


| Job Description | | |  Nottinghamshire County Council |
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| Title: Safeguarding Board Officer – Safeguarding Adults | Department: Adult Social Care, Health Public Protection | Post Ref Add Ref | |
| Job Purpose To provide effective governance and administrative support in relation to the Nottinghamshire Safeguarding Adults Board and a broad range of support functions to enable the Independent Chair, board members and sub group members to perform their roles effectively. | | | |
| Key Responsibilities | | Key Accountabilities | |
| <ol style="list-style-type: none">1. To provide appropriate governance and administrative support for the Nottinghamshire Safeguarding Adults Board (NSAB), associated sub groups and other relevant meetings where required.2. To provide advice and guidance to the Independent Chair, board members and sub group members on the interpretation and application of the Board’s legal duties and its associated procedures and protocols.3. To provide a comprehensive service to the Independent Chair including the provision of ICT support, and the administration of fees enable the Chair to effectively carry out their role.4. To assist the Independent Chair, board and sub group members in complying with regulations and rules including data protection, Freedom of Information and DBS checks.5. To undertake financial activities within the Safeguarding Adults Strategic Team including payments, monitoring budgets and raising invoices.6. To provide support, assistance and cover for the Board Manager.7. To contribute and support the implementation of the Board’s strategic Plan and associated action plans.8. To provide day to day supervision of the Business Support officers within the Safeguarding Adults Strategic Team including work allocation.9. To provide support and assistance to specific projects relating to safeguarding adults across the Board, county council and partner | | <ol style="list-style-type: none">1. Accountable to the Nottinghamshire Safeguarding Adults Board Manager.2. Accountable for ensuring relevant governance and administrative arrangements for the Nottinghamshire Safeguarding Adults Board and associated sub groups are met.3. To support the reputation of the Authority as a competent organisation by creating and maintaining a transparent work practices.4. Accountable for ensuring that the independent chair, board members and sub group members are provided with relevant advice and guidance relating to the Board’s legal duties under the Care Act (2014).5. To ensure adherence to national frameworks, legislation, policy and procedure in the management of the NSAB business.6. To participate in the development of appropriate standards and governance arrangements for the Board. | |

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| <p>agencies.</p> <p>10. To prepare reports for the Board, sub groups and partner agency governance meetings as necessary.</p> <p>11. To organise and service meetings relevant to the role, including the provision of minutes.</p> <p>12. To work with other members of the Safeguarding Adults Strategic Team to ensure effective service delivery to the Board, County Council and partner agencies.</p> <p>13. The post holder will perform any duty or task that is appropriate for the role described.</p> | <p>7. To contribute to the development of systems to ensure the effective monitoring of performance against planned targets / objectives.</p> <p>8. To ensure effective links with local organisations, statutory agencies, service users and carers.</p> <p>9. To promote the work of the NSAB and ensure the availability and provision of publicity and information.</p> <p>10. To keep the Chair and members of the Board well informed at all times of any key issues or developments.</p> <p>11. To service, minute, prepare reports for and attend Board and sub group meetings.</p> |
| <p>The post holder will perform any duty or task that is appropriate for the role described</p> | |

Person Specification

Education and Knowledge

1. Evidence of continuous professional development relevant to the role.
2. Knowledge and understanding of the main issues affecting the service area including:
 - Legislation
 - National policies
 - Strategic issues in relation to safeguarding adults
 - Working collaboratively across a range of organisations
3. Knowledge of the principles and practice of:
 - Effective people management
 - Effective customer service
 - Servicing meetings effectively

Personal skills and general competencies

8. Puts into practice the Council's commitment to excellent customer care.
9. Works efficiently and effectively and actively looks for ways of improving services and outcomes for customers.
10. Works well with colleagues but also able to work on their own initiative.
11. Shares the Council's commitment to providing a safe environment for all staff and also treating all with respect and consideration.

Experience

4. Experience of working collaboratively across a range of organisations.
5. Experience of building effective working relationships.
6. Minimum one year's experience of supporting the facilitation of effective meetings.

Role Dimensions

12. A countywide post with responsibility for ensuring governance and administrative arrangements for the Nottinghamshire Safeguarding Adults Board and associated sub groups.
13. Excellent organisational and time management skills.
14. Ability to determine priorities and complete tasks within deadlines.
15. Ability to communicate effectively both orally and in writing and to convey information accurately, clearly and simply.
16. Ability to create and maintain effective relationships with colleagues, NSAB board and sub group members and to work as part of a team
17. Ability to work under pressure in a rapidly changing environment
18. Excellent minuting and report writing skills.
19. Strong interpersonal skills to gain the agreement and acceptance of others, including colleagues, senior managers and customers.