

## Kent County Council

### Job Description: *Safeguarding Adults at Risk Co-ordinator*

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<b>Directorate:</b>	<b>Adult Social Care and Health</b>
<b>Unit/Section:</b>	<b>DCLDMH</b>
<b>Grade:</b>	<b>KR11</b>
<b>Responsible to:</b>	<b>Safeguarding Service Manager</b>

#### **Purpose of the Job**

Undertake the Designated Senior Officer role for managing adult safeguarding enquiries within the Lifespan 26+ teams. 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.

Promote good practice in safeguarding, recognising, and responding to adults believed to be experiencing or at risk of abuse or neglect, and who have or may have Care and Support needs. Lead and oversee safeguarding activity depending on the business need across the county within the Lifespan 26+ teams, as well as providing oversight, guidance, and advice on safeguarding activity.

#### **Main duties and responsibilities:**

1. Oversee and/or carry out proportionate and holistic enquiries and assessments in exceptional circumstances, 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 all 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. Support the Team Managers in the Client Support Service to triage new referrals to ensure that risk is assessed and evaluated in a timely manner in accordance with the 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 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. Establish, oversee and advise on the maintenance of effective tracking systems which provide necessary and accurate information about Adult Protection interventions and trends, ensuring that the relevant information is recorded on Mosaic. Produce reports to assist the Service Manager with directorate responses, in order to ensure that management decision making is based on accurate and up to date information.
9. In conjunction with the Service Manager, support audits and review to ensure continuous improvement of services. Highlight issues of practice, including and process concerning Adult protection which need to be improved within the Directorate. Monitor any resulting changes to ensure that the appropriate changes have been made.
10. Identify and process 'quality of care' issues and act to ensure that these are addressed with local providers and commissioning. Work closely with the Client Support Service team to ensure that post implementation plans are actioned.
11. Develop and maintain effective working relationships with teams within the LD pathway, DCLDMH /OPPD 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 Service 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.

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### Person Specification: *Safeguarding Adults at Risk Co-ordinator*

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

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

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Relevant Social Work degree</li> <li>• Up to date registration with appropriate professional body.</li> <li>• Competent to work at the Advanced level of the Social Care Capabilities Framework.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Experience of carrying out safeguarding enquiries spanning a range of complexity.</li> <li>• Supervision and development of staff.</li> <li>• Joint working with partner agencies.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• High level working knowledge of the relevant legislation and theories underpinning the provision of services to the relevant client group.</li> <li>• High level working knowledge of directorate and corporate policies, procedures and practice.</li> <li>• Expert understanding of relevant practice theories</li> <li>• Good understanding of joint working with partner agencies</li> <li>• Comprehensive working knowledge of adult safeguarding issues.</li> <li>• Good working knowledge of financial procedures appropriate to the job</li> <li>• Good working knowledge of the Mental Capacity Act.</li> <li>• Close familiarity with relevant recent research and governmental and corporate initiatives.</li> <li>• Awareness of data protection and confidentiality issues.</li> <li>• Awareness of legislation relating to Equal Opportunities and KCC equality and diversity policies, procedures and legislation.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Ability to contribute to and lead working groups and dissemination of information consistently across the Directorate.</li> <li>• Able to assess effectively the performance and development needs of staff.</li> <li>• Ability to act as a mentor and demonstrate teaching skills.</li> <li>• Able to manage conflict and challenging situations and maintain a high level of personal resilience.</li> <li>• Effective interpersonal and negotiation skills to communicate effectively with service users, colleagues and partner agencies.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to prioritise and to work effectively on own initiative as well as part of a team.</li> <li>• Computer literate.</li> <li>• Effective written skills for report and assessment writing.</li> <li>• Able to contribute to research and development and monitor multi-agency functioning.</li> <li>• Financial management</li> <li>• 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.</li> <li>• Ability to travel across a wide geographical area in a timely and flexible manner to ensure the needs of the service are met.</li> </ul>
<p><b>BEHAVIOURS AND KENT VALUES</b></p>	<p><b>Kent Values:</b></p> <p><b>Open</b></p> <ul style="list-style-type: none"> <li>• Value for money thinking</li> <li>• Innovative thinking</li> <li>• Risk managers</li> <li>• Managing expectations</li> <li>• Political awareness of unpopular decisions</li> <li>• Honesty/bravery</li> <li>• Solutions focussed.</li> </ul> <p><b>Invite contribution and challenge.</b></p> <ul style="list-style-type: none"> <li>• Co-production</li> <li>• Collaborative</li> <li>• Competition</li> <li>• Working together</li> <li>• Information Sharer</li> <li>• Integrated thinkers</li> </ul> <p><b>Accountable</b></p> <ul style="list-style-type: none"> <li>• Professionalism</li> <li>• Seeking constant improvement</li> <li>• Quick response in relation to delivery</li> <li>• Acting as a commercial business</li> <li>• Innovator</li> <li>• Capacity builder</li> <li>• Creative</li> <li>• Resilient</li> </ul>