

<b>Job Description</b>		
<b>Title:</b> Nottinghamshire Safeguarding Adults Board Manager	<b>Department:</b> Adult Social Care, Health Public Protection	<b>Post Ref</b> Add Ref
<b>Job Purpose</b> To lead the business management of the Nottinghamshire Safeguarding Adults Board (NSAB), to enable the Board to fulfil its duties and functions.		
<b>Key Responsibilities</b> <ol style="list-style-type: none"> <li>1. To manage the day to day business and operations of NSAB.</li> <li>2. To manage and monitor the NSAB budget.</li> <li>3. To evaluate, report and recommend improvements in connection with the delivery of NSAB business.</li> <li>4. To evaluate and respond effectively to inspections, complaints, investigations and enquires.</li> <li>5. To provide reports to the Board, Members and senior officers of the Department and Authority as required.</li> <li>6. To coordinate a NSAB response in cases containing particularly important legal, political, social or organisation implications.</li> <li>7. To maintain an up to date knowledge and awareness of policy, procedures, practice and legislation relating to safeguarding and promoting the welfare of vulnerable adults and to keep others informed.</li> <li>8. To coordinate the NSAB's responsibilities in relation to the safeguarding adult reviews, process and undertake the key role</li> </ol>		<b>Key Accountabilities</b> <ol style="list-style-type: none"> <li>1. Accountable to the multi-agency Nottinghamshire Safeguarding Adults Board.</li> <li>2. The delivery of the NSAB business plan across the partnership.</li> <li>3. Specified service targets within agreed resources.</li> <li>4. Effective management and development of an identified budget.</li> <li>5. To negotiate, specify and purchase service, where appropriate, on behalf on the NSAB.</li> <li>6. To be responsible for buildings and equipment issues within the post holder's control.</li> <li>7. To ensure adherence to national frameworks, legislation, policy and procedure in the management of the NSAB business.</li> <li>8. To participate in the development of appropriate standards and governance arrangements for the</li> </ol>

<p>in producing reviews when required.</p> <ol style="list-style-type: none"> <li>9. To take lead responsibility for the development of the NSAB business plan and related processes.</li> <li>10. To identify priorities for the overall development and improvement of services across partner agencies in relation to the safeguarding vulnerable adults.</li> <li>11. To be responsible for the development and production of interagency safeguarding adults procedures, ensuring their regular review to ensure they reflect all current legislation or national guidance.</li> <li>12. To provide specialist advice on all matters of policy and practice relating to the safeguarding of vulnerable adults to the NSAB and its partner organisations.</li> <li>13. To manage staff with board responsibilities</li> </ol>	<p>Board.</p> <ol style="list-style-type: none"> <li>9. To contribute to the development of systems to ensure the effective monitoring of performance against planned targets / objectives.</li> <li>10. To ensure effective links with local organisations, statutory agencies, service users and carers.</li> <li>11. To ensure effective participation by the community, (including service users), in the business of the Board.</li> <li>12. To promote the work of the NSAB and ensure the availability and provision of publicity and information.</li> <li>13. To keep the Chair and members of the Board well informed at all times of any key issues or developments.</li> <li>14. To service, prepare reports for and attend Board and sub group meetings.</li> <li>15. To chair working groups and other formalised meetings.</li> <li>16. To play a key role in monitoring and ensuring effective implementation of the NSAB business plan by the Board, its sub groups and partner agencies.</li> </ol>
<p><b>The post holder will perform any duty or task that is appropriate for the role described</b></p>	

***Person Specification***

***Education and Knowledge***

1. Evidence of continuous professional development.
2. Knowledge and understanding of the main issues affecting the service area including:
  - Legislation
  - National policies
  - Strategic issues in relation to safeguarding adults
  - Partnership working.
3. Knowledge of the principles and practice of:
  - Effective people management
  - Excellent customer service,
  - Appropriate risk management
  - Budget management
4. Professional or management qualification in related field or equivalent

***Experience***

10. Minimum 5 years post qualifying experience, including at least two years managerial/strategic experience in Safeguarding Adults or equivalent

***Leadership and Management Skills***

5. Able to drive the Board towards key outcomes, able to provide a positive example by working efficiently, thinking about and taking action to anticipate opportunities and deal with emerging issues.
6. Able to empower staff and colleagues to develop ideas for increasing efficiency, managing the board to be ambitious but realistic in achieving the highest possible performance levels.
7. Able to identify issues that could impact on service delivery and develop a number of options to mitigate these issues.
8. Ability to analyse complex material, including legislation, and the skills to translate this into policy, procedures, standards and service developments
9. Ability to operate strategically and contribute to corporate objectives



***Role Dimensions***

11. Monitoring and ensuring effective implementation of the NSAB business plan.
12. Supporting the associated sub groups and work of partner agencies
13. Responsible for multi agency budget