

 <b>WOKINGHAM BOROUGH COUNCIL</b>	<b>Job Description</b>		Job Reference
Job Title	Safeguarding Practitioner, Adult Safeguarding Hub		
Service		Team	Adult Safeguarding
Location	Shute End		
Reports to	Team Manager, Adult Safeguarding Hub or Senior Social Worker, Adult Safeguarding Hub		
Grade:	Type of position:		Hours per Week: Full Time
8	Permanent Full Time		37
<p>This job description has been designed to indicate the general nature and level of work performed by employees within this post. It is not designed to contain or be interpreted as an inventory of all duties, responsibilities and outputs required of employees assigned to the role.</p>			
<b><u>Service Purpose</u></b>			
<p>To ensure the delivery of high quality Adult Safeguarding work within the Borough, in accordance with the Care Act 2014 and working in partnership with key stakeholders.</p>			
<b><u>General Description of the job</u></b>			
<p>Responsive and proactive safeguarding work to support the consistent achievement of good outcomes of people supported under an Adult Safeguarding framework. To include;</p> <ul style="list-style-type: none"> <li>• Responding to Adult Safeguarding concerns</li> <li>• Undertaking Safeguarding enquiries under Sec 42 Care Act</li> <li>• Contributing to quality assurance work in a safeguarding context with Provider organisations</li> <li>• Participating in organisational abuse enquiries</li> <li>• Working with the partnership around the preventative agenda including undertaking specific project work in line with local and West of Berkshire strategy</li> <li>• Contribute to delivery of Safeguarding training and workshops at an appropriate level to your knowledge and experience</li> </ul>			

### Organisation Chart

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### Main Accountabilities of the post

<List the key Accountabilities and outcomes for the post. I.e. what is the responsibility of the post holder (Accountability), and what difference it makes (Outcome).>

1	<ul style="list-style-type: none"> <li>• Receive and respond to incoming Adult Safeguarding concerns, including applying thresholds, risk assessments and undertaking Initial Assessments where required</li> </ul>
2	<ul style="list-style-type: none"> <li>• Act as Enquiry Officer and coordinate Sec 42 Enquiries that are delegated to Provider or Partner Agencies</li> </ul>
3	<ul style="list-style-type: none"> <li>• Act as Enquiry Officer and undertake complex Sec 42 Enquiries when required</li> </ul>
4	<ul style="list-style-type: none"> <li>• Support Quality Assurance visits of Providers when working under a safeguarding umbrella</li> </ul>
5	<ul style="list-style-type: none"> <li>• Participate in and support organisational abuse enquiries</li> </ul>
6	<ul style="list-style-type: none"> <li>• Act as ASC representative on multiagency panels as required, e.g. MARAC, MAPPA, CHANEL</li> </ul>
7	<ul style="list-style-type: none"> <li>• Delivery of Level 1 Adult Safeguarding training and other workshops in conjunction with other team members</li> </ul>
8	<ul style="list-style-type: none"> <li>• Participate in or lead on specific pieces of project work, related to the safeguarding agenda including targeted awareness work and prevention work</li> </ul>
9	<ul style="list-style-type: none"> <li>• Provide advice, guidance and signposting to members of the public, ASC customers, providers and partner agencies in a safeguarding context</li> </ul>
10	<ul style="list-style-type: none"> <li>• Undertake other assessments under the Care Act 2014 and Mental Capacity Act 2005 as required</li> </ul>
11	<ul style="list-style-type: none"> <li>• Work with a small number of customers whom require a different approach to engagement, wherein concerns are at a safeguarding threshold, to engage them and support transition into appropriate support services</li> </ul>
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### Additional Corporate Responsibilities

1	<b>Professional Development:</b> To ensure the continuous professional development of self, direct reports and all those in the service, through effective performance improvement, coaching, career planning and continuous professional development
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2	<b>Values Profile:</b> To follow the principles set out in the <u>Manager &amp; Team Leaders Values Profile</u>		
3	<b>Collaborative Working:</b> To drive cross-Council working for all staff, ensuring effective communication and collaboration across the organisation, to meet needs, opportunities and address challenges as they arise		
4	<b>Customer Focused:</b> To lead a customer-facing, proactive and responsive organisation, delivering to our residents and those who represent them. This requires leaders and managers to be flexible, adaptable and creative in order to meet the needs of our residents, and to lead active engagement with customers and communities		
5	<b>Leading Change and Improvement:</b> To lead change and improvement across the organisation, including developing adaptable managers and staff, and working within an adaptable and flexible structural and management environment		
6	<b>Celebrating and Promoting:</b> To ensure that positive messages about the achievements of service, and the Council are promoted and shared, internally and externally		
7	<b>High Support, High Challenge:</b> To ensure that, within the service and across the Council, staff are, and feel, empowered and to bring forward their good ideas, to challenge areas where the Council can improve, and to contribute to the Council’s ongoing success		
8	<b>Safeguarding responsibilities:</b> At all times to demonstrate and positively reinforce our commitment to safeguarding and promoting the welfare of children and vulnerable adults.		
9	<b>Member Engagement:</b> To ensure effective involvement and engagement of the appropriate Lead Member and others as appropriate, to drive effective officer-member working for the benefit of residents		
10	<b>Health and Safety:</b> Take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the Council to enable the Council to perform or comply with its duties under statutory health and safety provisions.		
11	<b>Equal Opportunities:</b> To take positive action to ensure a thorough understanding of and positive commitment to equality in both service delivery and employment practices.		
12	<b>Special Factors:</b> To work flexibly, including evenings and other out-of-hours requirements; willingness to travel; requirement to undertake such duties as are reasonably expected by the Line Manager		
<b><u>Scope</u></b>			
Staff	Number of employees within overall span of control	None, although qualified staff may be asked to manage unqualified staff and/or offered the opportunity to take	

		students on placement, subject to having the right skills and experience
<b>Financial</b>	Budget directly controlled (excluding salary costs)	None
<b>Resources</b>	Facilities, equipment or systems within overall span of control	None
<b>DBS Check required</b>	Yes, enhanced	

<b><u>Person Specification</u></b>		
Should focus here on describing the qualifications, skills, knowledge and experience an individual will require to successfully undertake the role. These should be split between essential and desirable. There is no need to repeat values requirements or corporate responsibilities.		
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>Social Work, Nursing or Occupational Therapy qualification or other profession/statutory agency role providing significant experience of working with vulnerable adults in a safeguarding context</li> </ul>	E	
<ul style="list-style-type: none"> <li>HCPC or NMC registration (or appropriate to qualification/experience)</li> </ul>	E	
<ul style="list-style-type: none"> <li>Effective standard of Maths and English (GCSE pass or equivalent)</li> </ul>	E	
<b>Technical Skills.</b>	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>Access to a vehicle in order to be able to travel independently when required</li> </ul>	E	
<ul style="list-style-type: none"> <li>Excellent IT skills, including Word and Outlook and the ability to work on other IT systems as required</li> </ul>	E	
<ul style="list-style-type: none"> <li>Ability to ensure records are maintained according to procedures and statutory requirements</li> </ul>	E	

Private: Information that contains a small amount of sensitive data which is essential to communicate with an individual but doesn't require to be sent via secure methods.

<ul style="list-style-type: none"> <li>Ability to produce well researched and well written reports</li> </ul>	E	
<ul style="list-style-type: none"> <li>Excellent communication skills and ability to effectively engage all stakeholders</li> </ul>	E	
<ul style="list-style-type: none"> <li>Excellent risk assessment and analytical skills</li> </ul>	E	
<ul style="list-style-type: none"> <li>Ability to work under pressure to meet deadlines</li> </ul>	E	
<ul style="list-style-type: none"> <li>Ability to prioritise own work dynamically, to meet the required outcomes</li> </ul>	E	
<ul style="list-style-type: none"> <li>Ability to work flexibly and independently including occasional unsocial hours if the work requires</li> </ul>	E	
<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>Effective standard of Maths and English (GCSE pass or equivalent)</li> </ul>	E	
<ul style="list-style-type: none"> <li>Evidenced experience of direct work with Adult Safeguarding issues</li> </ul>	E	
<ul style="list-style-type: none"> <li>Robust knowledge of the Care Act 2014, Mental Capacity Act 2005 and other relevant legislation</li> </ul>	E	
<ul style="list-style-type: none"> <li>Knowledge of Government policy as it relates to delivery of Adult Safeguarding services</li> </ul>		D
<ul style="list-style-type: none"> <li>Sound understanding of the Making Safeguarding Personal Agenda and how this sits with other statutory Duties</li> </ul>	E	
<ul style="list-style-type: none"> <li>Experience of facilitating group work, workshops or delivering training</li> </ul>		D
<ul style="list-style-type: none"> <li>Experience of, or willingness to develop interest in specialist areas of Adult Safeguarding work, e.g. Domestic Abuse, Modern Slavery, Self-neglect etc.</li> </ul>	E	
<ul style="list-style-type: none"> <li>Best Interests Assessor Qualification</li> </ul>		D
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>

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<ul style="list-style-type: none"> <li>• Demonstrable post qualification experience of direct work in an Adult Safeguarding context</li> </ul>	E	
<ul style="list-style-type: none"> <li>• Aptitude and willingness to undergo Continued Professional Development</li> </ul>	E	
<ul style="list-style-type: none"> <li>• Experience of delivering workshops or training or a willingness to develop this as a skill</li> </ul>	E	
<b>Special Factors</b>	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Able to work with degrees of risk, change and conflict and to identify personal stress levels and seek advice/support as required</li> </ul>	E	
<ul style="list-style-type: none"> <li>• Ability to think creatively to meet changing demands within a complex environment</li> </ul>	E	
<ul style="list-style-type: none"> <li>• Ability to handle highly sensitive information with a sound understanding of confidentiality and information sharing protocols</li> </ul>	E	