

Directorate:	Adult Social Care and Health
Unit/Section:	Older Persons & Physical Disability (OPPD)
Grade:	KR11
Responsible to:	Safeguarding Team Manager

Purpose of the Job

Provide supervision, direction and guidance to Safeguarding Officers and Assistants within the Safeguarding team, including the Central Referral Unit in OPPD. Provide professional expertise, skills and advice to enable the provision of an effective, safe, high quality service that meets existing and new KCC and multi-agency policies, procedures and practices.

Lead and oversee safeguarding activity for the team, providing oversight, guidance and advice on all safeguarding activity within the team. Be individually accountable in the role of Designated Senior Officer and/or Inquiry Officer in accordance with the Kent & Medway policies and procedures. Manage the progression of Safeguarding enquiries, which include a significant proportion of highly complex cases which require a high level of specialist expertise. Ensure that proportionate assessment and investigation is undertaken to identify safeguarding action required for adults, and ensure an appropriate and effective level of resource allocation is made to help people be safeguarded.

Main duties and responsibilities:

1. Oversee and/or carry out proportionate and holistic enquiries and assessments, working with the person and specialist professionals as necessary, to identify levels of need and outcomes required which will inform the appropriate level of response to help the person be safeguarded, optimise their independence and meet their support needs.
2. Lead and oversee the progression of complex and difficult safeguarding concerns and enquiries involving assessment, planning, implementation and evaluation of appropriate action to ensure resources are utilised effectively to safeguard and promote the welfare of adults, their families and other members of the community.
3. Maintain clear and systematic oversight of safeguarding enquiry activity within the team with a responsibility for leading best practice workshops/disseminating policy or legislative updates. Providing professional advice, guidance and expertise [e.g. via individual and group supervision, attendance at case conferences or court and reviews, practice audits] to staff in the team, other internal colleagues and professionals from partner agencies.
4. Participate in the team's duty system as required, triaging new referrals to ensure that risk is assessed and evaluated in a timely manner in accordance with the OPPD safeguarding policy and protocols.
5. Support the Team Manager to ensure the delivery of a timely, efficient and good standard of service. Supervise the individual performance of staff to work towards the timely resolution and

closure of safeguarding enquiries in line with agreed timescales and the safeguarding performance framework.

6. Chair formal Adult Protection meetings including Case Conferences, as directed by the Team Manager and/or Service Manager. Ensure meetings are conducted and recorded in accordance with KCC and joint policy guidance.
7. Ensure that the relevant parties are involved at all stages of the Adult Protection enquiry. Include the promotion of advocacy support and a person-centred approach to individuals subject to safeguarding concerns (Making Safeguarding Personal - MSP).
8. Monitor and evaluate the performance of staff in accordance with agreed procedures and criteria set out in the Safeguarding Competency Assessment Framework. Maintain high practice standards and enable the continued development of professional skills and expertise within the team and across the wider OPPD function that meet service needs; evidencing that key statutory and policy requirements (e.g. Care Act 2014, MSP, Mental Capacity Act) are being met.
9. Support senior managers in complaint investigations sign off procedures and deputising when required.
10. Identify and process 'quality of care' issues and act to ensure that these are addressed through the appropriate pathway.
11. Develop and maintain effective working relationships with teams within the OPPD pathway, DCLDMH colleagues, health professionals, private providers, voluntary sector, local referral management services and the Central Referral Unit (Safeguarding); to ensure the safe and smooth transition of clients through the whole system and that Directorate and client requirements are met and consistently delivered.
12. Contribute to the development of new initiatives through representation on working groups or multi-agency forums, training courses etc. and act as a lead for identified pieces of work that will shape current and new ways of working, ensuring appropriate team attendance at multi-agency forums where required e.g. MAPPA; MARAC; Community Safety Unit meetings.
13. Support the Team Manager in recruitment and induction of new staff and in managing development of the teams' knowledge base and expertise as well as supporting the day to day management of the team to ensure services are delivered and meet standards as required. Provide professional supervision for students on practice placements with the team/division, planning a range of work experience to support.
14. Create and maintain accurate, up to date and reliable data, information and records in line with information governance framework requirements, standards and best practice to ensure compliance with legislation.
15. Support the senior managers in building resilience within the team, responding to emergency planning issues and ensuring there are business continuity arrangements in place at all times.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Kent County Council

Person Specification: *Senior Practitioner (Safeguarding)*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
Qualifications	<ul style="list-style-type: none">• Relevant degree or related professional qualification in Social Work• Up to date registration with appropriate professional body• Competent to work at the Experienced Practitioner level of the Social Care Capabilities Framework• Kent Manager or working towards
Experience	<ul style="list-style-type: none">• Significant diverse post qualification experience in Adult Services, Health related agencies or related private or voluntary organisation, of a magnitude that enables the post holder to have achieved the relevant level of the Competency Framework• Experience of carrying out safeguarding enquiries spanning a range of complexity• Supervision and development of registered and non-registered staff• Joint working with partner agencies
Knowledge	<ul style="list-style-type: none">• High level working knowledge of the relevant legislation and theories underpinning the provision of services to the relevant client group• High level working knowledge of directorate and corporate policies, procedures and practice• Expert understanding of relevant practice theories• Good understanding of joint working with partner agencies• Comprehensive working knowledge of adult safeguarding issues• Good working knowledge of financial procedures appropriate to the job• Good working knowledge of the Mental Capacity Act• Close familiarity with relevant recent research and governmental and corporate initiatives• Awareness of data protection and confidentiality issues• Awareness of legislation relating to Equal Opportunities and KCC equality and diversity policies, procedures and legislation
Skills & Abilities	<ul style="list-style-type: none">• Ability to contribute to and lead working groups and dissemination of information consistently across the Directorate• Able to assess effectively the performance and development needs of staff

	<ul style="list-style-type: none"> • Ability to act as a mentor and demonstrate teaching skills • Able to manage conflict and challenging situations and maintain a high level of personal resilience • Effective interpersonal and negotiation skills to communicate effectively with service users, colleagues and partner agencies • Ability to prioritise and to work effectively on own initiative as well as part of a team • Computer literate • Effective written skills for report and assessment writing • Able to contribute to research and development and monitor multi-agency functioning • Financial management • Ability and commitment to support the Directorate's Equality and Diversity Policy Statement which is an integral part of the Directorate's service delivery and relationship with the client to respect people as individuals regardless of age, ethnic origin, cultural values, disability, gender, sexual orientation or religion • Ability to travel across a wide geographical area in a timely and flexible manner to ensure the needs of the service are met, including evening and weekend working when required
Behaviours & Kent Values	<p>Kent Values:</p> <p>Open</p> <ul style="list-style-type: none"> • Value for money thinking • Innovative thinking • Risk managers • Managing expectations • Political awareness of unpopular decisions • Honesty/bravery • Solutions focused <p>Invite contribution and challenge</p> <ul style="list-style-type: none"> • Co-production • Collaborative • Competition • Working together • Information Sharer • Integrated thinkers <p>Accountable</p> <ul style="list-style-type: none"> • Professionalism • Seeking constant improvement • Quick response in relation to delivery • Acting as a commercial business • Innovator • Capacity builder • Creative • Resilient