

Staffordshire and Stoke-on-Trent Adult Safeguarding Partnership Board (SSASPB) – Business Manager] Grade 12

About the Service

The SSASPB has a statutory responsibility to ensure that Stoke-On-Trent and Staffordshire have an effective multi-agency response to safeguard adults who have care and support needs and ensure measures are in place to prevent any form of abuse, neglect and/ or exploitation.

About the Role

As the Safeguarding Adults Board Business Manager, you will lead on the ongoing development of the SSASPB, ensuring duties and responsibilities are effectively discharged in accordance with government guidance and legislation and meeting strategic and operational requirements.

You will be responsible for the delivery of the statutory requirements of the SSASPB and ensure effective structures and processes are in place to facilitate, and performance manage partnership working in relation to safeguarding adults at risk across the statutory, independent and third sectors.

Reporting Relationships

Responsible to: Independent Chair of the SSASPB

Assistant Director – Adult Social and Safeguarding

Responsible for: SSASPB Board Administrator

Key Accountabilities:

1. Lead on the development of Staffordshire and Stoke-on-Trent Adult Safeguarding Partnership Board (SSASPB),

ensuring duties and responsibilities are effectively discharged in accordance with government guidance and legislation.

2. Promote, develop and support high quality safeguarding practice and performance in SSAB partner organisations, which is based on legislation, knowledge, research and the effective contribution of all participants, and which leads to positive outcomes for adults with care and support needs.
3. Ensure effective structures and processes are in place, including audits, to facilitate and performance manage partnership working in relation to safeguarding adults at risk across the statutory, independent and third sectors.
4. Working with key agencies in identifying standards, monitoring and reporting requirements for intra and inter-agency working that will be reported to the Board together with the development of an audit strategy for Adult Protection referrals and inter-agency working.
5. Taking the lead role for coordinating Safeguarding Adult Reviews in Staffordshire and Stoke-on-Trent, assisting the Independent Chair, appointed reviewer, and reporting to elected members as required.
6. Monitoring the progress of action plans resulting from Safeguarding Adult Reviews, ensuring that key messages are disseminated to staff from all agencies, that Policy and Practice is altered where necessary and that these actions are reported to the SSASPB as required.
7. Leading on the development of the SSASPB Business Plan together with the development and updating of policies and procedures to ensure that the safeguarding of adults who have need for care and support is paramount and equalities issues are a key theme in all Partnership activities.
8. To work with all partners in the continued development of any learning events following Safeguarding Adult Reviews and other activity completed by the board to ensure they meet the requirements of staff across all agencies in Staffordshire and Stoke-on-Trent.
9. Monitoring the SSASPB budget on behalf of all members and contributing agencies, ensuring the budget is used with maximum effect.
10. To represent SSASPB interests at regional and national levels and to share information, skills, experience and knowledge via regional and national networks and consortia. Advising the SSASPB on national developments in safeguarding adults and leading

on the promotion of information to the public on the work of the Board.

11. Working closely with the Managers and the Chairs of other safeguarding partnerships so that where possible, resources can be shared, duplication of effort and silo working avoided.
12. Managing complaints made to the Board within local inter-agency safeguarding procedures.
13. Undertaking any other duties required by management commensurate with the grading of the post.

Person Specification

Qualifications/Professional membership

- A professional qualification relevant to safeguarding adults, for example, Social Work, Occupational Therapy, Medical, Policing, Probation, Legal, or extensive relevant experience.

Knowledge and Experience

- Substantial experience of safeguarding adults or children advisory or practice work within an agency that works directly with adults with care needs.
- Proven experience of effective partnership working.
- Experience of managing conflict and resolving challenging situations.
- Effective budget management.
- Experience of managing change, i.e. policy and legislative changes relating to safeguarding.
- Experience of leading and motivating an effective team.
- Knowledge of quality and assurance systems.
- Experience of successfully managing significant projects.
- Extensive knowledge of national policy, legislation, guidance, case law, and best practice and research relating to work with adults with care needs and with particular reference to safeguarding adults.
- Knowledge of the issues faced by individuals with protected characteristics.

Skills

- Effective communication skills including the ability to communicate complex (and sensitive) information both verbally and in writing to a range of audiences.
- Have extensive experience of influencing others from different fields.
- Able to effectively plan, negotiate and implement change relating to safeguarding policy and legislation.
- Able to develop and maintain constructive working relationships with a range of stakeholders.
- Ability to analyse Government policy and data and communicate appropriate information to others
- Ability to work as a member of a team
- Ability to organise workload and negotiate priorities

This post is designated as a Casual Car user

The content of this Job Description and Person Specification will be reviewed on a regular basis.