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

**Job Description**

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| **Job Title:** Safeguarding Adults BoardIndependent Chair | **Grade**: 28 days @£700 per day |
| **Section:** | **Directorate:** Adult Social Care and Public Health |
| **Responsible to following manager:** Executive Director of Adult Social Care and Public Health | **Responsible for following staff:** N/A  |
| **Post Number/s:**  | **Last Review Date:** July 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:**

To ensure that the Richmond and Wandsworth Safeguarding Adults Board (SAB) effectively fulfils its functions as set out in The Care Act 2014 and any arising statutory or legal requirement.

To provide innovative independent leadership and strategic vision to the Richmond and Wandsworth SAB and ensure the Board has an independent objective and authoritative identity.

To provide leadership across the Richmond and Wandsworth safeguarding partnership by ensuring collaboration, effective governance and strategic developments that are focused on solutions and outcomes.

**Specific Duties and Responsibilities:**

1. To oversee the development and implementation of an overall adult safeguarding strategy and annual business plan and to ensure that this reflects learning from Safeguarding Adult Reviews (SAR’s) and identified priorities.
2. Ensure that performance management is integrated into the role and function of the Richmond and Wandsworth Safeguarding Adults Board and its sub- groups to deliver improved outcomes for adults at risk of harm and abuse and their carers. This will include responsibility to oversee the performance management of the Board’s work plan and ensure that the plan maintains a clear focus on outcomes.
3. Ensure that partner agencies are properly engaged and supporting the SAB’s priorities making safeguarding ‘Everyone’s Business’. The Independent Chair will ensure that effective mechanisms for engaging with all partner agencies are maintained across Richmond and Wandsworth via wider SAB meetings and by ensuring effective Sub-groups and when needed Task and Finish groups.
4. To ensure that the Richmond and Wandsworth Safeguarding Adults Board fulfils its statutory duties the SAB Independent Chair will:
* Chair the SAB Executive and other SAB strategic meetings.
* Draft, develop and publish a strategic plan setting out how the SAB will meet its objectives and priorities and how their member and partner agencies will contribute.
* To quality assure and contribute to the SAB’s annual report detailing how effective the SAB has been.
* Ensure that Safeguarding Adult Reviews (SARs) for any cases which meet the criteria for a SAR are undertaken.
1. To liaise with the Richmond and Wandsworth Councils Chief Executive, Accountable Officer of the SWL Integrated Care Board and the Chief Superintendent of South West London Basic Command Unit (BCU) London Metropolitan Police regularly to update them on the activities of the SAB.
2. To ensure the Board promotes an awareness of Safeguarding Adults in the local community and that the voices of people with care and support needs and their Carers are well represented in the work of the Board.
3. Link with the Independent Chair’s network and other appropriate national and regional safeguarding networks as appropriate. Locally, the Chair ensures that the SAB maintains close links across safeguarding partnerships including the Safeguarding Children Partnerships, Community Safety Partnership and others to ensure the SAB’s engagement with all local, regional and national developments as well as drive the SAB’s local strategies to completion.
4. To ensure that the work of the Board is managed in line with the principles of promoting equality, diversity and inclusion for all.
5. To act as the public representative for the Board, in consultation and agreement with relevant Board Members including any media communications or strategy.
6. To attend Coroner’s Inquests where necessary and relevant to represent the SAB.
7. To adhere to the requirements of the General Data Protection Regulation in all personal activities and actions undertaken on behalf of the SAB to ensure that they are compliant with GDPR and relating Council and SAB policies and procedures.

**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.

**SAB structure**



**Person Specification**

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| **Job Title:**Safeguarding Adults Board’s Independent Chair | **Grade**:28 days @700 per day |
| **Section:** | **Directorate:**Adult Social Care and Public Health |
| **Responsible to following manager:**Director of Adult Social Care and Public Health | **Responsible for following staff:**N/A  |
| **Post Number/s:**  | **Last Review Date:** July 2024 |

**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](https://www.richmond.gov.uk/media/afdbdeao/five_values.pdf) as they are an integral part of our recruitment and selection process.

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| **Person Specification Requirements** | **Assessed by** **A/I/T/C** **(see below for explanation)** |
| **Knowledge** | **Essential** | **Desirable** | **Assessed** |
| Knowledge of developments in integrated working across all relevant statutory agencies, including legislation, guidance & research, underpinning safeguarding adults work |  | **X** | **A & I** |
| Understanding of strategic safeguarding in order to prevent harm and reduce the risk of abuse and neglect to adults with case and support needs. | **X** |  | **A & I** |
| Knowledge of the wider safeguarding duties for a local Safeguarding Adults Board key drivers and influences on public services and partners | **X** |  | **A & I** |
| Understanding working in partnership and within a large organisation | **X** |  | **I** |
| Performance management and quality assurance systems, applicable in a multi-agency strategic and operational environment |  | **X** | **A&I** |
| **Experience** | **Essential** | **Desirable** | **Assessed** |
| Chairing complex professional meetings at a senior level in an efficient manner. | **X** |  | **A & I** |
| Leading and managing in large public or independent, or voluntary sector organisation at a senior level to command respect with a multi-agency committee of senior agency representatives | **X** |  | **A** |
| Sufficient experience of the operational context of safeguarding work to enable well-rounded contributions to considering case issues e.g. complaints or Safeguarding Adult Reviews. | **X** |  | **A&I** |
| Working across agency and professional boundaries and collaborative and partnership working. | **X** |  | **I** |
| Working with members of the public to improve services |  | **X** | **I** |
| Managing strategic and operational change. | **X** |  | **A & I** |
| **Skills** | **Essential** | **Desirable** | **Assessed** |
| Communication skills: interpersonal, presenting, media relations, maintaining a positive public and professional profile, sufficient to represent the SAB effectively to the media & other forums as required. | **X** |  | **I** |
| Ability to influence senior staff, politicians’ key stakeholders and decision makers in a multi-agency environment. | **X** |  | **I** |
| Ability to generate and develop good working relations across the partnership including skills in negotiation and conflict resolution. | **X** |  | **I** |
| Problem solving skills: ability to identify issues and areas of risk, and lead partners to effective resolution and decision. | **X** |  | **I** |
| Chairing skills: ability to organise, coordinate and follow through on key decisions; manage competing or differing views, and positively challenge to achieve the desired outcome. | **X** |  | **I** |
| Ability to recognise discrimination in its many forms and promote Equal Opportunities policies within the operation of the Board. | **X** |  | **A & I** |
| Able to maintain confidentiality and use information technology effectively. | **X** |  | **A** |
| **Qualifications** | **Essential** | **Desirable** | **Assessed** |
| Relevant degree level professional qualification of sufficient standing to command professional respect within the multi-agency Safeguarding Adults Board. | **X** |  | **A&C** |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**