

Hertfordshire County Council

Job Outline



JOB TITLE: Hertfordshire Safeguarding Children Partnership and Hertfordshire Safeguarding Adult Board Manager

GRADE: M5

REPORTS TO: Head of Service for Quality Assurance and Practice

TEAM: Hertfordshire Safeguarding Children Partnership and Hertfordshire Safeguarding Adult Board Business Unit

DEPARTMENT: Children's Services

Purpose of the Job

To take lead responsibility for ensuring the effectiveness of inter-agency working in relation to services for safeguarding children and adults and in particular to ensure that the Hertfordshire Safeguarding Children Partnership (HSCP) and Hertfordshire Safeguarding Adult Board (HSAB) is an effective body for promoting excellence in multi-agency safeguarding services.

Main Areas of Responsibility

independent chair of the HSAB, the Director of Children's Services, Director of Adult Care Services, Directors of Quality and Nursing from the Clinical Commissioning Groups and Assistant Chief Constable from Hertfordshire Constabulary and senior managers in all agencies who are members of HSCP and HSAB to ensure the smooth running of the board, its sub groups and working groups.

To manage and monitor the HSCP and HSAB budget in order to ensure that the boards have the necessary resources required to operate effectively and that there is inter-agency agreement as to their use.

On behalf of HSCP and HSAB, oversee the annual business plan and its implementation by the Board, its sub groups and member agencies in order to ensure that all HSCP/HSAB members contribute to a continuing improvement of work to safeguard children and adults and that that sub groups are fit for purpose in delivering their responsibilities under the HSCP/HSAB business plan.

To oversee the HSCP and HSAB communications strategy, including publicity campaigns, local media publicity and public information leaflets in order to promote a better understanding of safeguarding among professionals and the wider community in Hertfordshire.

To provide expert advice on Working Together, Care Act and other national guidance as well as all matters of local policy and practice to members of the Board and its sub groups in order to ensure that there is a good understanding of safeguarding issues and developments and to ensure that the Board can carry out its work to a high standard.

To manage the staff currently employed by Business Unit and to manage other staff that may be funded by the Partnership or Board in future in order to ensure that they implement all aspects of their job plans.

To coordinate HSCP and HSAB responses to government consultations, provide briefings on new legislation and guidance, draft letters on behalf of the Board, and make HSCP representations to government as necessary.

In conjunction with the chair of HSCP and HSAB and managers in HSCP/HSAB member agencies, develop and implement a performance management strategy for safeguarding in Hertfordshire, which includes co-ordination of audits of agencies' safeguarding work under section 11 of the Children Act, and contributing to JTAI inspections.

To manage on behalf of HSCP and HSAB the complaints and child death overview processes (for HSCP with the Clinical Commissioning Groups) and the carrying out of case reviews in relevant cases in order to ensure that all aspects of the processes comply fully with government guidance and that learning from SCR/SARs is incorporated into training, policy and practice.

The duties and responsibilities listed above describe the post as it is at present. The postholder is expected to accept any reasonable alterations that may from time to time be necessary.

Equality and Diversity

Hertfordshire County Council is determined to take action to ensure that our belief in diversity and equality of opportunity is integral to everything we do. It will inform every area of activity; from the way we provide services to the way we employ our staff. It is a central responsibility of all councillors, managers, staff and partners. The council's equality policy 'Putting People First' is available on hertfordshire.gov.uk, on the internal intranet or from your line manager.

Health and Safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Additional Information: Code of Practice on the English Language Requirements for Public Sector Workers

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format.

Person Specification

Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.

You will be expected to address each point separately and in the order listed.

If you do not complete a full supporting statement in the requested format, your application may be rejected.

- Degree or significant management experience in a role where safeguarding children or adults is a responsibility.
- Professional qualification (and registration with any relevant professional body) or have held a senior position in social care, medicine, nursing, education or policing.
- Relevant experience in safeguarding children, in strategic planning and service development, and in service development and project management in a multi-agency environment.
- Experience and skills in partnership working in children's or adult services provided by the public, private, voluntary and community sectors.
- Familiar with current research and government regulation and guidance on effective safeguarding practice and promoting the welfare of children and adults as it applies to the work of the HSCP, HSAB, the Local Authority and to partner agencies.
- Capable of giving or sourcing advice and decisions on complex cases and on aspects of policy in relation to the duties of HSCP and HSAB
- Good working knowledge of child protection and safeguarding work, including the skills and training required by child protection workers in all relevant professions and of managers at all levels.
- Excellent communication both verbally and in writing to engage stakeholders from a wide variety of roles and agencies. The ability and credibility to present complex issues in relation to safeguarding effectively to a variety of audiences acting as a source of professional expertise and guidance.
- Ability to assimilate, analyse and present complex data on outcomes for children and the performance of a diverse group of agencies in relation to safeguarding.
- Good knowledge of performance management systems and the ability to relate this to the wider framework of accountability within which the HSCP and HSAB operates.
- You will have a sound knowledge and understanding of the statutory framework within which the LSCB and SAB operates.
- Experience of building teams and leading staff to achieve results, including supporting development and achievement of the team's personal, professional and organisational goals

- Experience of working with partner organisations, including balancing the requirements of multiple stakeholders across organisations.
- Ability to translate and communicate strategic business objectives into focussed projects and deliverables within a multi-agency environment and how you have monitored and progress chased their implementation.
- Ability to demonstrate the provision of advice and make decisions on complex cases and aspects of policy in relation to child protection, to promote the welfare of children or safeguarding adults.