

Job Description Template

Job Description

JOB TITLE:	Safeguarding Practice & Policy Lead
GRADE:	M
POST NUMBER:	D010400523
DIRECTORATE:	Health, Adults and Community
SERVICE:	Adult Social Care
RESPONSIBLE TO :	Principal Social Worker
RESPONSIBLE FOR:	Supervision of two senior practitioner social workers
	DBS Enhanced check required This post is not politically restricted
JOB SUMMARY:	The post holder will be responsible for leading on safeguarding improvements across the Local Authority. The post holder will ensure best practice across stakeholder organisations to embed the highest Safeguarding standards.
ROLE REQUIREMENTS:	
1.	Lead on safeguarding adults quality, improvement, practice & policy across adult social care and in partnership with relevant stakeholders, including the Service Manager for safeguarding operations.
2.	Lead on the quality assurance of safeguarding practice, in partnership with key stakeholders. Identifying areas for change which will improve practice and its monitoring, implementing changes and involving service users in evaluating impact to ensure benefits are achieved.

3.	<p>Work in partnership with other parts of the council to establish how performance management systems and data analytics can support safeguarding quality improvement work and inform change and transformation in the service. Lead on the establishment of reporting systems on the effectiveness and quality of social care based on the improvement cycle.</p>
4.	<p>Work in partnership with the Quality, Service Improvement Lead to ensure that the quality assurance framework incorporates safeguarding. This will include making sure that the Framework makes use of the outcomes of monitoring systems, audits, case reviews and observations to drive and inform improvements in safeguarding across the service.</p>
5.	<p>Work in partnership with the senior management team in the planning and decision making regarding the development of departmental safeguarding, training and policy and procedures and to develop strategies to support and challenge performance and practice in conjunction with the principal social worker and principal occupational therapist. This includes providing strategic guidance to the training consultants with a key focus on best outcomes for adults at risk.</p>
6.	<p>Lead on the development and implementation of service safeguarding improvements and business development initiatives, including managing specific projects.</p>
7.	<p>Lead on the development, delivery and evaluation of the impact of the Safeguarding Improvement Plan. This includes supporting regular briefings to the Cabinet Lead for Adult Social Care on progress and actions taken.</p>
8.	<p>Represent the local authority at serious case reviews, domestic homicide reviews and safeguarding adult reviews leading on the implementation of learning across the service. This could include providing professional advice and guidance on responses to Local Government Ombudsman cases and representing the local authority at the Coroner's Court where there are implications for safeguarding practice.</p>

9.	Provide professional advice, leadership and supervision on complex safeguarding cases where required and appropriate, inclusive of chairing complex safeguarding meetings.
10.	Constructively and professionally challenge existing safeguarding practice and behaviour across the safeguarding partnership and identify new and better ways of working and delivering services to help the Council achieve its objectives.
11.	Adhere to and promote at all times a commitment to equal opportunities and anti-discriminatory practice.
12.	Work alongside the principal social worker, principal occupational therapist and service managers to lead initiatives for the workforce to work differently with a radical shift towards strength based intervention, prevention, assistive technology solutions, accessing universal services and integrated working in safeguarding practice.
13.	Establish systems to ensure the service learning and development offer, programme and commitments are aligned with priorities for practice, responsive to quality assurance issues and linked to safeguarding legislative and policy responsibilities / frameworks.
CORPORATE RESPONSIBILITIES	
14.	Actively contribute to the council's priorities and outcomes in a way that promotes a 'one organisation' approach.
15.	Develop and maintain positive relationships with colleagues, stakeholders and communities to ensure the council and the directorate strategic priorities are effectively implemented.
16.	Promote equality among all staff and ensure that services are delivered in a non-discriminatory way, that is inclusive of all disadvantaged groups.
17.	Support organisational change and learning, following and implementing appropriate systems of self-development, communication and engagement, quality measures, monitoring and review in delivering the functions of the role.

18.	Promote sustainability, including encouraging a culture of innovation and accountability amongst all council staff.
19.	Deputising for the Principal Social Worker and Service Manager for Safeguarding Operations as and when required.
PEOPLE	
20.	Represent the local authority at a range of local, regional and national safeguarding adults' meetings including the Safeguarding Adults Board and its subgroups.
21.	Work in partnership with all agencies and commissioning in ensuring safeguarding, service user safety and quality is a priority in delivery of care in provider services. To provide expert opinion and guidance on systemic reviews.
22.	Lead on the development of safeguarding policy, practice and procedures inclusive of those for Court of Protection and provide appropriate professional advice and supervision to practitioners as required.
SERVICE	
23.	To develop quality assurance mechanisms and monitoring to drive up the quality of safeguarding, mental capacity and the liberty protection safeguards practice and provide feedback to senior management and boards as required.
24.	Train professionals to develop and embed quality assurance approaches within their everyday practice to ensure a consistent approach to safeguarding practice in Tower Hamlets.
25.	Use own theoretical, practical, procedural and legislative knowledge to lead on the identification, development and implementation of new and innovative approaches to safeguarding practice that supports advancements in the service.
26.	Advance safeguarding development ensuring implementation of the overall SAB strategy and annual business plans relating to ASC and to ensure that this reflects learning from national, regional and local reports, enquiries and Safeguarding Adult Reviews.

PERFORMANCE	
27.	Provide and maintain a risk log of high level/complex safeguarding cases and prepare regular update reports.
28	Lead, oversee and advance the service responsibilities for actions arising from the Safeguarding Adults Board.
29.	Responsible for the monitoring, advancement and progression of safeguarding improvements plans for the service inclusive of embedding performance management of safeguarding activity.

OTHER CONDITIONS:

To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the council's 'My Annual Review' scheme.

To engage and develop all staff in the team to ensure they have clear personal development plans.

Ensure that all duties and responsibilities are discharged in accordance with the council's policies and procedures, Code of Conduct and relevant regulations and legislation.

To comply with the council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.

To undertake additional duties that may arise from time to time commensurate with the grade of the post.

Job Description Template

Requirements	Person Specification for the Post of	Essential (E) or Desirable (D) (if applicable)	Method of Assessment A= Application Form T= Test I= Interview
Knowledge	<ol style="list-style-type: none"> 1. Knowledge of current legislation and statutory duties governing the work of Adult Social Care. 2. Knowledge of legislative and policy framework relating to adult safeguarding. 3. Legal literacy in options available in the safeguarding of adults via court of protection and inherent jurisdiction. 4. Knowledge of current research and models of good practice in relation to the safeguarding of adults from abuse and neglect. 5. Knowledge of the interface between crime, community safety and adult safeguarding. 6. Knowledge of risk management in practice. 7. Understanding of the needs of vulnerable adults experiencing a range of complex disabilities 	E E E E E E E	A / I / T A / I / T A / I / T A I / T A / I / T A / I

Job Description Template

Qualifications & Experience	8. Qualified Social Worker.	E	A
	9. Registration with Social Work England.	E	A
	10. Extensive experience working within statutory Adult Social Care.	E	A
	11. Extensive experience as both an Enquiry Officer and Safeguarding Adults Manager.	D	A / I
	12. Post qualifying training relevant to social care.	E	A
	13. Management experience in Adult Social Care.	E	A / I
	14. Experience of developing services, policy or practice on an inter-agency basis.	E	A / I
	15. Experience of working with a range of stakeholders.	E	A / I
	16. Extensive experience of multi-agency working in relation to the safeguarding of adults.	D	A / I
	17. Experience in the development and delivery of training.	E	A / I
	18. Evidence of whole systems change management.		I
	19. Strong communication skills and the ability to persuade and	E	A / I

Job Description Template

	influence across a diverse complex work system.		
Living the TOWER Values sets out the essential behaviours required of all staff.		They are aligned to the organisation's five TOWER Values	
We work TOGETHER across boundaries and with partners to achieve the best outcomes for Tower Hamlets	<p>20. I build effective alliances with a wide-range of stakeholders and partners to achieve better outcomes.</p> <p>21. I keep abreast of changes in the external environment which impact on delivery and I seek collaborative solutions to achieve the best outcomes</p>	E	A/I
We are OPEN and transparent	<p>22. I strongly facilitate with various stakeholders to deliver the pace of change required for the further success of Tower Hamlets.</p> <p>23. I am approachable and seek regular internal and external feedback from people to improve how they do things and shape strategy and organisational improvement.</p>	E	A/I
We are WILLING to challenge, innovate and be accountable	24. I take accountability for leading the organisation in being ambitious and delivering high standards.	E	A/I

Job Description Template

	25. I ensure progress is measured, reviewed and evaluated to deliver the organisational outcomes required.	E	A/I
We empower each other to be EXCELLENT and go the extra mile	26. I get others excited about Tower Hamlets purpose, strategy, values and goals and how they can make a difference. 27. I delegate decision-making where appropriate, whilst supporting and managing organisational risk.	E E	A/I A/I
We RESPECT all communities, they are the heart of everything we do	28. I use customer data to shape strategic direction of the organisation to optimise outcomes. 29. Initiates new programmes and makes changes to improve the customer experience and access.	E E	A/I A/I
Additional Requirements	30. To meet exceptional business needs a willingness to work outside of contractual hours in the evenings and weekends with notice, unless there is good reason where this is not possible. 31. To comply with the requirement to carry out a DBS check on this role.	E E	I