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| <b>Job Title:</b> Partnership Safeguarding Development Manager | <b>Role Profile Number:</b> ENH120   |
| <b>Grade:</b> R  | <b>Date Prepared:</b> January 2019<br>Updated February 2021                          |
| <b>Directorate/Group:</b><br><b>Adults</b>                     | <b>Reporting to:</b> Strategic Partnership Safeguarding and Community Safety Manager |
| <b>Structure Chart attached:</b>                               | Yes  |

### Job Purpose

- To ensure the Safeguarding Partnership has an effective performance and quality assurance system which leads to good quality and safe services for children and adults at risk in Swindon
- To support the development and commissioning of the Multi-Agency Training programme so that there is a skilled and competent children's and adults workforce to support the safeguarding agenda (this may include the delivery of some training).
- To ensure stakeholder engagement and involvement becomes embedded standardised practice including the commissioning and coordination of engagement with vulnerable adults, carers, children and young people to support and deliver the safeguarding agenda.

### Key Accountabilities

- To support the development and implementation of the Performance and Quality Assurance strategy and framework for the Safeguarding Partnership.
- To participate or lead quality assurance activities such as case audits, Section 11 audit or support local case reviews for children and adults, preparing reports and action plans for the Safeguarding Partnership.
- To deliver safeguarding adult and children training as required
- To ensure quality assurance work undertaken integrates the views of vulnerable adults, children and young people, parents / carers and professionals where relevant and appropriate.
- To contribute to annual reporting on findings from performance information, audits and other quality assurance processes, including the Safeguarding Partner's Annual Report.
- To offer advice, support and challenge in areas for improvement and development.
- To support the development, commissioning and promotion of the Community Safety and Safeguarding learning and development offer in consultation with partner agencies
- To develop and implement new strategies, policies, procedures and services within the remit of the Safeguarding and Community Safety Partnerships.
- To chair sub groups as appropriate

- To support the Strategic Partnership Manager: Community Safety and Safeguarding in the development of new strategies and work as identified by the Safeguarding and Community Safety Partnerships.
- To support inspections as relevant within the remit of the Safeguarding and Community Safety Partnerships.
- Commission and coordinate engagement of stakeholders, adults and children and young people in the work of the safeguarding and community safety boards

### **Supplementary Accountabilities**

- To work with others to develop audit tools, action plans and reporting as appropriate.
- To monitor the delivery of identified action plans arising from audit and inspection activity.
- To contribute to plans, policies and strategy development within the joint Safeguarding and Community Safety arrangements.
- To support the dissemination of key learning to the children's and adults workforce working with partners.

### **Knowledge & Experience**

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

- Experience of working in Children's/Adult Services, or other relevant professional environment.
- Good understanding of quantitative and qualitative data analysis
- A good understanding of the journey of the child and vulnerable adults through professional systems.
- Experience / knowledge of partnership working.
- Good knowledge of Children's/Adult Services legislation, regulations, guidance and best practice
- Specific knowledge of statutory guidance for multi-agency safeguarding legislation for children and for adults at risk.
- Good ICT skills.
- Experience of participating in audit activity within a professional environment.
- Knowledge and experience of the Inspection and Regulatory Framework for Children's/Adult Services
- Able to communicate effectively and present information clearly to a range of audiences
- Able to write clear and timely reports.
- Ability to provide constructive challenge to partner agencies to achieve best outcomes
- Evidence of commitment to listening to the views of others, including vulnerable adults, children, young people and their families

### **Qualifications**

Good general education to degree or equivalent complimentary experience.

## Decision Making

Demonstrable evidence of successful problem solving.

## 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

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|---|------------------------------|------|
| <b><u>Job Scope</u></b>   | <b>Budget Holder</b>         | No   |
| <b>Number and types of jobs managed</b>   | <b>Responsibility</b>        | None |
| <b>Typical tasks supervised/allocated to others</b> <ul style="list-style-type: none"><li>• Administrative tasks,</li><li>• Management of high-risk, sensitive multi-agency information</li></ul> | <b>Asset Responsibility:</b> |      |

## Contacts and Relationships

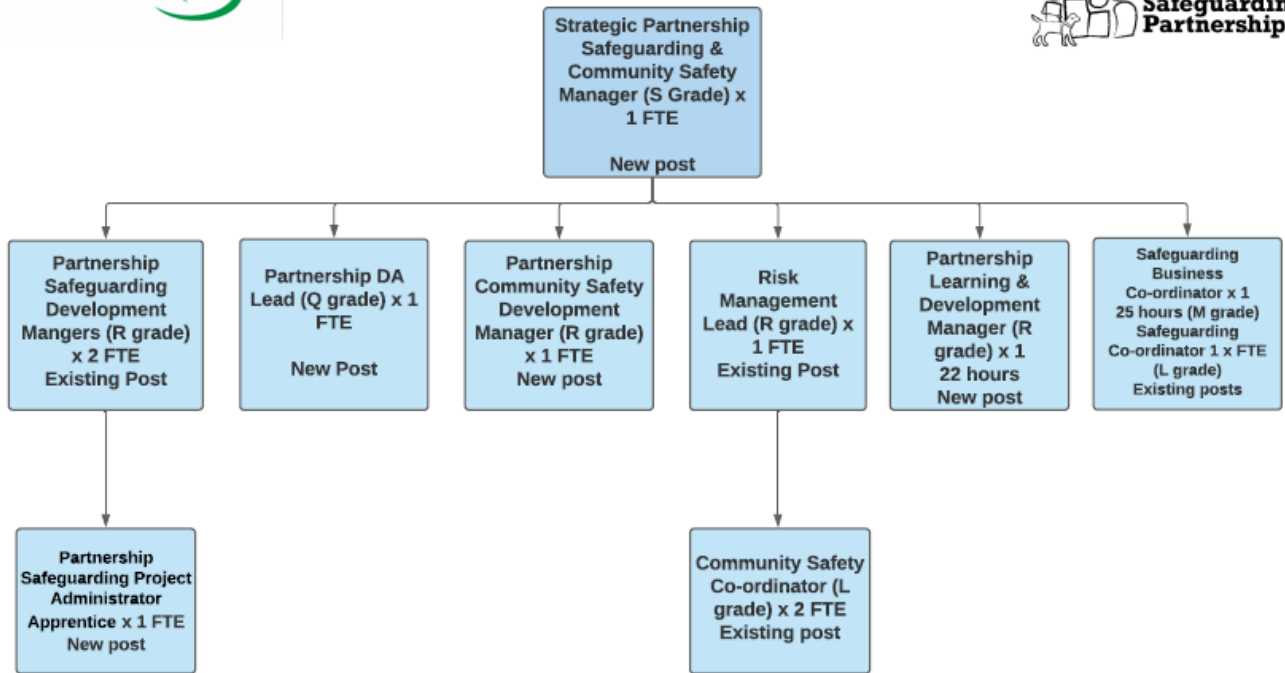
- Provide advice to colleagues, other services areas and partner agencies on legislation and policy relating to safeguarding
- Provide advice and guidance to partner organisations on safeguarding issues.
- Maintain a strong relationship with both managers and officers in the council and other partner 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 make

**Proposed Staff Structure chart for joint business support unit for Community Safety and Safeguarding Partnerships**



|                                 |                    |
|---------------------------------|--------------------|
| <b>Employee Signature:</b>      | <b>Print Name:</b> |
| <b>Date:</b>                    |                    |
| <b>Line Managers Signature:</b> | <b>Print Name:</b> |
| <b>Date:</b>                    |                    |