

## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Head of Safeguarding	<b>Grade:</b> MG2
<b>Section:</b> Commissioning and Professional Standards	<b>Department:</b> Adult Social Care and Public Health
<b>Responsible to following manager:</b> Principal Social Worker & Assistant Director of Professional Standards	<b>Responsible for following staff:</b> Safeguarding Co-ordinators x 3 Senior Safeguarding Facilitator x 1 SAB Co-Ordinator x 1 Safeguarding Facilitators x 5.5
<b>Post Number/s:</b> RWA0016	<b>Last review date:</b> October 2024

#### Working for the Richmond & Wandsworth Better Service Partnership

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth is to provide the highest quality of service at the lowest attainable cost.

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.

Richmond & Wandsworth Better Service Partnership 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

The Head of Safeguarding has strategic and operational leadership for the statutory safeguarding function across and beyond the Councils. The role will have direct management of specific staff, work with managers in other services to ensure high quality practice, responses and interventions in relation to adult safeguarding, as well as



working with partners in the statutory, independent and voluntary sector to bring about strong partnership working at all levels. In addition, this post will also ensure that the Wandsworth and Richmond Safeguarding Board is run effectively and working closely with the two with partner organisations representatives to support effective functioning of the board and provide administrative supports for their functioning The role will also be responsible for ensuring appropriate support and minute taking/facilitators are available to operational safeguarding managers across Richmond and Wandsworth.

### **Specific Duties and Responsibilities**

- To provide advice and leadership to operational managers in the discarding of their statutory safeguard duties and support partners by providing support and guidance on safeguarding policy/strategy as well as overseeing continuous improvement in service delivery and intervention.
- To support the work of the Richmond and the Wandsworth Safeguarding Adults Partnership Boards and related sub-groups to deliver effective administration support to ensure the effective operation of the Boards.
- To carry out and support management of the Safeguarding Adult Reviews on behalf Richmond and Wandsworth Safeguarding Adults Partnership Board where there be death or serious injuries to local resident who experienced neglect and abuse with partner organisations in identify system learnings.
- To quality assure the operational delivery of adult safeguarding practice within the council and ensure compliance with national and local protocols though monitoring of information and performance data and undertaking practice audits.
- Leading the development and delivery of strategies to raise awareness of Safeguarding Adults issues across the Borough including information, communication, and training needs for practitioners, providers, service users, and self-funders, paid and informal carers.
- Developing and maintaining appropriate links with Police, Education, Health, Community Safety, voluntary organisations and independent providers to promote safer communities, improved resources for adults and a cohesive delivery of services.
- To be lead link with Community Safety in relation to Domestic Homicide Reviews and identify and embed learnings.
- To provide support & advice on safeguarding legal framework for complex cases held by Service Managers, VASE & MACE (multi agency exploitation panels held by Children services for young adults).



- Chair and manage risk on complex high-risk cases discussed at self-neglect panels, multi-agency panels for adults.
- To provide effective management of staff, including recruitment, training, development and appropriate application of policies and codes of practice on staffing matters.
- To assist as required with the management of budgets, including ensuring that all necessary processes and procedures are carried out in a timely and effective way.
- Hold lead responsibility for statutory organisational adult safeguarding enquiries ensuring high quality of practice, response and links to wider processes, as well as both clinical and care governance processes with the Council and partners
- Promote the inclusion of hard to reach communities, including those protected under the Equality Act, in all aspects of service development, design and innovation.
- To attend and participation in safeguarding Leads at local and national level in developing joint protocols, guidance and sharing good practice.
- Provide professional leadership to implement any changes in Safeguarding following legislative changes.
- To oversee the annual statutory return and ensure that data management, collection and recording in is accordance to the statutory standards.
- Hold responsibility for statutory judicial Deprivation of Liberty safeguards within the service by authorisation on behalf of supervisory bodies, ensuring high quality of practice, response and links to wider processes, as well as both clinical and care governance processes with the Council and partners
- 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 Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems

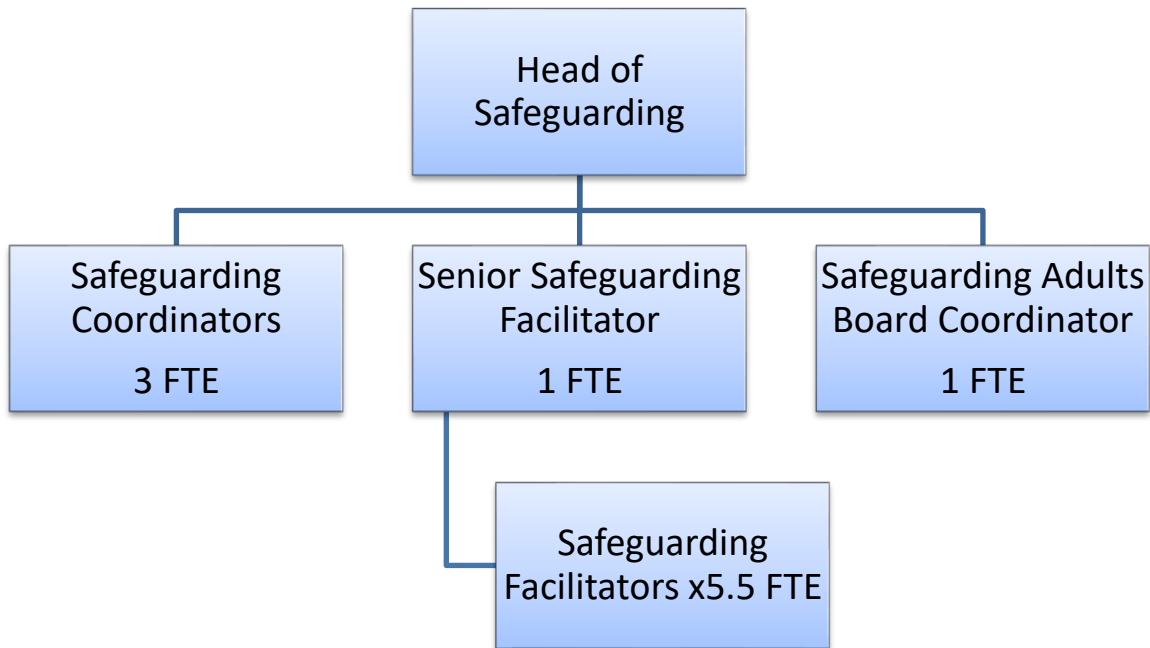


- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

### **Additional Information**

- The Head of Safeguarding is responsible for a range of social care staff including lead practitioners and administrators. The post holder is responsible for recruiting, training and developing staff, their productivity and the quality of their performance.
- The Head of Safeguarding is responsible for the management and financial control of staffing budgets complying with Council Standing Orders and Scheme of Delegation, ensuring budgets are appropriately managed, reported on and maintained within cash limits, taking remedial action to address identified financial pressures. The Head of Safeguarding is also responsible for managing the budgets of the Safeguarding adults boards.
- Leading or managing projects relating to service development and change ensuring that they are planned effectively to achieve outcomes and deadlines.
- Representing the Head of Service as appropriate.

**Team structure**



## Person Specification

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<b>Post Number/s:</b> RWA0016	<b>Last review date:</b> August 2023

### Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
A sound knowledge of relevant social care and health legislation, relevant policies and issues that affect the delivery of social care services and the ability to advise practitioners in their application	x		A, I

Good knowledge of the current best practice in relation to adult safeguarding in relation to all client groups.	<b>x</b>		<b>I</b>
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Substantial post-qualification experience of working in a statutory Health or Social Care setting demonstrating increasing levels of responsibility and of achieving positive outcomes for people with care and support needs, carers and the wider community through multi-disciplinary and partnership working.	<b>x</b>		<b>A, I</b>
Substantial experience in adult safeguarding of leading, managing and motivating staff including performance management and staff development to deliver high quality results.	<b>x</b>		<b>A, I</b>
Experience of identifying and managing risk, planning appropriate interventions, working with multiagency partners and managing safeguarding investigations, and an ability to lead practitioners in this process.	<b>x</b>		<b>A, I</b>
Experience of effectively managing and controlling budgets.	<b>x</b>		<b>A, T</b>
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Ability to communicate clearly and effectively both verbally and in writing for a variety of audiences and purposes.	<b>x</b>		<b>A, I</b>
Ability to analyse and interpret data relating to performance and to financial issues.	<b>x</b>		<b>A, I</b>
Ability to demonstrate professional and strategic leadership and to build constructive relationships with colleagues, partners and providers in complex situations, including where there may be tensions and to be able to influence, persuade, negotiate and inform	<b>x</b>		<b>A, I</b>
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
A relevant professional qualification (e.g. social work or Occupational Therapy).	<b>x</b>		<b>A, C</b>



A recognised management qualification or, if not already completed, a commitment to undertaking management training	<b>x</b>		<b>A, C</b>
Current registration with the HCPC	<b>x</b>		<b>A</b>

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**