

Job Description

Post Title: Safeguarding Adults Manager KK332

Evaluation: 626 Points **Grade: N10**

Responsible to: Service Manager, Safeguarding Adults

Responsible for: N/A

Job Purpose: To coordinate safeguarding to customers in receipt of services commissioned or delivered by the Council and with external agencies in accordance with agreed objectives, quality and performance standards.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To chair and participate in safeguarding adult meetings with respect to service users and service provision in accordance with Adult and Culture Services, City Council and legislative requirements.
- 2 To coordinate and, where appropriate liaise with officers from within Adult & Culture Services; with other directorates in the Council and external organisations, on an individual and multi-disciplinary care team basis, to ensure effective risk assessment and safeguarding of customers including children and young people
- 3 To coordinate adult investigation processes whilst ensuring that child protection procedures are undertaken if appropriate.
- 3 To advise and provide professional direction/and support in relation to Safeguarding Adults to managers and staff in Adult and Culture Services, City Council and external organisations on safeguarding adult concerns/responses to ensure effective safeguarding of adults and children.
- 4 To promote good practice in work with vulnerable adults, offering support, training and guidance on a city-wide and multi-agency basis.
- 5 To assist in the development implementation, monitoring and maintenance of effective operational procedures and to ensure effective safeguards for adults and children.
- 6 To manage and coordinate the Deprivation of Liberty safeguards to fulfil the statutory requirements.
- 7 To interpret local and national policy and legislation, and advise management on the implications in terms of service provision and resources.

- 8 To contribute to the development and promotion of Adult and Culture Services and collaborate with other staff to assist the directorate to determine and achieve its service plan objectives.
- 9 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.