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 | **POST TITLE:** |  Safeguarding Adults Partnership Officer |
| 1. **2.**
 | **POST NUMBER:**  |   |
| 1. **3.**
 | **GRADE:**  | Grade 9 Job Evaluation Ref No: N10289 |
|  | **LOCATION:** | Your normal place of work will be County Hall. However; you may be required to work at any council workplace within County Durham. |

1. **RELEVANT TO THIS POST:**

**Flexible Working:** Subject to service needs the council’s flexible working policy is applicable to this post

**Disclosure & Barring Service:** Not required

1. **ORGANISATIONAL RELATIONSHIPS:**

The postholder will be accountable to the Durham Safeguarding Adults Partnership (DSAP) Business Manager within the DSAP Business Unit

1. **DESCRIPTION OF ROLE:**
* To support the administrative process for Safeguarding Adult Reviews (SARs) working closely with the Business Manager, DSAP Independent Chair, Safeguarding Review Panel Chair(s)and any related author(s).
* The postholder will be key to ensuring robust recording arrangements and standards are met in line with the relevant processes to support the DSAP in meeting its statutory responsibilities with regard to reviews.
* To support the wider working arrangements and administrative functions where needed within the Business Unit.
1. **DUTIES AND RESPONSIBILITIES *SPECIFIC* TO THIS POST:**

Listed below are the responsibilities this role will be primarily responsible for:

* 1. To work with the Safeguarding Adult Review Panel Chair taking the lead to fully ensure the SAR business process is co-ordinated and fulfils all requirements.
	2. To be responsible for the administration and co-ordination of the Safeguarding Adult Review process.
	3. To act as single point of contact for all Safeguarding Adult Review consideration requests and related enquiries.
	4. To ensure robust monitoring of administrative arrangements and record keeping systems capture:
* Communication to and from DSAP partners, wider agencies inclusive of: Senior Officers, Coroners, Police, Health, Social Care, Voluntary Sector, family members
* Receipt and documentation of all internal and external reports and flagging of issues of any reported delays.
* Organisation, production and oversight of all meetings relating to any SAR, in line with the related guidance alerting agencies at the earliest opportunity and where appropriate to prevent delays
* Developing and maintaining systems for SARs on behalf of the DSAP which adheres to all relevant legislation and guidance and as a minimum that systems meet the requirements of the Data Protection Act 2018 and locally agreed information sharing agreements include the retention, storage and transfer of information.
* Competently produce a range of correspondence to key personnel at all operational and strategic and directorate levels.
* Production of accurate records of meetings for sharing with the SAR Panel.
* Attendance at any wider forums as determined by the Business Manager, DSAP Independent Chair, SAR Panel Chair for DSAP business.
* Support the DSAP with performance reporting in relation to SARs and any areas as directed by DSAP business need.
* Comprehensive update of thematic tools related to local, regional and national learning and related updates to the DSAP.

8.5 To support the SAR Panel Chair and Author with administrative needs.

8.6 To develop any appropriate, publicity and press releases with oversight from the Board Business Manager and related Communication and Marketing Officer(s)

8.7 To create and modify individual agency reporting templates in line with any directive of the DSAP Independent Chair and SAR Panel Chair.

8.8 To produce and present reports, briefing materials, presentations and documentation on key elements of SAR process as identified by the DSAP Independent Chair and SAR Panel Chair.

8.9 To represent the DSAP Business Unit at any inter-agency meetings as required.

8.10 To support and liaise with all relevant expert panel members where needed and ensure the DSAP Independent Chair, SAR Panel Chair and Business Manager remain informed.

8.11 To ensure all relevant policies and procedures referenced in any reports are collated and recorded as part of any SAR process.

8.12 To develop communication plans related to the SAR and as directed by the DSAP, SAR Panel Chair and Author.

8.13 To ensure individual agency report recommendations are transferred into multi-agency action plan formats ensuring they are specific, measureable, achievable, realistic, and time bound with follow up to partners where gaps exist.

8.14 To support any consultation and engagement activities as part of any SAR process.

8.15 To plan and coordinate any relevant learning events, forums and meetings as directed by the DSAP Independent Chair, SAR Panel, Author and/or Business Manager.

8.16 Develop systems and assist in the effective collection, collation and distribution of financial and output monitoring information for the SAR process.

8.17 To support the DSAP Business Manager with any events management during and post SAR process.

8.18 To support the wider administration function of the DSAP Business Unit where directed.

8.19 To ensure progress of all parallel activities, inclusive of criminal investigation, national or internal reviews are recorded and shared where appropriate.

8.20 To assist the DSAP Business Manager to plan and manage the budget for the SAR to ensure the DSAP achieves financial or other resource targets identified.

8.21 To be responsible for overseeing the administrative processes in respect of SARs including the development of multi-agency chronologies, maintenance of a thematic tool and liaison with press office as SAR processes dictate.

8.22 To support the DSAP Business Manager with the ongoing maintenance of the SAR process and recording systems ensuring information and correspondence is process in a timely manner and in line with statutory guidance and local policy.

8.23 To ensure communication with wider Safeguarding Adult Board (SAB) Business Managers and/or SAB Chairs and local authorities takes place and in line with requests of the DSAP Independent Chair, Business Manager, SAR Panel Chair and author.

8.24 Design and produce briefings for the DSAP, or related staff groups as identified.

8.25 Operate with integrity and in line with confidentiality, and related Data Protection Act 2018, General Data Protection Regulations wider related national guidance and local policy.

8.26 To assist in any other tasks as required by the DSAP Business Manager.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by management.

1. **COMMON DUTIES AND RESPONSIBILITIES:**

9.1 **Quality Assurance**

To set, monitor and evaluate standards at individual, team performance and service quality so that the user and the Service’s requirements are met and that the highest standards are maintained.

9.2 **Communication**

To establish and manage the DSAP communications systems in line with the requirements of this post, ensuring that the Service’s procedures, policies, strategies and objectives are effectively communicated appropriately.

9.3 **Professional Practice**

 To ensure that professional practice in the team is carried out to the highest standards and developed in line with the Service’s stated objectives of continual improvement in quality of its service to internal and external customers.

9.4 **Health and Safety**

To ensure that the Health and Safety policy, organisation arrangements and procedures as they related to areas, activities and personnel under your control are understood, implemented and monitored.

9.5 **General Management (where applicable)**

To provide vision and leadership to staff within a specialist team, ensuring that effective systems are in place for workload allocation and management, the application of the Authority’s and the Service’s policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

9.6 **Financial Management (where applicable)**

To monitor the designated budget (as required) ensuring that the Service achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

9.7 **Appraisal**

 All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

9.8 **Equality and Diversity**

To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

9.9 **Confidentiality**

 All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using Council information assets. The Council has a Personal Information Security Policy in place.

9.10 **Induction**

The Council has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

Person Specification – Safeguarding Adults Partnership Officer - Grade 9

|  | **Essential** | **Desirable** | **Method of Assessment** |
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| **Qualification** | Educated to NVQ level 4 or substantial relevant experience. |  | Application formSelection processPre-employment checks |
| **Experience** | Consistently meeting deadlines.Use of variety of presentational/analytical software.Substantial experience in busy office environment.Highly competent in the use of various computer systems.Working in an inter-agency setting. |  | Application formSelection processPre-employment checks |
| **Skills / Knowledge** | Knowledge of the safeguarding adults’ agendaUndertaking research projects.Excellent interpersonal skills, including the ability to communicate effectively, both orally and in writing, with a wide range of people from different backgrounds e.g. operational, strategic and directorate level.Ability to compile and produce information, material such as briefings, presentations.Analytical approach to problem solving.Effective verbal and written communication skills.Ability to network and build effective working relationships.Numeracy.Ability to relate to and communicate with technical and non-technical staff.Motivate other team members.Report writing.Data protection/confidentiality issues.Work to tight deadlines.Ability to organise and prioritise work.Use observation and maintain confidentiality.Dealing sensitively with adults, carers, and/or children, young people and families.Understanding the needs of others.Active interest in systems and new services.Awareness of the partnerships Policy agenda.Knowledge of and competency in a broad spectrum of IT systems. | Presenting material using PowerPoint.Safeguarding Adult review process.Knowledge of Safeguarding policy and practice  | Application formSelection processPre-employment checks |
| **Personal Qualities** | Flexible approach to work.Team player.Ability to maintain objectively and be sensitive when dealing with people. |  | Application formSelection processPre-employment checks |