I |
| At least 3 years’ experience of working with adults at risk in community care services and of safeguarding adults casework. | A and I |
| Experience of working in an inter-agency setting or in multi-disciplinary teams or partnerships. | A and I |
| Experience of chairing Statutory Provider Concern Meetings |  |
| **Skills** | |
| Ability to harness the commitment, skills and resources of a range of staff groups, including the Safeguarding Adults Team, operational teams and partners, to foster an integrated approach to safeguarding adults. | A and I |
| Ability to think analytically, strategically and creatively, and to influence and manage change across management and professional boundaries. | A, I & T |
| Ability to complete sound risk assessment and risk management. | A and I |
| Highly organised and able to prioritise work and meet deadlines. | A and I |
| Ability to interpret, analyse and present complex information in written, verbal and statistical formats, and to a range of audiences, using IT systems and other media. | A and I |
| Understand the key factors in the Councils’ equalities policies and an ability to promote anti-racist and anti-discriminatory practice, and to promote a positive respect for diversity. | A and I |
| Ability to travel round the two boroughs and to work flexible hours (e.g. to work some evenings). | I |
| **Qualifications** | |
| A recognised professional qualification (e.g. social work qualification and registration with an appropriate body (e.g. health and care professions Council) and evidence of continuous professional development/training. | A |

**A – Application form**

**I – Interview**

**T – Test**

**C - Certificate**