

Job Description



Job Title: Safeguarding Adult Board Manager	Service Area: Quality Assurance, Safeguarding and Workforce Development	
Directorate: Adults and Health	Post Number:	Evaluation Number: 6838
Grade: P07	Date last updated: December 2023	

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Overall Purpose of Job

To provide effective leadership, scrutiny and governance across statutory partners, key partners, residents and organisations, to enable Newham Safeguarding Adults Board (NSAB) to meet its statutory duties and responsibilities and achieve its strategic objectives.

Job Context

1. The post holder reports to the Director of Quality Assurance, Safeguarding and Workforce Development
2. The post holder has line management responsibility for up to 4 staff
3. The post holder has no overall budget responsibility but will manage the NSAB Budget and report to Director of Quality Assurance, Safeguarding and Workforce Development in relation to NSAB's budget
4. The post holder will be required to work some evenings, weekends and occasional public holidays in order to meet service requirements and in order to ensure

appropriate representation of the Council with residents, the Mayor and elected members, and external bodies

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

1. Will work closely and take direction from the Independent Chair of NSAB, coordinating and carrying out activity to ensure NSAB meets its statutory duties, responsibilities and strategic objectives
2. Will discuss required actions and take advice from the NSAB Advanced Practitioner in order to coordinate required practice related activity, allocating activity to the NSAB Advanced Practitioner as required
3. Responsible for the development of an evidence based NSAB Strategic Plan, leading on the governance of this to ensure NSAB meets its statutory duties and agreed strategic objectives to a high standard
4. Responsible for the development of SMART action plans for NSAB's sub groups and work streams, monitoring the progress of these, providing scrutiny and governance of the work carried out and ensuring that all agencies involved make an appropriate contribution
5. Responsible for the drafting and publication of NSAB's Annual Report, ensuring it is shared/presented timely at the required strategic forums/boards
6. Responsible for developing and progressing NSAB's multi agency audit and case review annual plan, ensuring learning is embedded and underpins practice, policy and procedure development
7. Responsible for the development and monitoring of an outcome focused multi agency Safeguarding Adults performance framework, using this information to underpin NSAB activity
8. Responsible for arranging NSAB and NSAB Executive meetings, agendas and minutes and ensuring the forward plans are up to date and relevant
9. Lead on the development of systems and processes to provide NSAB with reassurance that local partners meet their statutory duties and responsibilities

related to Safeguarding Adults and have effective practices, policies and procedures in place to optimise the safety, wellbeing and quality of life of residents and prevent abuse, neglect or self-neglect occurring, and ensure a timely, coordinated and proportionate response when there is a risk of, or, abuse, neglect or self-neglect is occurring

10. Champion and act in accordance with the principles of Making Safeguarding Personal and the 6 key principles of Safeguarding Adults
11. Provide support and constructive challenge, holding partner agencies to account for their safeguarding activity as required and escalating any risks to the Independent Chair of the Safeguarding Adults Board as required
12. Lead on and take a proactive approach to community engagement and co-production, being responsible for developing and implementing a communication and awareness raising strategy, including – Safeguarding Awareness Week, NSAB newsletter, website development, awareness campaigns and publications, events and dissemination of information as required
13. Keep up to date with and promote good practice from national and local experience, learning from Safeguarding Adult Reviews, Children's Partnership Reviews, Domestic Homicide Reviews, LeDeR, research and case law
14. Responsible for ensuring NSAB member key principles are up to date and are adhered to
15. Responsible for ensuring NSAB's information sharing agreement is effective and legally compliant
16. Responsible for monitoring NSAB member's safeguarding adults training to ensure it is robust and effective, taking action to address any issues as required
17. Support with the preparation for the NSAB Safeguarding Adults Review (SAR) Panel and lead on the commissioning of SARs and/or any other SAR related activity as agreed at the SAR panel, ensuring SAR actions and recommendations are disseminated and underpin required developments across the partnership. Support the NSAB Independent Chair to publish SARs and with media strategies in line with London Borough of Newham's Protocol
18. Responsible for drafting briefings to NSAB members and partner agencies on new legislation, guidance, national initiatives, policies, procedures, research findings related to adult safeguarding

19. Contribute to the development of local and national policies and procedures related to Safeguarding Adults
20. To ensure that the work of NSAB is carried out promoting equality, challenging discrimination and respecting diversity for all
21. Responsible for effective management of NSAB's budget
22. Establish constructive links with regional and national groups to ensure NSAB's activities are aligned with national policy expectations and other developing practice
23. Responsible for arrangements to support a minimum of 3 local residents as members of the London Safeguarding Voices group
24. Actively engage and take account of activity related to the London SAB Business Managers network
25. Take account of London Safeguarding Adults Board activity
26. Ensure that effective links exist between the Safeguarding Adults Board and other Boards with related agendas including the Safeguarding Children's Partnership, the Community Safety Partnership and other local strategic partnerships as required
27. Demonstrate an understanding of the Council's Heart Values and ensure these standards are met in order to deliver the Council vision
28. Commitment to their ongoing professional development and positively engaging in supervision
29. Champion rights in the context of professional ethics and decision-making.
30. HR, Health and Safety and Data Protection policies, procedures and legislation is followed and resources including, equipment and systems are utilised optimally so there is a safe working environment and the wellbeing of staff is optimised

Personal Specification



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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
QUALIFICATIONS: Appropriate degree, professional qualification, or significant equivalent experience in a relevant social care or health related discipline Evidence of continuing professional development	Application Form
KNOWLEDGE: Have an excellent understanding of legislation, guidance, policies, procedures and best practice related	Application Form/Interview

<p>to safeguarding adults</p> <p>statutory duties of a Safeguarding Adults Board</p> <p>structures and functions of large organisations at a strategic level in the context of safeguarding adults</p> <p>the different frameworks organisations use to investigate Safeguarding Adult matters</p> <p>research methods and project management</p> <p>performance management and quality assurance systems both strategically and operationally</p> <p>key drivers and influences on public services and partners</p>	
<p>EXPERIENCE:</p> <p>leadership in a public, independent or voluntary sector organisation</p> <p>working in the context of safeguarding adults</p> <p>the operational context of safeguarding adults</p> <p>co-production with residents</p> <p>managing strategic and operational change</p> <p>collating and analysing information from a range of sources to form a</p>	<p>Application Form/Interview</p>

<p>judgement and provide recommendations</p> <p>monitoring and using performance data with particular regard to statutory collections and local performance indicators to underpin continual improvements</p> <p>writing and presenting policies, procedures and reports</p> <p>working effectively with senior managers, partner agencies, practitioners, residents, private/voluntary or community organisations/groups and providers</p> <p>support others using positive influence and coaching</p> <p>timely, effective and appropriate decision making in assessing risk, managing complex / high risk issues within a framework of policy and procedure, taking accountability for decisions made and escalating matters appropriately as required</p> <p>leading and developing multi-agency programmes, influencing and negotiating with partners</p>	
<p>SKILLS AND ABILITIES:</p> <p>sound problem-solving skills, and ability to quickly evaluate situations and initiate appropriate actions</p> <p>high level of research and analysis skills and an ability to identify and diagnose developing or current issues, develop solutions, present findings and use the information to</p>	<p>Application Form/Interview</p>

<p>drive improvement</p> <p>confidence, authority and objectivity to constructively challenge practice and policies, hold agencies accountable, and influence multi-agency activity for change and improvement</p> <p>excellent ICT skills including the ability to learn and use service specific software</p> <p>be able to work autonomously, have excellent time management skills to manage a complex workload, prioritise and set deadlines and cope with conflicting and changing demands</p> <p>identify issues and areas of risk, knowing when to escalate and being able to lead others to effective resolution and decisions</p> <p>ability to develop effective relationships, motivate and engage others, and organise, coordinate and follow through on key decisions, managing competing or different views and positively challenging others to achieve the desired outcome</p> <p>ability to communicate effectively with staff at all levels within the organisation the wider partnership and with residents, organisations and groups across Newham</p> <p>ability to produce written report, policies and procedures to a high standard</p> <p>ability to develop and implement performance management processes/systems and analyse data</p>	
<p>PERSONAL STYLE AND BEHAVIOUR:</p> <p>Recognises and values the</p>	<p>Application Form/Interview</p>

<p>contribution of others, motivates others and provides strong leadership and management, fostering a culture that encourages constructive, open feedback and innovative thinking, dignity and respect</p> <p>Works in accordance with Newham's Heart Values Honesty, Equality, Ambition, Respect, Together</p> <p>Sees diversity in their team and the community as positive and demonstrates a pro-active approach to promoting equality of opportunity</p> <p>Leads by example and sets a positive example for others to follow; is enthusiastic, approachable and motivational</p> <p>Treats people as individuals in a respectful and friendly manner</p>	
<p>OTHER SPECIAL REQUIREMENTS:</p> <p>This post is subject to an enhanced CRB check.</p> <p>The Local Government & Housing Act 1989 imposes restrictions on political activities for certain categories of local government employees. This post may be considered politically restricted in accordance with the provisions of the above Act. Should this be the case you will be notified and your contract of employment amended</p> <p>This post is exempt from The Rehabilitation of Offenders Act (1974).</p>	<p>Satisfactory clearance at conditional offer stage</p> <p>Application Form</p>