

# Kent County Council

## Job Description: Kent and Medway Safeguarding Adults Board - Learning and Development Manager

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<b>Directorate:</b>	<b>Chief Executive's Department</b>
<b>Unit/Section:</b>	<b>Strategy, Policy, Relationships and Corporate Assurance</b>
<b>Grade:</b>	<b>KR11</b>
<b>Responsible to:</b>	<b>Kent and Medway Safeguarding Adults Board Manager</b>

### **Purpose of Job:**

The Kent and Medway Safeguarding Adults Board (KMSAB) is a statutory service which exists to make sure that all member agencies are working together to help keep Kent and Medway's adults safe from harm and protect their rights.

The role requires practice experience of statutory adult safeguarding and knowledge of training and quality assurance. The purpose of the job is to lead on the development and implementation of effective learning opportunities on behalf of the KMSAB. This will include designing and delivering multi-agency safeguarding training and measuring the positive impact of training on practice, to safeguard and promote the wellbeing of adults.

The Learning and Development Manager will achieve results by liaising effectively with multi-agency partners and working closely with other members of the Board Team and the Independent Chair of the Kent and Medway Safeguarding Adults Board

### **Main duties and responsibilities**

- To manage the delivery of the KMSAB training strategy in providing high quality, multi-agency safeguarding adults training, to ensure that practitioners are confident in the application of their adult safeguarding roles and responsibilities.
- To lead on the design and delivery of a multi-agency safeguarding adults core learning programme and additional conferences and workshops. Develop learning tools and resources to promote best practice.
- Complete regular training needs analysis across the partnership to establish how training is delivered. Work with multi-agency training leads and Learning and Development Working Group members to share good practice, respond to priority gaps identified and explore opportunities for specialist adult safeguarding joint learning.
- Work with the KMSAB working groups to identify and respond to multi-agency safeguarding adults training and development needs, including the development of a variety of learning resources to meet different learning styles.

- To ensure that the provision of training and development is reflective of lessons learned from national and local best practice, safeguarding adults reviews and other reviews, to improve outcomes for adults at risk of harm.
- To keep informed of relevant research, guidance and policy developments both locally and nationally, incorporating these in the delivery of high quality training, learning events and learning tools and a variety of materials (such as briefings and reference guides).
- Monitor and evaluate the impact of KMSAB learning opportunities and evidence its impact on practice across the partner agencies.
- Seek to continuously develop the way training provision is delivered, making the best use of relevant technology to maximise accessibility for the benefit of partner agencies.
- Work collaboratively as part of the Board team, providing advice and being the expert point of contact for adult safeguarding training and development, sharing knowledge and maintaining (their own) professional development to ensure knowledge remains relevant.
- Undertake line management responsibilities.

Footnote: This job description is provided to assist the job holder to know what their 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: Kent and Medway Safeguarding Adults Board - Learning and Development Manager

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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.

	<b>Criteria</b>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Degree and/or relevant professional qualification</li><li>• Evidence of continuous professional development</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Demonstrable experience of working in adult safeguarding</li><li>• Experience of designing and implementing learning courses and materials</li><li>• Demonstrable experience of working in a multi-agency environment and participating in multi-agency working groups and forums</li><li>• Experience of quality assurance and evaluating the impact of learning on practice</li><li>• Experience of managing projects</li></ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"><li>• Ability to demonstrate the advanced theoretical, practical and procedural knowledge of safeguarding adults.</li><li>• Ability to develop and deliver safeguarding adults training to meet the identified workforce needs of multi-agency partners, within tight timeframes.</li><li>• High level of organisational skills and good report writing skills</li><li>• Skilled in the presentation of complex information to an array of audiences, some of which are non-specialist.</li><li>• Ability to be flexible in approach, adapting to emerging priorities.</li><li>• Ability to apply an evidence base and reflect on practice.</li><li>• Able to work collaboratively with partners and team members to provide relevant and high-quality contributions that influence decision making.</li><li>• Able to work with the minimum of supervision, seeking professional consultation as required.</li><li>• Ability to produce high quality briefings and resources to share learning.</li><li>• Well-developed staff management and client relationship skills</li><li>• Excellent organisational, interpersonal &amp; communication skills, both oral and written</li><li>• Astute and effective negotiation &amp; influencing skills</li></ul>

	<ul style="list-style-type: none"> <li>• Ability to assimilate strategic proposals into deliverables &amp; balance conflicting demands.</li> <li>• Demonstrable ability to use highly developed communication skills to confidently present complex/sensitive information in an understandable way, adapting the style to a range of audiences</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of adult safeguarding and the role of the Kent and Medway Safeguarding Adults Board</li> <li>• Expert and extensive knowledge in a range of techniques to capture, analyse and evaluate data and information accurately</li> <li>• Demonstrable knowledge of the skills and abilities required to facilitate adult learning</li> <li>• Understanding data protection, information governance and confidentiality.</li> <li>• Commitment to equalities and the promotion of diversity in all aspects of working</li> </ul>
<b>Behaviours</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>