

# Job Description

## For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

Job Title:	Business Manager Warwickshire Adult Safeguarding Board	JEID	Z507
Salary Grade:	HAY F		
Team:	Adults Practice and Safeguarding		
Service Area:	Adult Social Care		
Primary Location:	Shire Hall, Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Head of Adults Practice and Safeguarding		
Responsible for:	Quality, Learning and Improvement Officer and Business Development Officer		

#### Role Purpose

To be responsible for the business management of Warwickshire Adult Safeguarding Board and its multi-agency partnership and associated sub-groups. Supporting the discharge of statutory duties and responsibilities in accordance with legislation and statutory guidance.

##### PRIMARY JOB FUNCTION

- To manage the development and implementation of the safeguarding partnership arrangements and board responsibilities, producing the annual review and strategic plan.
- To lead the development and delivery of the quality learning and improvement framework providing assurance to the multi-agency partnership on the effectiveness of policy, procedures and practice; influencing and persuading partnership members to implement improvements in safeguarding practice.
- To oversee the review and update of policy, procedures and guidance for safeguarding adults ensuring compliance with statutory requirements, local practice and reflection of any key recommendations emerging from safeguarding reviews and wider assurance activity.
- To commission and oversee Safeguarding Adult Reviews ensuring quality output of reports and dissemination of lessons learned across the safeguarding partnership.
- To provide support and advice to partner agencies, and the private, voluntary & independent sector on safeguarding responsibilities including on safeguarding training.
- To provide professional support to the Independent Chair of the Warwickshire Safeguarding

Adults Board in fulfilling its statutory functions for safeguarding.

- To provide leadership and supervision to the Business Team.

## **Role Responsibilities**

1. To provide expert professional advice to board and its partners on safeguarding adults issues arising from relevant legislation, statutory guidance and policy.
2. To inform and advise managers, elected members and partner agencies of emerging issues and the implications for service delivery and to assist in any revisions and improvements to practice.
3. To provide professional advice and briefings to the board chair and the chairs of multi-agency partnership groups and subgroups.
4. To support the Chair in leading the strategic direction of the board including the development and monitoring of performance indicators.
5. To co-ordinate the development, monitoring and review of activities of the Safeguarding Board and its statutory Strategic Plan and to escalate and help address any concerns.
6. To continuously monitor the effectiveness of systems and ensure there is efficient management of business processes and evidence of continuous improvement work.
7. To ensure that the collation and analysis of performance information enables the board and its partnership groups to discharge their scrutiny role effectively.
8. To support the board subgroups to develop, implement and evaluate workplans to ensure that the objectives of the Strategic Plan are fulfilled.
9. To lead the development of the involvement and engagement strategies of the board to strengthen the voice of people who draw on support, carers and those who advocate on their behalf; to make use of associated learning to inform practice as part of the quality learning and improvement framework.
10. To provide the board with assurances concerning the prevention, identification, reporting and learning associated with safeguarding activity across the partnership landscape.
11. To develop and strengthen inter-agency working by developing links with a range of external agencies including the Safeguarding Children's Partnership, Safeguarding Boards of other Local Authorities, the Department of Health and Social Care as required.
12. To produce high quality reports in specified timescales including the production of the Strategic Plan and Annual Report which evaluate the effectiveness of the multi-agency safeguarding partnership in meeting its objectives, assuring that local arrangements act to safeguard adults.
13. To prepare and present reports on behalf of the board for Health and Well Being Board, Corporate Board and any Scrutiny Committees outlining actions and recommendations.

14. To work with members of the board and external bodies on service developments to improve outcomes for people. This will include safeguarding adults reviews and serious case reviews for children, managing the process and supporting the implementation of any resulting recommendations and communications campaigns.
15. To manage the budget of the Board and to report to the Chair and member agencies on expenditure as appropriate.
16. To work in an anti-discriminatory way and to promote equality, diversity and inclusion and ensure that the board complies with equalities legislation.
17. To assist in the recruitment and induction of new members of the multi-agency partnership groups for safeguarding adults and children.
18. To promote the work of the board including working with a range of media and to raise the profile of the safeguarding in the community.
19. To develop and maintain accurate records and implement monitoring and evaluation systems, including the use of electronic databases.
20. To identify and develop areas of synergy between adults and childrens safeguarding, community safety and other relevant partnerships to promote the effective use of expertise, experience and resources.
21. To lead, manage and develop the Business Team to effectively deliver their duties.
22. To take responsibility for maintaining and improving own professional knowledge and competence in accordance with professional guidance and standards.
23. Act as a resource to disseminate learning and developments in the safeguarding arena to the countywide workforce as appropriate.
24. To signpost concerns about safeguarding practice in accordance with board policies and procedures.

## **Section B: Person Specification**

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

## Essential Criteria

Assessed By:

1. A relevant professional or other qualification and commitment to ongoing professional development	A
2. Extensive experience of partnership working, delivering strategic objectives and implementing joint working methods which influence improvement in service delivery and achieve better outcomes for service users	A, I
3. An understanding of the role and function of the Safeguarding Board and the legal framework within which it operates	A, I
4. Experience of managing partnership budgets and using resources effectively	A, I, T
5. Sound knowledge and experience of safeguarding adults including relevant legislation, government guidance and research	A, I, T
6. Experience of quality assurances processes across organisations which help drive improvements in service delivery and influence change in practice providing a better customer experience.	A, I
7. Ability to demonstrate leadership in the role and act autonomously to deal with complex issues and accomplish tasks	A, I, T
8. Sound personal management skills - time management, prioritising and planning	A
9. Ability to challenge constructively, to design and introduce improvements and to manage change and implement new ways of working	A, I, T
10. Strong analytical skills with the ability to process complex information and explain/present information	A, I, T
11. Highly developed written skills to produce reports in accordance with statutory guidance and ability to present complex reports and opinions to a range of statutory audiences	A, I
12. Ability to establish professional, effective working relationships with a range of partners/colleagues and adults with lived experience	A, I
13. Proven ability or clear aptitude to engage others in learning and development activities to a high standard	A, T
14. Driver's licence and able to use car for work purposes (or travel using reasonable adjustments).	A
15. Ability to contribute to the development of effective quality assurance mechanisms	A, I, T

## Desirable Criteria

Assessed By:

15. Ability to network with regional and national counterparts	A
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## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These

are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

## Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

## Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input checked="" type="checkbox"/> Other (please specify):	Handling sensitive information relevant to vulnerable adults and children