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| **Department** | **Integrated Care Partnership** |
| **Job Title** | **safeguarding adults board manager** |
| **Grade** | J |
| **Primary Purpose of Job** | To ensure that the Bolton Safeguarding Adults Board (BSAB) meets its operational and strategic responsibilities in promoting the safeguarding of vulnerable adults. |
| **Reporting To** | Head of Service with responsibility for safeguarding |
| **Direct Staffing Reports** | None |

**Main Duties**

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| **1** | To promote the understanding, prevention of and response to safeguarding adults across Bolton and take an active role in developing, implementing and reviewing methods to promote the work undertaken by the Board. | |
| **2** | To ensure the quality, performance and effectiveness of multi-agency safeguarding practice and systems in part through the direction of sub-groups, business group and Safeguarding Board meetings. | |
| **3** | To ensure that the Board meets its statutory responsibilities and continually develops policies, procedures, training and communications for safeguarding and promoting the welfare of vulnerable adults. | |
| **4** | To ensure that policies and procedures are continually monitored and reviewed to ensure the effectiveness of multi-agency practice to safeguard adults. | |
| **5** | To be responsible for supporting the administration of Safeguarding Adult Reviews (SARs) and developing good practice in this area in line with existing guidance and recommendations. | |
| **6** | To provide guidance with regard to local and national initiatives concerning safeguarding adults both within and external to the local authority. | |
| **7** | To ensure that organisational support is provided to the board and its sub-groups. | |
| **8** | To develop and monitor a comprehensive system of audit and performance across the whole system that is then able to evaluate the effectiveness of training, practice and joint working as well as providing analysis of activity to help direct where developments are needed. | |
| **9** | To ensure that senior managers are briefed about any potential high profile safeguarding cases and support briefings for the media | |
| **10** | To make sure that legislation and guidance changes, including Liberty Protection Safeguards, are implemented across Bolton together with the continued development of robust processes and practice to support these across the partnership. This includes independent providers of social care services. | |
| **11** | To maintain procedural and operational links with the agendas of domestic violence, community safety, children’s safeguarding and the multi-agency public protection arrangements (MAPPA) | |
| **Date Job Description prepared/updated:** | | **March 2022** |
| **Job Description prepared by:** | | **Director of Operations (Social Care)** |



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| **Department** | | **INtegrated Care partnership** | |
| **Job Title** | | **safeguarding adults board manager** | |
| **Stage One** | | Disabled candidates are guaranteed an interview if they meet the essential criteria | |
| **The Minimum Essential Requirements for the above Post are as Follows:** | | | **Method of Assessment** |
| **1.** | **Skills and Knowledge** | | |
| 1. | In-depth knowledge of legislation, policy and practice  relating to Safeguarding Adults. | | Application Form/Interview |
| 2. | In-depth knowledge of legislation and statutory  frameworks in which adult health and care services are  delivered. | | Application Form/Interview |
| 3. | Significant understanding of how to develop  trustworthy and productive relationships with  partners, individuals and groups | | Application Form/Interview |
| 4. | Excellent written and verbal skills with a demonstrable ability to communicate effectively with colleagues, elected members, users and carers. | | Application Form/Interview |
| 5. | Ability to utilise IT systems to extract and manipulate data, generate and understand management reports and analyse and present information. | | Application Form/Interview |
| 6. | Excellent programme management skills and the ability to implement change and best practice | | Application Form/Interview |
| 7. | **Competencies** – Please note the council’s corporate competencies, which are considered to be essential for all roles, are in the attached CORE COMPETENCIES document | | Interview |

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| **2. Experience/Qualifications/Training etc** | | |
| 1. | Experience of governance and best practice relating  to Safeguarding Adults | Application Form/Interview |
| 2. | Experience of program/project management and working with multi-agency partnerships | Application Form/Interview |
| 3. | Significant experience of inter-agency working in relation to safeguarding issues | Application Form/Interview |
| 4. | Experience in chairing/managing meetings in a multi-disciplinary forum | Application Form/Interview |
| 5. | Appropriate professional and/or management qualification | Application Form/Interview |
| **3. Work Related Circumstances** | | |
| 1. | This post is subject to an enhanced disclosure from the Disclosure & Barring Service | Application Form  Interview |

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| **STAGE TWO** | | Will only be used in the event of a large number of applicants meeting the minimum essential requirements | |
| **Additional Requirements** | | | **Method of Assessment** |
| **1. Skills and Knowledge** | | | |
| 1. | Experience of strategic board and partnership management | | Application Form |

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| **Date Person Specification prepared/updated** | **March 2022** |
| **Person Specification prepared by** | **Director of Operation (Social Care)** |

**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.

**The values of an organisation are those key principles by which people are expected to work to day to day. They’re our culture and help define what is expected of each and every one of us**.





