



Title Safeguarding Adults Commissioning Manager Safeguarding Adults Strategic Team	Department Adult Social Care, Health and Public Protection	Post Ref.
Job Purpose To support the county council by embedding the safeguarding adults element of the Care Act into practice across adult social care and health (ASCH), and by developing effective mechanisms to ensure the continued improvement of safeguarding governance arrangements in ASCH. To undertake a range of duties allied to service improvement, support and learning opportunities which result in robust safeguarding arrangements and practice across the department.		
Key Responsibilities <ol style="list-style-type: none">1. To lead the design, planning, commissioning and implementation of changes to systems, processes and practices in relation to adult safeguarding.2. To identify opportunities for improvements in services provided by the Local Authority to support implementation and evaluation of formally agreed change.3. To develop staff within the adult social care and health, individually and collectively, to meet specific role competencies in relation to adult safeguarding, through commissioning of, participation in, and contribution to, formal and informal staff development opportunities.4. To develop robust and resilient systems that enable the required cultural shift in practice to be developed and evidenced across the adult social care and health.5. To manage resources and to participate in business planning, performance review, and process reviews geared to contribute to the adult social care strategy and ensure the efficient and cost effective use of resources.6. To promote and advise on effective, evidence based safeguarding		Key Accountabilities <ol style="list-style-type: none">1. Accountable to the Nottinghamshire Safeguarding Adults Board Manager.2. Support the delivery of the adult social care strategy in relation to adult safeguarding.3. Specified service targets within agreed resources.4. Develop learning opportunities for staff across the county council in relation to adult safeguarding.5. To commission services, where appropriate, on behalf of the county council.6. To contribute to the development of systems to ensure the effective monitoring of performance against planned targets / objectives.7. To support staff across the county council in changing practices in line with the Care Act.8. To chair, prepare reports for and attend relevant

<p>practice, keeping up to date with research developments and ensuring social workers and their managers are able to use research effectively.</p> <ol style="list-style-type: none"> 7. To evaluate, analyse and organise management information and participate in decision making and problem solving processes. To ensure confidentiality of information in respect of records maintained and tasks undertaken within County Council Policy and as stipulated by the Corporate Information Security Strategy, the Data Protection Act and other legislation. 8. To develop and embed sustainable processes for evaluating practice, competence and evidence of continuous improvement across the safeguarding workforce through audit and other mechanisms. 9. To provide support and assistance to specific projects relating to safeguarding adults across the county council. 11. To prepare reports for senior leadership, committees and governance groups as required.. 12. To work with other members of the Safeguarding Adults Strategic Team to ensure effective service delivery to the Board and county council. 13. To act responsibly as a member of staff in order to establish the trust, confidence and support of managers and employees, maintain effective working relationships and thereby contribute to a working environment which is safe, considerate and supportive to all. 14. The post holder will perform any duty or task that is appropriate for the role described. 15. To deputise for the NSAB Manager and Group Manager, Safeguarding and Access where required. 	<p>groups and meetings as required.</p> <ol style="list-style-type: none"> 9. Accountable for all performance and budget related information as part of contract management, quality review and achieving value for money 10. Alert the Line Manager of issues that could affect performance. 11. Implementation of health and safety policies and that of other persons and premises affected by your work or for which you are responsible
<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
2. Degree level (or equivalent)
3. Significant knowledge and understanding of the main issues affecting the service area including:
 - Legislation
 - National policies
 - Strategic issues in relation to safeguarding adults
 - Partnership working
 - Practice
4. Knowledge of the principles and practice of:
 - Effective people management
 - Excellent customer service
 - Appropriate risk management
 - Budget management (if appropriate)
 - Risk management

Experience

10. Substantial experience in a practice and/or similar role in safeguarding adults.
11. Experience of effective working with a range of organisations, service users and senior managers
12. Experience of service development and innovation and delivering change within large and complex organisations.
13. Experience of leading changes in a service delivery environment.

Personal skills and general competencies

5. Sets an excellent example of customer care for other staff
6. Anticipates customer needs to provide excellent service continually striving to improve efficiency and effectiveness
7. Sets challenging targets for performance for the team as well as delivering a high degree of personal effectiveness
8. Ensures the Council's policies for fairness and respect are delivered including setting high personal standards
9. Takes an active role in managing risk, health and safety, safer working and safeguarding issues

Role Dimensions

14. A countywide post with responsibility for embedding changes in practice required in relation to the adult safeguarding element of the

Care Act on behalf of the county council

15. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers.
16. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available.
17. Ability to meet agreed objectives and delivery targets by the effective use of resources.
18. Ability to analyse and interpret legislation and national policies that relate to the work of the division and be able to draw reliable conclusions and recommendations from the information presented.
19. Ability to interrogate, understand and translate complex data to highlight risk and enable robust risk management, including the development IT solutions which can highlight potential risks.
20. Ability to communicate complex information and translate it in a meaningful manner to a broad audience, orally and in writing.
21. Ability to review and evaluate policies and procedure and their implementation in practice through case file audits and service reviews.
22. Good project management and review skills.
23. Good interpersonal skills and an ability to work effectively as a member of a team.

Date