

Job description

Purpose of the Job:

- To provide excellent leadership to the Bolton Safeguarding Adults Board (BSAB) and ensure that BSAB partner agencies collaborate effectively to safeguard adults at risk and promote their wellbeing.
- To provide independent chairing of BSAB meetings.
- To ensure the BSAB meets its statutory responsibilities and complies with The Care Act 2014, its statutory guidance and other current or future government legislative requirements for Safeguarding Adults Boards.
- To ensure that there is appropriate challenge and scrutiny within the BSAB and that all partner agencies are held to account for their work in safeguarding adults at risk.
- To ensure the BSAB works effectively to achieve its vision, objectives, priorities and plans.
- To represent the BSAB locally and nationally and provide an independent and objective voice for the Board.

Key Job Outcomes:

- The Board operates as an independent, authoritative and strategic lead for safeguarding adults in Bolton and meets its statutory requirements.
- All local agencies are supported to work together to deliver high quality services so that adults with support and care needs in Bolton are appropriately safeguarded and that the principles of Making Safeguarding Personal are fully embedded.
- The BSAB has agreed strategic priorities and plans that reflect local needs and such plans are carried out effectively.

Job Specific Accountabilities:

- To be the outward facing leader of the BSAB, including responding to external requests and correspondence and lead the continuous development of the Board.
- To prepare for and Chair full Board meetings of the BSAB in accordance with Board Structures, and in response to any specific needs.
- To develop the agenda for Board meetings; in conjunction with the Safeguarding Adults Board Manager, prepare for meetings and circulating any relevant papers. Agree the minutes of Board meetings; ensure their timely delivery via administrative support; and to be responsible for ensuring Board decisions are carried out in a timely way.
- To monitor the performance of the BSAB and its constituent parts, including subgroups.
- To work closely with senior leaders within relevant agencies in Bolton to ensure all agencies are held to account for the safety of adults at risk in Bolton.

- To agree the work plans for the Board by overseeing the Annual Report and business plan and any action plans associated with Safeguarding Adults Reviews.
- To have oversight of the Board's budget and ensure resources are effectively managed.
- To represent the BSAB at national and regional network events, public engagements and media appearances when required.
- Maintain up-to-date knowledge of accountability and good governance practice.
- To prepare reports for the BSAB, Council Cabinet, Health & Wellbeing Board and any other relevant bodies as required
- In conjunction with lead managers and subgroup chairs to ensure that key issues and national developments are brought to the attention of and considered BSAB.
- To work co-operatively with neighbouring Safeguarding Adults Boards as required and to foster close cooperation with the Bolton Safeguarding Children Board.
- To ensure any Safeguarding Adults reviews are undertaken rigorously in conjunction with the Safeguarding Adults Review subgroup; are consistent with guidance; that lessons learned are effectively communicated and that associated action plans are delivered.
- To offer mediation when required in any disputes or disagreements between board members, and to resolve issues of non-compliance with the Board.
- To lead the Board in ensuring that the views of service users and their families, and the wider community are incorporated in the Board's activities.
- To ensure that the Board and its constituents work within a framework that respects diversity, challenges discrimination and promotes equality.
- The Independent Chair will not take on other responsibilities which may compromise the work of the BSAB.

Personal Development

The post holder should be committed to ensuring that their development and training needs are met and to contribute effectively to their performance management and development assessment processes.

Health & Safety

The post holder is covered by all the relevant provisions of health and safety legislation and regulations and should play their part in ensuring a safe working environment.

Flexibility

This job description contains the main purposes, outcomes and accountabilities of the post and does not describe in detail all the duties required to carry them out. The post holder will be expected to work flexibly in their work pattern to allow for periods of higher activity.

Person Specification

The chair of the Bolton Safeguarding Adults Board (SGSAB) must have significant knowledge of, and experience of working within, services responsible for safeguarding adults, in order to command the respect and engagement of the Board and its constituent agencies.

The Chair of the Board must have excellent leadership skills and the ability to communicate effectively to a wide range of audiences. He/she must be able to form and develop effective strategic relationships at a senior level.

The Chair of the Board should not have been directly employed by any of the BSAB constituent agencies in the 12 month period preceding their appointment. The post requires a DBS disclosure.

Specific Minimum Qualifications and Expertise

Education and Qualifications

- Qualified to degree level, or
- Hold a recognised professional qualification in any discipline represented on the BSAB or equivalent standard of the police training.

Knowledge, Skills & Abilities

- Knowledge of recent developments in safeguarding and of legislation and research underpinning safeguarding work.
- Knowledge of good practice standards in safeguarding.
- Knowledge of social care, health responsibilities and the local government agenda.
- Clear understanding of the role and remit of the BSAB.

Interpersonal & Communication Skills.

- Excellent leadership skills and the ability to communicate effectively.
- Ability to form and develop effective strategic relationships at a senior level.

Relevant experience

- Experience of chairing meetings in a multi-agency setting.
- Substantial experience of adult safeguarding work at a senior level.
- Experience of legislation relating to adults.

- Experience at a senior level of issues and challenges arising from interagency working.
- Experience of resolving disputes and complaints at a senior level between professionals.