

## JOB SUMMARY

<b>Post Title</b>	<b>Board Manager – Safeguarding Adults Board</b>						
<b>Job Family</b>	<i>Partnership, Commissioning and Contracts</i>	<b>Pay Range</b>	11	<b>Line Manager to others?</b>	Yes	<b>Role profile ref</b>	<i>PCC11</i>
<b>Service Area</b>	<i>Adult Social Care – Safeguarding</i>						
<b>Line Manager</b>	<i>Assistant Director - Commissioning and Partnerships</i>						
<b>Location</b>	<i>County Hall</i>						

### Job Purpose

To manage the operation of the IOWSAB, its sub-groups and support, enabling the Board to learn about the effectiveness of safeguarding work across the Island and providing management focus to the development, delivery and monitoring of the strategies and priorities of the SAB, ensuring the Board fulfils its statutory responsibilities and meets national and local requirements for service improvement. To be a key link to the IOW Prevent Board and associated elements such as Chanel.

### Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)

- The management and co-ordination of the work of the IOWSAB and its sub-groups, task & finish groups and board meetings.
- To support and liaise with the Independent Chair of IOWSAB
- The production of the statutory, annual Strategic Plan, Annual Report and other reports for the Board and ensure delivery plans for the agreed priorities are in place and effective for each sub-group function of the SAB.
- Manage and coordinate any Safeguarding Adult Reviews (SARs) and other audit and case review processes including effective implementation of learning and workforce development to improve service delivery.
- Oversee the implementation of the Board's communication strategy including:
  - Website development, awareness campaigns and publications, events and other dissemination of information to professionals and the public. This includes other forms of social media, including twitter, etc.
  - Briefings to Board members and partner agencies on new legislation, government guidance, research findings and policy developments relating to adult safeguarding.
- Manage the Business Support Officer, ensuring:
  - A high-quality standard of meeting scheduling, preparation, agendas and minutes.
  - Effective performance management arrangements are in place to achieve strategies and objectives including performance review mechanisms such as audits and surveys.
- Have an overall understanding of the political and government framework and establish effective networks, seeking opportunities for collaboration with stakeholders, demonstrating sensitivity to partners and stakeholders needs.
- To promote and safeguard the welfare of adults at risk, and link with other Community Safety initiatives such as the Prevent Board
- To be the lead officer for the Isle of Wight Safeguarding Adults Board (IOWSAB).

### Knowledge, Skills and Experience

<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
Substantial relevant experience of the service area / profession, with evidence of specialist knowledge and work responsibilities appropriate to the role.	<i>Experience of working within an Adult Social Care environment. Ability to deal with complex, sensitive and highly confidential information i.e. Adult Safeguarding.</i>  <i>Previous experience in providing advice and support to colleagues, customers and wider stakeholders in an Adult Social Care context ideally in relation to safeguarding.</i>	<b>E</b>	
Authoritative knowledge of relevant systems, policies, processes, regulations, professional guidelines	<i>Able to compose clear reports, correspondence and other documentation for a wide range of groups and committees.</i>	<b>E</b>	

## JOB SUMMARY

and legislation relevant to the work area.	<p><i>Experienced in the maintenance, development and implementation of systems, safeguarding policies and related procedures in a Social Care context.</i></p> <p><i>To ensure annual multi agency review of IOWSAB owned Safeguarding Adult policies and procedure</i></p> <p><i>Audit and review the development and annual review of safeguarding training commissioned by the IOWSAB.</i></p>		
Good knowledge of other areas of the authority relevant to the service and of wider sector / external influences / developments.	<p><i>Good knowledge of existing government guidance and Care Act legislation on Local Safeguarding Adults Boards, subsequent Making Safeguarding Personal guidance</i></p> <p><i>Able to participate in South East Regional Safeguarding initiatives, working closely with other local authorities to share relevant information, policies, procedures and practice.</i></p> <p><i>Able to liaise with other statutory boards as appropriate; Children's Safeguarding Partnership, Health &amp; Wellbeing Board and Community Safety Partnership to identify and achieve shared objectives.</i></p> <p><i>Able to liaise with the 4LSAB partnership to identify and achieve shared objectives.</i></p>	<b>E</b>	
Good ICT skills including Microsoft applications and specialist systems.	<p><i>Ability to prepare documents using Publisher, PowerPoint, Word and Excel</i></p> <p><i>Previous experience in the use of specialist record keeping systems in the field of Social Care and knowledge of appropriate information governance</i></p>	<b>E</b>	
Excellent communication and interpersonal skills with the ability to engage effectively with a range of audiences and explain specialist information in a way which a non specialist can understand.	<p><i>Good interpersonal, negotiating and influencing skills.</i></p> <p><i>Ability to build effective relationships with colleagues and wider stakeholders and to work collaboratively with all partners, to develop an integrated approach to the implementation of guidelines and policies.</i></p> <p><i>Able to oversee the implementation of the Safeguarding Adults Boards agreed strategy and action plan and ensure benchmarking of outcomes and critical success factors in line with the Association of Directors of Adult Social Services guidelines.</i></p> <p><i>Knowledge of a range of engagement / consultation mechanisms and approaches so to ensure the views of Isle of Wight residents, service users and their carers are</i></p>	<b>E</b>	

## JOB SUMMARY

	<i>incorporated into the work and outcomes of the IOWSAB</i>		
Proven research skills demonstrating evidence of the ability to gather and interpret information effectively.	<p><i>Ability to encourage learning, ideas, initiative and innovation with equality in others allowing opportunities to apply learning in practice.</i></p> <p><i>Ability to develop and oversee an evidence based multi-agency workforce development/training strategy.</i></p> <p><i>Able to actively consider new and innovative ways of doing things recognising and promoting the positive benefit of change to improve services and achieve goals.</i></p> <p><i>To engage as appropriate with national and local research opportunities, i.e. ADASS, Universities, RIPFA, etc</i></p>	<b>E</b>	
Proven ability to identify and diagnose problems/issues and develop solutions/recommendations.		<b>E</b>	
Good planning and organisational skills, with proven ability to prioritise and co-ordinate workloads, monitor and evaluate work, to ensure deadlines are achieved.	<i>Ability to prioritise and co-ordinate workloads, monitor and evaluate work, to ensure standards, outcomes and deadlines are achieved.</i>	<b>E</b>	
Good literacy and report writing skills.	<p><i>Development of learning materials/ resources in a variety of formats and delivering training to a multi-agency audience.</i></p> <p><i>To commission, organise and oversee multi-agency Safeguarding Conferences</i></p>	<b>E</b>	
Good numeracy and analytical skills. Accurate with good attention to detail.	<p><i>Proven ability to interpret, collate and report on performance indicators and outcome measures.</i></p> <p><i>Previous experience in the implementation of effective monitoring and reporting mechanisms that provide the necessary levels of quality assurance.</i></p>	<b>E</b>	
Experience of financial processing and / or budget monitoring.	<i>Evidence of sufficient skill to ensure appropriate monitoring income and resources.</i>	<b>E</b>	
Experience of monitoring and evaluating contract compliance / performance.	<p><i>Previous experience of monitoring and managing the performance of internal and external stakeholders. Able to report progress against performance objectives and recommend any remedial actions to senior managers on a regular basis, highlighting and explaining the reasons behind any issues.</i></p> <p><i>Able to identify and appropriately challenge, and where necessary escalate, non-engagement of agencies which may impact upon the delivery of agreed Board objectives</i></p>	<b>E</b>	

## JOB SUMMARY

	<p><i>Able to create, maintain and utilise straight forward databases. Maintain a central database of attendance at IOWSAB commissioned training in conjunction with the Directorate training and staff development team, in order to analyse this data and promote cross-agency representation.</i></p> <p><i>Knowledge of how to develop effective visualisations and an understanding of how to manage data. Able to ensure that mechanisms to populate the Boards Performance Dashboard are in place and functioning and to ensure that the board is provided with an appropriate report on performance</i></p> <p><i>Ensuring that the Board has a Quality Assurance Framework in place and functioning, and to ensure that the board is provided with an appropriate overall report on performance and practice improvements</i></p>		
Experience of managing projects.	<i>Able to demonstrate the ability to working with key stakeholders throughout projects to successfully deliver objectives</i>	<b>E</b>	
<b>Qualifications</b>			
<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
Educated to degree level or equivalent standard.	<i>Degree in a relevant subject such as business or social care or able to demonstrate equivalent and substantial professional experience</i>	<b>E</b>	
Relevant professional qualification - or working towards this.	<i>Ensure that own professional practice and knowledge base is up to date and ensure commitment to professional development.</i>		<b>D</b>
May require relevant certifications including evidence of fluency in English language.		<b>E</b>	
<b>Other Requirements</b>			