

 Stockton-on-Tees BOROUGH COUNCIL		ROLE DESCRIPTION
Directorate: Adults and Health		Service Area: Adult Operational Services
ROLE: Teeswide Safeguarding Adults Board; Independent Chair		
Rate: £550 per day		
REPORTING TO: Managing Director		
1.	JOB SUMMARY:	
	<p>To ensure that the Teeswide Safeguarding Adults Board (TSAB) effectively discharges its responsibility to safeguard adults at risk, as defined by the Care Act (2014), accompanying guidance and the Teeswide Inter-Agency Safeguarding Adults Policy and Procedures.</p> <p>To provide independent leadership and strategic vision, ensuring that TSAB has an independent, objective and authoritative identity.</p> <p>To ensure that the TSAB, by working in close collaboration with partners and other strategic Boards/functions, responds to identified priorities across Tees for adult safeguarding.</p> <p>To promote best practice and drive forward a learning and improvement culture in all aspects of the Board's work.</p>	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
1.	To chair, in an effective and professional manner, the TSAB scheduled and extraordinary meetings, Board development sessions and other meetings as appropriate.	
2.	To ensure all plans and reports are produced to a high standard and that all TSAB minutes accurately reflect TSAB discussions, agreements and actions, and ensure timely distribution of these.	
3.	To oversee the development and implementation of the TSAB Strategic Business Plan, maintaining a focus on outcomes for adults at risk, the presenting local, regional and national issues, and assisting the TSAB to identify and agree key strategic priorities in collaboration with partners.	
4.	To ensure the formulation and publication of the TSAB Annual Report to the TSAB and other strategic partnerships across Tees.	
5.	To comply with the TSAB Accountability arrangements for reporting to Statutory partners.	
6.	To liaise with the TSAB Safeguarding Adults Business Manager and the TSAB Business Unit to ensure timely management of the Board's business.	
7.	To ensure that the TSAB works effectively, with good collaboration between its members, supporting the development of partnership working between partners and organisations, including any sub-groups/task groups of the Board.	

8.	To ensure that the TSAB provides independent scrutiny and challenge to TSAB partners and organisations in order to bring about improved outcomes for adults at risk.
9.	To ensure that the TSAB seeks assurance by monitoring, reviewing, challenging and evaluating safeguarding performance and practices across member organisations in line with the requirements of regulations, guidance and policy.
10	To ensure that there are effective quality assurance and performance management arrangements in place that will support the TSAB in fulfilling its functions and strategic priorities.
11	To maintain an overview of the work of TSAB Sub Groups and task groups, supported by the Teeswide Safeguarding Adults Business Manager, to ensure that key issues are reported to the Board and followed up as appropriate.
12	To review the TSAB budget to ensure resources are used effectively.
13	To consider recommendations as to whether the TSAB should instigate a Safeguarding Adults Review, and ensure that the action plans from any Safeguarding Adults Reviews are completed satisfactorily and that the learning is shared locally, regionally and nationally, as appropriate.
14	To liaise with relevant organisations when communication with the media is required with regard to individual cases and where appropriate to represent publicly the views of the Board.
15	To ensure that the principles of 'Making Safeguarding Personal' are embedded in all relevant policies, procedures, actions and plans of the Board.
16	To actively promote engagement with adults who need care and support, their families and advocates, to ensure their voices are heard and acted upon within the Board's work.
17	To undertake the Chair's responsibilities in response to complaints in respect of the functions of the Board as determined by the TSAB Complaints Policy and Procedure.
18	To actively participate in and monitor national and regional safeguarding work, case law and research that has a bearing on the Board and its function and, in conjunction with the Teeswide Safeguarding Adults Business Manager, ensure that key issues and national developments are brought to the attention of the Board.

3.

GENERAL

Other Duties - The duties and responsibilities in this role description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council’s “Shaping a Brighter Future” programme.

Personal Development – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.



PERSON SPECIFICATION

Role Title/Grade	Teeswide Safeguarding Adults Board: Independent Chair	IR35
Directorate / Service Area	Adults and Health	
Post Ref:	POS004671	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ol style="list-style-type: none"> 1. Relevant professional qualification of sufficient standing to command professional respect within the multi-agency Safeguarding Adults Board. 2. Educated to degree level. 		Application form, certificates
Experience	<p>The successful candidate will have experience of:</p> <ol style="list-style-type: none"> 1. Leading and managing in a large public, independent or voluntary sector organisation at a senior level. 2. Chairing complex partnership meetings at a senior level. 3. Working across agency and professional boundaries including collaborative and partnership working. 4. Monitoring and improving performance in relation to safeguarding practice and outcomes. 5. Managing strategic and operational change. 	<ol style="list-style-type: none"> 1. Experience of representing organisations effectively to the media and other forums 	Application / Interview

<p>Knowledge & Skills</p>	<ol style="list-style-type: none"> 1. Extensive knowledge and application of the legislation and guidance in relation to safeguarding adults. 2. Thorough knowledge and understanding of performance information and use of data to drive improvement. 3. Knowledge of the wider safeguarding duties for Safeguarding Adults Boards, including the key drivers and influences on public services and partners. 4. Excellent communication skills, both written and verbal, and the ability to communicate effectively with a wide range of stakeholders and organisations. 5. Problem solving skills, the ability to identify issues and areas of risk, and lead partners to effective resolution and decision. 6. Ability to develop effective working relationships between organisations and work collaboratively with partners 7. Ability to analyse and evaluate qualitative and quantitative data and information 	<ol style="list-style-type: none"> 1. Knowledge of the appropriate governance arrangements of key partners. 2. Knowledge of local demographics, influences and challenges. 	<p>Application/ Interview</p>
<p>Specific behaviours relevant to the post</p>	<ol style="list-style-type: none"> 1. Enthusiasm, commitment and determination to carry forward a complex agenda 2. Commitment to engaging with and improving outcomes for adults at risk 3. Provide direction, follow through on key decisions, manage competing or differing views, and challenge constructively to achieve the desired outcome. 4. Self-motivating and able to operate outside of a single-agency hierarchical structure. 5. Summarise discussions in order to clarify the key issues, ensure a clear decision is made and the appropriate action agreed. 		<p>Application / Interview</p>

	<ol style="list-style-type: none">6. Demonstrate creativity in solving problems, identifying new opportunities and producing innovative proposals, ideas and structures within appropriate limits.7. Champion equality and diversity and promote best practice by challenging discrimination in all its forms8. Demonstrate a commitment to ensuring that safeguarding policy, procedures and practice are focused on the adult at risk and informed by their perspective9. Ensure high standards of confidentiality in terms of individual cases and cross organisational issues.10. Demonstrate the Council's Behaviours which underpin the Culture Statement.		
Other requirements	<p>The successful candidate will have the ability and willingness to be flexible in order to carry out the required tasks and duties.</p> <p>Ability to travel independently to fulfil the duties of the post.</p>		

Person Specification dated