

Job Description

Department:	People and Communities		
Division/Section:	Safeguarding Adults and Children Board		
Job Title:	Safeguarding Adults and Children Board Officer		
Grade:	8		
Reports to:	Safeguarding Adults and Children Board Manager		
Organisation Chart: Show immediate manager and any jobs reporting to this post.	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Safeguarding Adults & Children Board Head of Service/ Group Manager Adult & Children's Safeguarding Board </div> <div style="text-align: center; margin: 5px 0;"> </div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> Safeguarding Adults and Children Board Officer </div>		
Does the post involve working in regulated or controlled activity with children or vulnerable adults? DBS Check applicable?	Regulated <input type="checkbox"/> Controlled <input type="checkbox"/> Neither <input checked="" type="checkbox"/> Standard <input checked="" type="checkbox"/> Enhanced <input type="checkbox"/> None <input type="checkbox"/>		
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Line Management responsibility for:	None		
Size of budget:	N/A		
Job Purpose:	To facilitate and support the running of the Peterborough and Cambridgeshire Safeguarding Adults Board (SAB) and Peterborough and Cambridgeshire Safeguarding Children's Board (LSCB). The post holder will be involved in the management, work and administration of the SAB and LSCB on behalf of the multi agency partnership		

Main Responsibilities, tasks and duties

- To support the work of the Safeguarding Adults and Children Board Head of Service and Group Manager in the development of policy, procedures and practice guidance
- To proactively assist and support the subcommittees and task groups providing advice and ensuring the work plans are completed
- To support the preparation for and management of inspections and annual review meetings
- Lead on the SAR and SCR processes on behalf of the Boards
- To take a lead role in ensuring the development and implementation of the Board's business plans and ensure that there is efficient management of the Board's business processes in conjunction with the Safeguarding Adults and Children's Board Head of service and Group Manager.
- To lead on specific projects on behalf of the SAB and LSCB and contribute to the work of the Boards subgroups in delivering core work and in establishing and delivering project plans on behalf of the Boards
- To promote the profile of the SAB and LSCB across agencies and within the communities they serve.
- Support the Safeguarding Adults and Children Board Head of Service and Group Manager, and the Chair of the SAB and LSCB including the organisation and management of the Boards calendars and diary
- Contribute to the work of the Boards by contributing and supporting the writing of reports and the SAB annual report and LSCB annual report.
- Co-ordinate meetings and events including development days, annual conferences and briefing workshops.
- To deliver briefings on multi-agency practice on behalf of the SAB and LSCB.
- Support accurate recordings of complex meetings including the SAB, LSCB and Serious Case Review subgroup as required.
- To attend meetings on behalf of the Safeguarding Adults and Children Board Head of Service and Group Manager as required
- Liaising and sharing information to specialist and non specialist managers and professionals up to director level. You will provide information and advice to a wide range of professionals and partner agencies including Police, Education, Probation, Health, Social Workers, Providers and service users.
- Communicate data analysis and interpretation of data to staff and wider audiences including the presentation of findings to appropriate audiences
- To work with and engage service users and carers in the work of the PSAB and PSCB by facilitating and chairing focus groups
- Ensure information systems are in place to support of own work and team activities
- Promote effective working relationships within the safeguarding board and across agencies
- Create, maintain and enhance constructive working relationships with team members, other members of staff, outside organisations, elected members and members of the public
- Assist with identifying areas for improvement by continuous monitoring and evaluation of processes and procedures

Generic Responsibilities:	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health & Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>		
Flexibility Clause:	<p>Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.</p>		
Variation Clause:	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>		
DATE:	6 th February 2017	COMPLETED BY:	Jo Procter