

Job Title: Safeguarding Assistant Grade 6

Our Vision

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- **Ambitious** – We are ambitious for our communities and the people of Staffordshire
- **Courageous** – We recognise our challenges and are prepared to make courageous decisions
- **Empowering** – We empower and support our people by giving them the opportunity to do their jobs well.

About the Service

80060460/G06/CAS

This job plays a key role within the wider Social Work and Safeguarding team where specific focus is around achieving outcomes to meet the life needs of people so that they can maximise choice and control about the care and support they receive.

About the Role

This role supports the Service in the implementation of the Staffordshire and Stoke-on-Trent Adult Safeguarding Enquiry Procedures. The Safeguarding Assistant is primarily accountable for carrying out research and checks in relation to safeguarding concerns and document the findings to enable risk appraisal to be undertaken.

Working closely with the Advanced Practitioners as the 'decision makers', there is frequent support and guidance in the role by the Teams Safeguarding Advanced Practitioners. This would include the depth and direction of that research with a shared aim of achieving a timely decision and proportionate decision by that Advanced Practitioner.

This post is designated as a *Casual* car user.

Reporting Relationships

Responsible to:

Advanced Practitioner / Safeguarding Practice Lead / Team Leader

Key Accountabilities:

1. Providing a professional telephone referral and signposting when appropriate to do so.
2. Ensuring initial safeguarding concerns are responded to efficiently in the area of research and completion of multi-agency planning discussions.
3. Obtaining, in a calm and sensitive manner, sufficient information from members of the public and other professionals so that decisions can be reached regarding the most appropriate course of action.

4. Ensuring appropriate checks are undertaken in respect of historical information held before a decision is reached.
5. To support decision making in conjunction with the Advanced Practitioners/Practice Leader regarding the most appropriate course of action in respect of a referral based on the Department's threshold criteria.
6. Gathering essential information to complete the multi-agency planning discussion which informs the Advanced Practitioner about the level of risk and initial enquiry plan.
7. Accurately managing safeguarding data, information and ensuring it is recorded correctly within Staffordshire County Council systems.
8. Liaising with relevant professionals' e.g. social workers, general practitioners. NHS staff, providers etc to gain accurate information.
9. Working within the aims and objectives of the Staffordshire & Stoke-on-Trent Adult Safeguarding Partnership Inter-Agency Adult Safeguarding Procedures.

Other Information

This is an opportunity for a Safeguarding Assistant to join the Adult Team based within the Staffordshire Multi Agency Safeguarding Hub (MASH) in Stone. The role is full time over 'office hours' and the Local Authority does encourage a blended approach, with some office presence as well as working at home. To support you in the role especially to start, there will be an opportunity and expectation that you attend the office more over the starting period.

The Team presently consists of:

- 5.8 Safeguarding Assistants
- 6.8 Safeguarding Advanced Practitioners

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1.5 Safeguarding Practice Leads

1 Safeguarding Team Leader

People Management

Engaging with People Management policies and processes.

Equalities

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

Delivering energy conservation practices in line with the Council's climate change strategy.

Health and Safety

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.




Safeguarding

Commitment to safeguarding and promoting the welfare of vulnerable groups.

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

Person Specification

A = Assessed at Application
 I = Assessed at Interview
 T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	Qualifications/Professional membership 5 GCSEs at grade C and above including GCSE English or equivalent	A
	Knowledge and Experience Understanding of the role of Adult Safeguarding Services and Care Act 2014. Working with internal/external customers to provide a quality service. Understanding of the services provided by other Agencies appropriate to service users. Experience of office procedures, systems and equipment. Experience in using computer based information systems and software such as Microsoft. Experience of gathering information through a variety of research techniques, analysis and accurate recording.	A/I A/I A/I A/I A/I
	Skills Good interpersonal skills to deal with sensitive issues. Time management skills with an ability to work under pressure and on own initiative. An ability to undertake accurate, succinct factual recording to support performance management and compliance with good practice. Excellent communication skills both verbal and written including the ability to liaise with people at all levels. An ability to interpret, accurately input and retrieve data, using the software provided.	A/I/T A/I/T A/I/T A/I/T A/I/T

	Flexible approach – demonstrating ability to respond positively to changes in allocation of work at short notice and an ability to take a lead.	A/I/T
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If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting Talent & Resourcing Team 01785 278300