**OLDHAM COUNCIL**

**JOB DESCRIPTION**

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| **Job Title:** Adults Liberty Protection Safeguarding Manager |
| **Directorate:** Community Health and Adults Social Care | **Division/Section:** Adults Safeguarding |
| **Grade:** 10 **JE:**9824 |

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| **Job Purpose:**To manage a team of frontline/operational/technical or professional staff to deliver service in line with the service plan and associated standards within the Deprivation of Liberty Safeguards/Liberty Protection Safeguards Service.To build effective partnerships with all key stakeholders across Oldham, with the aim of supporting the Community Health and Social Care service to meet statutory requirements of the liberty protection safeguards.To develop plans and implement the transfer of Deprivation of Liberty Safeguards (DoLS) to Liberty Protection Safeguards (LPS) following the publication of statutory guidance documents.To provide leadership, advice and guidance to practitioners and providers with regard to Deprivation of Liberty/Liberty Protection.To champion the mental capacity and adults safeguarding agenda across Community Health and Social Care. |

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| **Key Tasks:**1. To be the policy lead for the transfer and implementation of Deprivation of Liberty Safeguards (DoLS) to the Liberty of Protection Safeguards (LPS).
2. To be responsible for the operational management of all DoLS (including LPS) assessment services both within the Oldham team and Best Interest Assessors.
3. To ensure that policies are developed and guidance is produced for Community and Health and Social Care services for the operational implementation of the Liberty of Protection Safeguards (LPS).
4. To brief and prepare senior managers on legislative changes related to Liberty Protection Safeguards to ensure that Oldham’s Community Health and Social Care services and partners are equipped to meet statutory obligations.
5. Responsible for budget monitoring, financial authorisations and financial forecasting.
6. Resolve service delivery issues within available resources.
7. To develop, manage and implement appropriate procedures and guidance to effectively coordinate the utilisation of professionals such as Best Interest Assessors, doctors and independent mental capacity act services.
8. Provide leadership within the locality on issues affecting the team and service area.
9. Monitor, audit and quality assure the work of the team and take remedial action as and when required.
10. To facilitate the development of links and greater coordinated working across services and key stakeholders, to aid the development and delivery of key organisational priorities within safeguarding with regard to service development and strategic direction.
11. To develop and ensure delivery plans for the agreed priorities are in place and effective.
12. To ensure that partners are engaged with and involved in the development of new guidance procedures and operating guidance, in particular, safeguarding services
13. To establish effective links with regional and national networks as appropriate to share learning and develop practice.
14. To contribute to lead on embedding a quality assurance framework and performance infrastructure across Oldham and to ensure an effective case audit programme in respect of safeguarding activity.
15. To manage and ensure relevant Liberty Protection Safeguards information is available and kept up to date on relevant websites.
16. To assess adult safeguarding training needs in relation to Liberty Protection Safeguards, identify any gaps and seek to address the skills gaps with key agencies involved in the delivery of adult safeguarding.
17. To ensure quarterly performance management reports are presented to the Oldham safeguarding Adults Board and the Community Health and Social Care Service senior team together with appropriate narratives and to identify implications for Oldham.
18. To ensure an effective performance management framework is in place in respect of the Liberty Protection Safeguards activity, and that outcomes influence the wider system of the Community Health and Social Care Services
19. Provide support in relation to external inspection frameworks including peer reviews.
20. Authorise and influence spend from relevant budgets and assisting with the budget setting process. Monitoring of the budgets and advising senior management of budget issues and demonstrate value for money service(s) delivery.
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| **Standard Duties:**1. To actively promote the equalities and diversity agenda in the workplace and in service delivery.
2. To be familiar with customer care and health and safety polices of the Council/ Directorate.
3. To participate in self-improvement in performance through workplace development.
4. Undertake any additional duties commensurate with the grade of the post.
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| **Contacts:****Key internal and external stakeholders, internal and external providers, members of the public**. |

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| **Relationship to Other Posts In The Department / Partnership****Responsible to:** Service Manager – Adults Safeguarding, Independent Chair of the Safeguarding Adults Board**Responsible for:** Peripatetic Social Workers. Liberty Safeguarding Coordinators, Business Support |

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| **Special Conditions:**DBS Car User Political Restriction |

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|  | **DATE** | **NAME** | **POST TITLE** |
| **Reviewed** | 23/10/17 | Helen Ramsden | Head of Commissioning and Quality |
| **Reviewed** | 28/12/17 | Helen Ramsden | Head of Commissioning and Quality |
| **Reviewed** | 24/06/2019 | Helen Ramsden | Interim Assistant Director Integrated Commissioning |

**OLDHAM COUNCIL**

**PERSON SPECIFICATION**

**Job Title:** Adults Liberty Protection Safeguarding Manager

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|  | **Selection criteria****(Essential)** | **Selection criteria****(Desirable)** |
| **How Assessed** |
| **Education & Qualifications** | Health & Social Care Degree or an equivalent recognised Social Work Qualification, e.g. DipSW.HCPC registration.Evidence of continuous professional development | Best Interest Assessor qualification |  |
| **Experience** | Experience of working with a range of senior managers, partner agencies, practitioners and providersExperience of staff supervision and employee development including the planning and organising of a multi-disciplinary team.Experience of managing change with a proven track record of successful implementationExperience of developing and implementing strategies, policy and procedureExperience of developing, implementing and maintaining formal monitoring systems related to the safeguarding field for health and social careExperience in the preparation, analysis, interpretation and reporting of management information | Experience of managing projects with a range of stakeholders  |  |
| **Skills and Abilities** | Ability to manage and lead a team toward key outcomes, able to provide a positive example by working efficiently, thinking about and taking action to anticipate opportunities and deal with emerging issuesThe ability to use persuading and influencing skills to bring about behavioural change and achieve desired results/outcomes as necessaryAbility to analyse complex information and make recommendations to senior managers and Boards, taking action to make improvementsAbility to ensure that staff are deployed as efficiently and effectively as possible, in line with customers’ needs, changing priorities, national changes and performance levelsAble to present complex information in a clear and concise manner which can be easily understood by a wide audienceAble to develop relationships with other agencies, at a local, regional and nationally levelAble to work on own initiative and manage competing priorities and work to tight timescales |  |  |
| **Knowledge** | Knowledge of the Deprivation of Liberty Safeguards, Mental Capacity Act, Liberty of Protection Safeguards and associated health and social care legislationIn depth knowledge of the statutory responsibilities in relation to safeguarding and safeguarding adults boardsA clear understanding and knowledge of the workings of local government and including its legal, financial, social and political context, political processes and the current issues faced in a multi-cultural areaKnowledge of effective change management within a large organisationKnowledge of project management techniques and their application  |  |  |
| **Work circumstances** | Able to travel to a variety of locations within the borough and beyondAble to work flexibly to meet the demands of the service (including evening and weekend as necessary) |  |  |