

<b>Title</b> <b>Safeguarding Adults Development Officer</b> <b>Safeguarding Adults strategic Team</b>	<b>Department</b> <b>Adult Social Care, Health and Public Protection</b>	<b>Post Ref.</b>
<b>Job Purpose</b>  To support the County Council’s Safeguarding Adults Strategic Team and Nottinghamshire Safeguarding Adults Board in ensuring that their programme of work is delivered to the required standard of quality and within the specified constraints of time and cost.  To undertake a range of duties allied to service improvement, including development of policy, procedure and guidance, commissioning and delivery of learning opportunities, analysing and interpreting data and contributing to project initiatives relating to service reviews and business planning.		
<b>Key Responsibilities</b>  1. To design, plan, commission and implement changes to systems, processes and practices in relation to adult safeguarding.  2. To identify opportunities for improvements in services provided by the County Council and NSAB’s partner agencies and to support implementation and evaluation of formally agreed change.  3. To develop staff across Nottinghamshire, individually and collectively, to meet specific role competencies in relation to adult safeguarding, through commissioning of, participation in, and delivery of, formal and informal staff development opportunities  4. To manage resources and to participate in business planning, performance review, and process reviews geared to contribute to the Board’s strategic plan and ensure the efficient and cost effective use of resources.  5. 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.  6. To analyse national legislation, statutory guidance and service developments in		<b>Key Accountabilities</b>  1. Accountable to the Nottinghamshire Safeguarding Adults Board Manager.  2. Support the delivery of the annual NSAB strategic plan across the partnership.  3. Specified service targets within agreed resources.  4. Develop learning opportunities for staff across Nottinghamshire in relation to adult safeguarding.  5. To commission services, where appropriate, on behalf of the NSAB.  6. To ensure adherence to national frameworks, legislation, policy and procedure in the management of the NSAB business.  7. To contribute to the development of

<p>relation to safeguarding and to reflect these in local policies, procedures, learning opportunities and evaluation of practice.</p> <ol style="list-style-type: none"> <li>7. To develop processes for evaluating practice, competence and evidence of continues improvement across the safeguarding workforce through audit and other mechanisms.</li> <li>8. To provide support and assistance to specific projects relating to safeguarding adults across the Board, County Council and partner agencies.</li> <li>9. To prepare reports for the Board, sub groups and partner agency governance meetings as necessary.</li> <li>10. To work with other members of the Safeguarding Adults Strategic Team to ensure effective service delivery to the Board, County Council and partner agencies.</li> <li>11. 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.</li> <li>12. The post holder will perform any duty or task that is appropriate for the role described.</li> <li>13. Deputise for the Board Manager where required.</li> </ol>	<p>systems to ensure the effective monitoring of performance against planned targets / objectives.</p> <ol style="list-style-type: none"> <li>8. To ensure effective links with local organisations, statutory agencies, service users and carers.</li> <li>9. To promote the work of the NSAB and ensure the availability and provision of publicity and information.</li> <li>10. To prepare reports for and attend relevant Board and sub groups.</li> <li>11. Alert the Line Manager of issues that could affect performance.</li> <li>12. Implementation of health and safety policies and that of other persons and premises affected by your work or for which you are responsible</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. Degree level (or equivalent)
3. Knowledge and understanding of the main issues affecting the service area including:
  - Legislation
  - National policies
  - Strategic issues in relation to safeguarding adults
  - Partnership working.
4. Knowledge of the principles and practice of:
  - Effective people management
  - Excellent customer service
  - Appropriate risk management
  - Budget management (if appropriate)

**Experience**

10. Experience of effective working with a range of organisations, service users and senior managers
11. Experience of service development and innovation and delivering change within large and complex organisations.
12. Experience of commissioning, design and delivery of learning opportunities and training packages.

**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**

13. A countywide post with responsibility for developing policy, processes, systems and learning opportunities in relation to adult safeguarding on behalf of the Nottinghamshire Safeguarding Adults Board and its partner members.
14. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers.
15. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available.

16. Ability to meet agreed objectives and delivery targets by the effective use of resources.
17. 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.
18. Ability to communicate complex information and translate it in a meaningful manner to a broad audience, orally and in writing.
19. Ability to review and evaluate policies and procedure and their implementation in practice through case file audits and service reviews.
20. Good project management and review skills.
21. Good interpersonal skills and an ability to work effectively as a member of a team.

Date