



Role Profile

SWINDON
BOROUGH COUNCIL

Job Title: Strategic Partnership Safeguarding and Community Safety Manager	Role Profile Number: PCDH82
Grade: S Salary:	Date Prepared: February 2021
Directorate/Group: Adults	Reporting to: Strategy and Development Manager
Structure Chart attached:	Yes

Job Purpose

- To ensure the Safeguarding and Community Safety Partnership Boards operate within strong governance arrangements which deliver improved outcomes and effectively promote the wellbeing and interests of Swindon community including vulnerable adults, children and young people.
- To provide effective leadership to the Community Safety and Safeguarding Partnerships and their functions within the legal and regulatory frameworks (Working Together 2018 and Care Act 2014, Crime and Disorder Act 1998, Police Reform and Social Responsibility Act 2011), policies and procedures, by managing and coordinating a range of activity within the Partnership Business Support Unit.
- To support the chairs of the Community Safety Partnership and Safeguarding Boards to act as a strong and independent voice for the Partnerships in discharging the community safety and safeguarding duties.
- To ensure that the Community Safety and Safeguarding Partnerships provide effective challenge and support to the partners in delivering services to the Swindon community including vulnerable adults, children and families in collaboration with other appropriate partnerships.
- To champion protecting and safeguarding children, vulnerable adults and young people in Swindon
- To manage the Community Safety and Safeguarding Partnership resources and ensure that they are deployed to meet the objectives of the Boards, working groups and the management of the Business Support Team.
- To provide effective leadership and management of the Community Safety and Safeguarding Partnership Business Support Unit
- To lead the Risk Management service to ensure Swindon's most at-risk people with complex needs are supported by partners

Key Accountabilities

- To provide leadership to ensure the development and implementation of an agreed vision and strategy for the Community Safety and Safeguarding Partnerships
- To keep abreast of changes and developments in Government Policy, guidance and research and bring relevant information to the attention of the Community Safety Partnership Board and the Safeguarding Executive to ensure professional practice across all agencies with regard to safeguarding and community safety is well informed and up to date
- To develop and manage the Community Safety and Safeguarding Board agendas and Board meetings in conjunction with the Chairs.
- To chair any additional Community Safety and Safeguarding Partnership meetings and sub groups as requested.
- To lead with the Chairs on the development and implementation of the Community Safety Partnership and the Safeguarding Partnership Strategic Plans, Business Plans and Annual Reports to monitor and improve inter-agency actions.
- To commission and project manage the serious safeguarding incidence reviews (Rapid Reviews, Child Protection Safeguarding Reviews and Safeguarding Adult Reviews) and Domestic Homicide Reviews including:
 - Advising on when to commission a the review
 - Commissioning appropriate Lead Reviewing arrangements with due regard for independence
 - Ensuring all relevant national bodies are informed and appraised of the reviews
 - Ensure the reviews are undertaken in accordance with the national guidance.
 - Ensure any reports / action plans which result from the reviews are endorsed by the Safeguarding Partnership
 - Ensure actions plans are monitored and learning is embedded to improve practice and outcomes
- To regularly review and support any changes to terms of reference and membership of the Community Safety and Safeguarding Partnership Boards and sub-groups ensuring they remain in line with new legislation and guidance as directed by the Safeguarding Executive and the Community Safety Partnership Board
- To ensure that the statutory purposes of the Safeguarding Partnership and Community Safety Partnership are reflected in the Strategic Plans, Business Plans and Annual Reports.
- To ensure member agencies of the Safeguarding and Community Safety Partnerships are appraised of their roles and responsibilities in relation to key legislation and guidance, and to raise issues of non compliance for further action to the Safeguarding Executive or Community Safety Board as appropriate.
- To report to the Council Corporate Board , Health and Wellbeing Board and equivalent partner arrangements on the progress of the Safeguarding and Community Safety agendas
- To devise and issue the Section 11 Compliance Audit/Agency self-assessment to partner agencies as necessary to demonstrate and ensure effective safeguarding arrangements as required and outlined in the 2004 Children Act and the Care Act 2014
- To provide a professional advisory service to the safeguarding Boards and the Community Safety Board with regard to safeguarding and community safety responsibilities.
- To attract external funding for activities which will further achievement of the both the safeguarding and community safety partnership priorities and manage successful external funding streams.

- To manage and lead the programme of work commissioned and prioritised by the Community Safety and Safeguarding Partnerships
- To manage and lead information governance for the Community Safety and Safeguarding Partnerships and appropriate information sharing arrangements/agreements
- Maintain and monitor a Risk Register on behalf of the Safeguarding and the Community Safety partners and provide regular reports to the Safeguarding Executive and CSP Board
- To manage the budget for the joint partnership arrangement and seek opportunities for income generation.
- To monitor and support the sub-group chairs within the framework of the Strategic plans and Business Plans, and facilitate effective reporting to the Partnership Boards by the groups chairs.
- To lead on targeted or themed activity as required to support the Community Safety and Safeguarding Partnership in achieving its business [e.g leading task and finish groups]
- To lead on work with Inspectorates with regards to Safeguarding inquiries / issues [e.g. HMIC, CQC, Ofsted]
- To support the Community Safety and Safeguarding Partnerships in meeting the requirements for a safer workforce [including arrangements for safe recruitment, and effective allegations management]
- To support and develop policies and procedures as directed by the business needs of the Community Safety and Safeguarding Partnerships.
- To facilitate effective communication on community safety and safeguarding partnership activity, to staff in partner agencies, to the community and to children and young people.
- To lead the development of a Learning and Development Offer that aligns to the priorities and learning for the community safety and safeguarding partnerships
- To support the development and implementation of the Quality assurance and Performance framework and performance reports with the relevant sub groups
- To advise Safeguarding Partnership members and Community Safety Board Members and partner agencies on any national developments in relation to guidance and legislation relating to the responsibilities of the community safety and the safeguarding agendas.
- Oversee the development and maintenance of the multi-agency working website, ensuring materials are up to date and relevant to a wide range of audiences
- To represent the Community Safety and Safeguarding Partnerships at regional and national meetings.

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- A depth of knowledge and understanding of community safety and safeguarding from a multi-agency perspective.
- Depth of knowledge of legislation and guidance supporting the community safety and safeguarding agendas.
- An understanding of the role and function of the Community Safety Board and Safeguarding Boards (Local Safeguarding Adult Board and Children’s Partnership Meeting) and the legal framework in which they operate.

- Knowledge of the theoretical basis of community safety including drugs, modern slavery and human trafficking, counter-terrorism and crime and disorder
- Knowledge of the theoretical basis of adult/child protection practice and work including context of family and societal factors, risk assessment and management.
- Able to facilitate and incorporate engagement with the community, adults, children and young people as appropriate.
- Experience of managing projects and people.
- Experience of managing significant change programmes.
- Ability to work effectively in partnership and build strategic alliances.
- Experience of using quality assurance systems to monitor and evaluate progress.
- Able to analyse and evaluate information.
- Proficient in the use of technology.
- Experience of preparing, writing and presenting business plans, action plans and other reports as required.
- Able to work on a strategic level to effect change.
- Able to plan effectively and set goals and work within timescales.
- Able to communicate effectively and promote the work of the CSP Board and the Safeguarding Boards.

Qualifications

- Good general education to degree or equivalent complimentary experience.
- Professional qualification in related area
- Evidence of continuous professional development / training

Decision Making

- Demonstrable evidence of successful problem solving.
- Able to manage conflict and identify solutions
- Able to manage some of the inherent tensions in this role of supporting independent challenge of partners.

Creativity and Innovation

Working closely together, improving communication and connectivity in order to make better use of the resources, facilities, relationships and partnerships. Working in a collaborative manner with external and internal customers, community members and other bodies that interact with this role

<p><u>Job Scope</u></p> <p>Number and types of jobs managed</p> <ul style="list-style-type: none"> • 8 <p>Typical tasks supervised/allocated to others</p> <ul style="list-style-type: none"> • Administrative tasks • Quality assurance system • Commissioning of training • Development work 	<p>Budget Holder</p> <p>Responsibility</p> <p>Asset Responsibility:</p>	<p>£550,000</p> <p>None</p>
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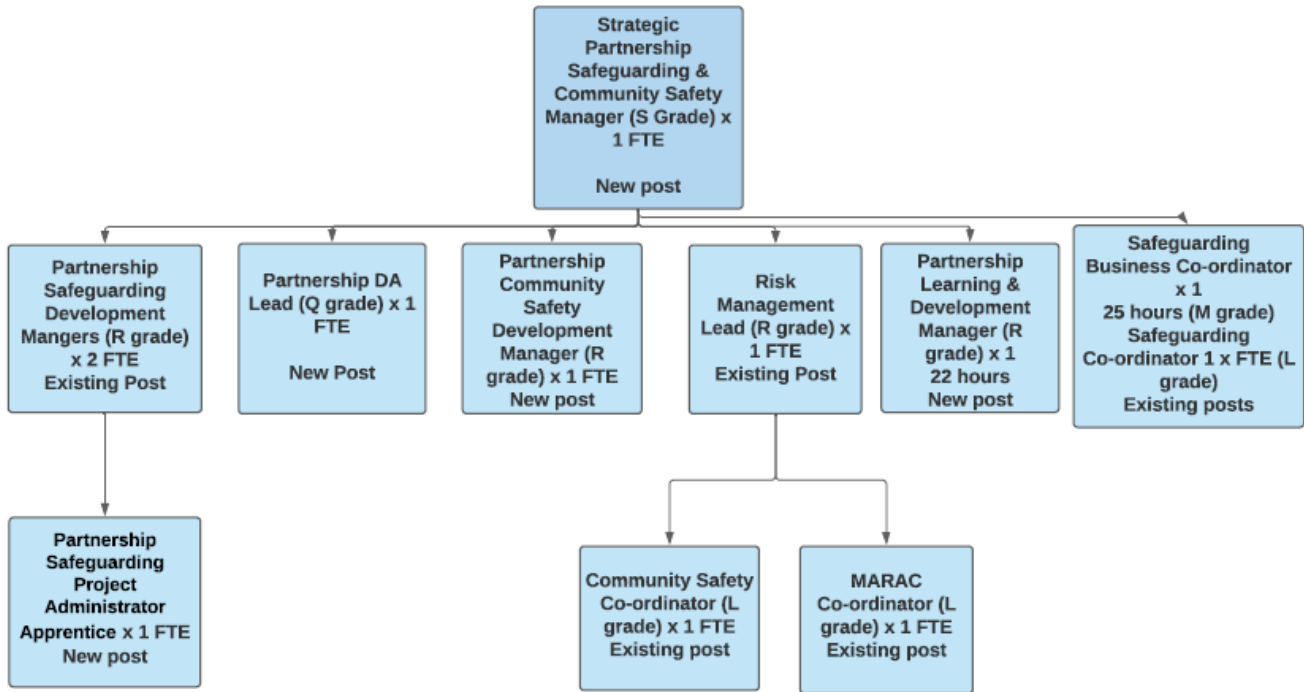
Contacts and Relationships

- Provide expert advice to elected members, colleagues, other services areas and other agencies on legislation and policy relating to safeguarding and community safety
- Provide expert advice and guidance to the public, community representatives and voluntary organisations.
- Maintain a strong relationship with both senior strategic and operational officers in the council and other partner agencies.
- Represent Swindon on regional and national forums

Values and Behaviours

We strive to underpin our culture of being ‘At our Best’ through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes



Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name::
Date:	