

Job Profile: Safeguarding Board Manager

Job Title: Safeguarding Board Manager.

Job Grade: Level 4 Zone 2

Salary Range: £41,952 -£48,663

About Safeguarding Adults Partnership Boards (SAPBs):

The overarching purpose of a SAPB is to help and safeguard adults with care and support needs. It does this by:

- assuring itself that local safeguarding arrangements are in place as defined by the Care Act 2014 and statutory guidance
- assuring itself that safeguarding practice is person-centred and outcome-focused
- working collaboratively with partners to prevent abuse and neglect where possible.
- ensuring agencies and individuals give timely and proportionate responses when abuse or neglect have occurred
- assuring itself that safeguarding practice is continuously improving and enhancing the quality of life of adults in its area.

SAPBs have three core statutory duties, a) to develop and publish a strategic plan setting out how they will meet their objectives and how their member and partner agencies will contribute, b) to publish an annual report detailing how effective their work has been and c) to commission safeguarding adults reviews (SARs) where criteria is met.

Role Purpose:

This role ensures that the SAPB discharges its statutory functions and duties and fulfils its objectives. The post holder will support the chair, subgroups and local partners to meet national best practice and local quality standards as set out in its safeguarding strategy.

Example outcomes or objectives that this role will deliver:

- To work with the Independent Chair and the SAPB to coordinate the development and publication of the safeguarding strategy, annual delivery plans and annual report for the Board, including consultation as required by statute and performance and monitoring arrangements for delivery.
- Advise and update the SAPB on the policy and practice implications of any new legislation, government policy or guidance and on professional issues, including taking a development lead in specified policy areas as required.
- Liaise with other authorities and agencies to establish and disseminate best practice and support the development and embedding of safeguarding adults best practice in Camden.
- To lead on and ensure that Camden SAPB fulfils its statutory function in undertaking Safeguarding Adult Reviews, including receipt and screening of SAR requests; use of a range of bespoke processes that actively promote effective learning and improvement action; and development of SAR action plans and monitoring mechanisms.
- Manage and monitor the multi-agency SAPB budget and make recommendations for expenditure.

- To support the Independent Chair and chairs of the subgroups, by taking responsibility for the overall coordination of the work of the SAPB and relevant sub-groups, managing the SAPB business cycle and ensuring smooth, effective and professional functioning.
- To facilitate development of the Board members and elected members in their roles as multi-agency leads for safeguarding adults across the borough.
- To oversee and assist with implementation of the quality assurance functions of the LSAB in holding agencies to account for their safeguarding arrangements including ongoing support to develop and review the governance framework

People Management Responsibilities:

The Board Manager is responsible for providing line management to the Safeguarding Board Officer who primarily undertakes the administrative processes in connection with the work of the SAPB and its sub-groups and its training activity. The Board Manager will determine the SAPB workplan in response to Board priorities.

Relationships.

This post requires liaison with a wide range of partners across Camden and with other local areas to deliver multi-agency responses to improving safeguarding in Camden. The post holder will therefore need to develop and maintain relationships with a wide range of internal and external stakeholders at all levels, including:

- Elected members
- Senior Officers
- Camden Clinical Commissioning Group
- Local NHS providers
- Metropolitan Police
- London Fire Brigade
- The independent chair
- Learning and development providers
- Contractors

Work Environment:

The role is office and home based and requires the post holder to attend meetings at other sites, liaison with other local areas and occasional evening meetings.

Technical Knowledge and Experience:

- Knowledge of social care policy and best practice, preferably relating to safeguarding
- Organisational skills to develop and deliver reports, strategic documents and coordinate learning events.

- Experience of working in a complex, multi-agency environment
- Excellent communication skills, both verbal and written
- Experience of developing and progressing strategies
- Engagement with external and internal partners at all levels across partnership
- Line management experience

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

Diversity & Inclusion

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships; we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,