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**OLDHAM COUNCIL**

**JOB DESCRIPTION**

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| **Job Title:** Head of Adults Safeguarding | |
| **Directorate:** Adults Services | **Division/Section:** Community Health and Adults Social Care Service |
| **Grade:** SM1 **HAY:** 3615 | |

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| **Job Purpose:**  This post leads the safeguarding functions in Oldham overseeing the Local Safeguarding Adults Board with responsibility for Deprivation of Liberty safeguards working towards the implementation of Liberty Protection Safeguards,the strategic safeguarding function and oversight of operational safeguarding activty across Adults Community Health and Social Care services.  The post will drive practice in Oldham supporting the commitment to deliver high quality safeguarding practice, focused on improving outcomes and ensuring vulnerable adults in Oldham are safe.  The post will to lead, develop and maintain strategies and policies for the achievement of high standards of safeguarding practice, quality assurance and performance in Oldham.  To ensure the statutory safeguarding functions of the local authority are implemented and relevant case law translated into practice.  To deputise for the Deputy Managing Director of Health and Community Services on Safeguarding functions as required. |

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| Specific Responsibilities   1. Take overall strategic responsibility for safeguarding vulnerable adults in Oldham through high quality assurance and case reviews, ensuring that lessons are learned, and implemented in an efficient and effective manner. 2. To lead on the safeguarding strategy and developments for Oldham Safeguarding Adults Board (OSAB) ensuring sufficient resources are available to provide the best possible service for Oldham residents. 3. To ensure that there are effective quality assurance systems in place to monitor the safety and protection of adults at risk of serious harm. This will include close working with partners across the system to ensure the provision of effective safeguarding activity. 4. Ensure that the Council fulfils its statutory safeguarding duties. 5. To be the professional lead and focal point for adult protection contributing expert advice and knowledge on highly complex issues that require significant interpretation and support. 6. To provide effective support and ensure intelligence is shared with the commissioning service function, in relation to safeguarding activity related to commissioned services. 7. To represent the Council in relation to Safeguarding matters with partner agencies locally and at a regional and national level. 8. To provide effective support to the Principle Social Worker (Adults) in relation to the delivery of high quality safeguarding practice in Social Work. 9. To be the strategic lead for Safeguarding with key strategic partners including Oldham Cares and Greater Manchester Police (GMP) through the oversight and management of arrangements relating to the Local Safeguarding Adults Board (LSAB). 10. To develop detailed business plans and strategies relating to the provision of Safeguarding Adults activity in Oldham. 11. Manage and develop the Strategic Safeguarding service, taking the lead on actions to improve staff engagement, staff development and progression planning, and ensuring organisational structures support delivery of best working practices. 12. Have overall responsibility for the safeguarding adults budget ensuring the delivery of high quality, value for money spend and budget management and monitoring 13. To ensure effective co-production with Oldham residents in the development and evaluation of strategies, plans and services along with cross-council and multi-agency working 14. Advise and assist the Director of Adults Social Services (DASS) on the implications of relevant policy developments and emerging issues relating to Safeguarding. 15. To act as the conduit to ensure both Oldham CCG and Oldham Council can meet their statutory responsibilities.   General Responsibilities:   1. To effectively ‘horizon scan’ to identify key policy and legislative changes affecting relevant service areas, and interpret the relevant national, regional and local guidance across Oldham and ensure the required actions are implemented. 2. In line with the Community Health and Social Care business plans oversee and co-ordinate the Safeguarding Adults plan, including regular evaluation of progress against plan and agreeing appropriate follow up actions across the wider Community Health and Social Care service. 3. Support the ambition for a high performance culture across the Community Health and Social Care service; ensuring continuous improvement is embedded.  To provide leadership to the workforce within the respective service.  1. To ensure the effective deployment of the Community Health and Social Care workforce to deliver the objectives in line with the Workforce Strategy. 2. To ensure effective working relationships with all partners, both internal and external. 3. Facilitate positive, regular engagement with all stakeholders to inform continuous service improvements. 4. To ensure adult safeguarding practice and policy aligns with the activity of stakeholders and also links to:   MAPPA Panels  MARAC  Neighbourhood community safety teams   1. To form part of the wider CHSC management team covering for other Heads of Service as required. 2. To manage and take responsibility for all safeguarding budget activity. 3. To ensure the work plans of the OSAB are developed and implemented. 4. To develop and maintain a quality, performance and audit systems enabling informed decision making. 5. To represent adult safeguarding on the children’s strategic group. 6. Take lead responsibility for the implementation of the MCA. 7. To contribute to the overall management of the service. |

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| **Standard Duties:**   1. To actively promote the equalities and diversity agenda in the workplace and in service delivery. 2. To uphold and implement policies and procedures of the council including customer care and health and safety. 3. To actively demonstrate the behaviours and values of the Council to promote and support our Cooperative agenda. 4. To undertake continuous professional development (CPD) and to be aware of new developments, legislation, initiatives, guidelines, policies and procedures, and to ensure that members of the division/group are informed appropriately. 5. Undertake any additional duties commensurate with the level of the post. |

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| **Contacts:**  Chief executive, the Senior Leadership Team across the Community Health and Social Care Service, other senior officers in the council, partners, external organisations and the public.  Services users and their carers (for all adult client groups)  Senior officers in partner agencies including Oldham Clinical Commissioning Group  Oldham Police, Probation, and Voluntary/Community and Faith Sectors  Service Providers, including the private and independent sectors |

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| **Relationship To Other Posts In The Directorate:**  **Responsible to:** Deputy Managing Director of the Community Health and Social Care service  **Responsible for: Service Manager – Adults Safeguarding** |

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| **Special Conditions:** DBS Disclosure  This is a politically restricted post. |

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|  | **DATE** | **NAME** | **POST TITLE** |
| **Prepared** | 24th June 2019 |  |  |
| **Reviewed** |  |  |  |

**OLDHAM COUNCIL**

**PERSON SPECIFICATION**

**Job Title: Head of Adults Safeguarding**

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|  | **Selection criteria**  **(Essential)** | **Selection criteria**  **(Desirable)** | **How Assessed** |
| **Education & Qualifications** | Recognised social work or professional qualification in Health or Social Care, registered with the relevant Professionals agency/regulator.  Evidence of continued professional, managerial and personal development  Degree and/or equivalent Professional Qualification | Leadership or Management Qualification | AF / I / AC  AF / I / AC  AF / I / AC |
| **Experience** | Extensive experience together with a proven track record of successful strategic leadership within an organisation of comparable scope and in a constantly changing environment.  Extensive experience of adults safeguarding including chairing partner agency meetings.  Extensive experience of leading complex safeguarding investigations.  A proven track record of leading, motivating and managing multi-disciplinary teams, including the establishment of a positive performance culture that has delivered effective performance and continuous service improvement  A proven record of success in leading and championing organisational and cultural change, creating organisational development programmes and effective working with staff, trade unions and other stakeholders  Evidence of successful resource and financial management, including evidence of the resolution of conflicting priorities, formulating budgets and applying rigorous monitoring and control procedures  A proven record of success in communicating and engaging with a wide range of internal and external bodies, building partnerships and productive working relationships and positively promoting organisational reputation and interests  Extensive experience of managing and successfully delivering a number of projects and work programmes across a wide range of different fields simultaneously  Experience of integrating coproduction perspectives into service development and delivery.  Demonstrable experience of implementing MCA and DOLS. |  | AF / I / AC |
| **Skills & Abilities** | Able to be innovative, creative and work through issues and problems not dealt with before to a conclusion, through use of extensive practical experience, theoretical, conceptual and technical knowledge  Excellent ability to use persuading and influencing skills to bring about behavioural change and achieve desired results/outcomes as necessary  Ability to analyse complex problems, data and intelligence and develop business models to investigate a number of options/solutions and their viability, evaluating risk against a shifting background, social, political and financial.  Ability to empathise and understand the needs, aspirations and viewpoints of people who receive services  Effective presentation, communication and interpersonal skills and ability to apply these effectively to a variety of audiences  Able to use new technologies in improving services, and modernising working processes |  | AF / I / AC |

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| **Knowledge** | A thorough knowledge of the Safeguarding Adults agenda, plus knowledge of the role and function of the Local Safeguarding Adults Board.  Extensive and demonstrable knowledge of implementing safeguarding and adult care legislation.  Thorough knowledge of key national and regional policy drivers, legislation and the broader influences related to the role.  A 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 area  Knowledge of project management methodologies and techniques and their application in a business context.  Understanding of how local care provider markets operate. |  | AF / I / AC |
| **Work Circumstances** | Able to work flexibly to meet the demands of the service (including evenings and weekends as necessary).  Work across both Oldham Council and Oldham CCG governance structures.  Required to work as part of the on call/standby out of hours rota |  | AF / I / AC |

**NB. - Any candidate with a disability who meets the essential criteria will be guaranteed an interview.**