

Person Specification

JOB TITLE:	Adult & Children Safeguarding Board Officer	DEPARTMENT:	People and Communities
GRADE:	8	DIRECTOR:	Wendi Ogle Welbourn
HOURS	37	COMPLETED BY:	Jo Procter
DIVISION:	Adult and Children Safeguarding Board	DATE:	6 th February 2017

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> • In depth knowledge of current and associated policy, legislation and guidance in relation to adult safeguarding and children's safeguarding. • Ability to demonstrate knowledge and understanding of confidentiality and security of information practices (AI) • Working knowledge of providing comprehensive, high level administrative support (AI) 	<p>Working knowledge and understanding of Data Protection, Information Governance and Freedom of Information Acts and Policy (AI)</p> <p>Working knowledge of Safeguarding adults and children's Boards</p>
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Ability to write reports and policies and procedures (AI) • Excellent interpersonal skills, including being able to deal effectively, diplomatically, sensitively and confidentially with a wide range of customers (AI) • The ability to receive, understand and manage complex, conflicting and contentious information • Ability to organise and plan own workload and be able to use own initiative to problem solve and made decisions as to how to prioritise and execute own workload (AI) • Must be able to focus attention for lengthy periods of each day to support the work of the safeguarding board including report writing and contributing to wider board work. • Ability to work independently to respond, problem solve and manage an un-predictable workload in terms of requests • Ensure dissemination of information in the 	<p>Working knowledge of Partnership working</p>

	<p>right format to a range of audiences</p> <ul style="list-style-type: none"> • To participate and facilitate task and finish groups on behalf of the Adult safeguarding Board and Children's Safeguarding Board. • To be able to build relationships with partner agencies and staff from all levels. • Effective prioritisation and time management. (AI) • Excellent communication skills, both written and oral and the ability to deliver presentations 	
EXPERIENCE	<ul style="list-style-type: none"> • Commitment and experience of multi-agency working/understanding of the PSAB/ PSCB role and responsibilities and associated governance structure. (AI) • Experience of servicing professional meetings. (AI) • Demonstrate excellent planning & organisation skills and ability to manage own initiative and to re-prioritise, as necessary, to adapt to changing demands. (AI) • Enthusiasm and resilience, ability to deal with distressed/emotional service users/public and staff in a sensitive and efficient manner (AI) 	
QUALIFICATIONS	<ul style="list-style-type: none"> • Educated to degree level or equivalent knowledge, experience or ability(AI) • NVQ Level 3 in Business and Administration or equivalent, or willingness to work towards (AI) 	Qualification relating to adult or children's safeguarding
PERSONAL CIRCUMSTANCES	Ability to travel between sites, sometimes at short notice. This post may be required to work from various locations across the City and this may result in being based at a number of locations during the course of a working week (AI)	
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A & I)	
CUSTOMER CARE	Knowledge and understanding of effective customer care (A & I)	

*[At the end of each criteria the following codes are used to indicate how the criteria will be assessed:
(AI) Application / Interview, (P) Presentation, (W) Written Test.]*