

Directorate: Adult Social Care and Health

Unit/Section: Business Delivery Unit/Strategic Safeguarding

Grade: KR11

Responsible to: Strategic Safeguarding Service Manager

Purpose of the Job:

Provide support to Safeguarding Adult Reviews and Domestic Homicide Reviews and monitor relevant action plans.

Continuously raise awareness of safeguarding and ensure collaborative working is developed and sustained with the business to improve safeguarding practice.

Main duties and responsibilities:

- Support in identifying and disseminating key lessons from Safeguarding Adult Reviews and Domestic Homicide Reviews and monitoring relevant action plans.
- Monitor, evaluate and prepare up to date safeguarding and quality assurance reports for managers to inform practice, including quarterly reports for the Cabinet Member for Adult Social Care and Health.
- Maintain awareness of national developments and of emerging research findings to provide professional advice to operational staff, senior managers and Members on complex / high profile Safeguarding Adults Reviews.
- Establish and maintain a network of internal and external contacts, including representation of the Unit on key groups and forums, in order to ensure the effective integration of adult safeguarding work at cross-directorate and multi-agency levels.
- Continuously raise awareness of safeguarding and ensure collaborative working is developed and sustained with the business.
- Co-ordinate Care Quality Commission activity in liaison with Commissioning staff, ensuring that up to date information is provided.
- Contribute to the development, monitoring and review of county policies and procedures as required by the Directorate.
- Undertake work as required that supports the work of the Multi-Agency environment, focusing on the protection of adults. This includes the Kent &

Medway Safeguarding Adults Board, Multi-Agency Risk Assessment Conference (MARAC) and Multi-Agency Public Protection Arrangements (MAPPA).

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: Safeguarding Officer

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"> • Degree level and advanced level relevant professional qualification, including social work or equivalent nursing or OT qualification and registration with relevant professional bodies or relevant experience.
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working within a multi-agency environment. • In-depth knowledge of all applicable legislation, government policies and guidance for delivering adult social care services for safeguarding, adults at risk and the factors which lead to positive outcomes for people. • Experience of the use of quality monitoring processes, professional standards and audit to establish a culture of continuous improvement as part of a reflective approach to practice, raising practice standards (including professional regulation requirements) and quality of safeguarding and improving outcomes for adults at risk and their carers.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Ability to communicate effectively, both verbally and in writing, with colleagues at all levels, multi-agency partners, service providers, people we support, and members of the public . • Ability to form and maintain effective partnerships internally and with external agencies. • Sound professional judgement and decision making skills. • Ability to prioritise a range of projects within tight timescales. • Research and analytical skills. • Strong presentation skills. • Effective negotiating skills. • Work independently, use own initiative and be self-motivated. • Think laterally to develop solutions outside of the boundaries or traditional responses. • Commitment to equalities and the promotion of diversity in all aspects of working. • Ability to advise managers on adult safeguarding issues • Set up, monitor and quality assure projects. • Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day.
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of all relevant national and corporate policies and initiatives. • Knowledge of the Directorate's key objectives. • Knowledge of research across adult safeguarding. • Awareness of Care Quality Commission issues.
KENT BEHAVIOURS	Kent Values:

<p>AND VALUES</p>	<ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>
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