

<b>Job Role Information</b>	Tier: Choose an item.
Post No: SON100025	Post Title: Manager - Local Safeguarding Adult Board (LSAB)
Grade: PO12	Reports To: Senior Manager Safeguarding

## Generic Role Description

### Grade Purpose

**Managerial Purpose:** Manages a small/medium sized team of professional staff engaged in more diverse or complex work to ensure the delivery of effective and responsive Council services to meet defined plans.

**Professional Purpose:** A highly competent, experienced professional providing expert professional services and advice to customers within a broad and / or specialist area. Accountable for the quality and professionalism of others. Uses expertise to deal with highly complex and high risk issues across a range of situations.

### Common Characteristics

- Professionals with considerable experience.
- Lead team(s) with a degree of complexity and diversity.
- Considerable influencing and advisory role.
- Leads team/service planning over months to a year.
- Contributes to development of functional strategy.
- Free to develop and improve service delivery, and judged on team delivery.

### Scope of Work

- Operational management of a significant area of work involving a sizeable and complex team or number of teams; or professional leadership and oversight of a technical or specialised service area within a major support function.
- Business or service planning time scales are typically at least a year and role holders will have significant freedom on the day to day management of own service resources to deliver agreed service levels.

### Accountabilities/Responsibilities

- Lead the delivery of service objectives through project management, resource planning, and / or managing contracts and service level agreements. May need to plan a year ahead to anticipate and respond to changes that will impact on delivery. Involved in critical elements of wider service planning.
- Develop and agree annual measures and budgets for own team / area. Contribute to longer term service development, resilience and capacity building.
- Scan the wider organisational context to identify implications for service needs, service efficiency, and service delivery; and alert senior managers to potentially significant opportunities and risks.
- Contribute to broader service strategy and ensure it is effectively translated into service plans and operational performance.
- Apply knowledge, experience and judgement to directly resolve or provide influential advice to others on complex, contentious or ambiguous service, resource or other significant issues.
- Identify changes, trends and emerging initiatives in own and related areas in order to contribute to shaping broader service policy, plans and best practice.
- Build and develop partnerships and relationships with members, senior managers, external organisations and the community to shape and improve service delivery.

### Managerial

- Translate broadly defined deliverables into a clear work schedule/annual plan for the

team, co-ordinating and integrating some diverse areas of work to provide clear direction for the team.

- Develop, manage and motivate staff, which aspires to high standards of work and behaviour, by providing ongoing coaching and training.

**Professional**

- Act as technical/professional lead, monitoring and providing guidance on the most complex policy decisions/cases/projects within a focused area, which will have a perceptible impact on the team's profile, reputation or service level.
- Produce recommendations for service planning, budgets and workforce planning, using expertise to proactively identify relevant customer, professional or legislative trends that may impact on delivery.

**Skills, Knowledge and Experience**

- Authoritative technical/professional knowledge and expertise within a particular field or discipline.
- Broad practical and theoretical understanding of a particular service area generally based on a combination of formal academic study and / or substantial relevant practical management experience.
- Experience of managing staff and budgets that have some complexity and risk.
- Strong analytical skills and problem solving capability.
- Excellent understanding of Council policies and a good understanding of wider strategic plans.
- Up to date and authoritative knowledge of the work practices, systems, processes and procedures.
- Experience of developing policy, with project and change management skills.
- Ability to plan and organise a range of complex activities and priorities within a focused area of service.
- Experience of resolving complex issues and managing conflicting priorities.
- Ability to formally train, motivate and mentor other professional staff.
- Ability to lead and provide coaching and support to others.
- Ability to influence others' behaviour through effective relationship building.

**Corporate Role and Responsibilities**

**Council's Policies and Procedures**

Adherence to all of the Council's Policies and Procedures, with demonstrable compliance to the Code of Corporate Governance, Employee Code of Conduct, Health & Safety, Equality & Diversity and Safeguarding Adults & Children.

**Other Duties**

To assume other duties commensurate with the grade as assigned by the Director or Chief Executive if required.

**Specific Role Description****Role Purpose**

To ensure that the Local Safeguarding Adult Board (LSAB) is able to fulfil its statutory duty to co-ordinate the safeguarding work of agencies represented at the Board and to ensure the effectiveness of what is done to promote the welfare of vulnerable adults in Wirral through a number of key duties and functions.

**Key Tasks**

1. Ensure effective services are provided to the SAPB and partner agencies.
2. Manage the budget to maintain sufficient contributions from partners and to ensure that activities are delivered within financial targets set.
3. Plan and facilitate LSAB agendas, including writing relevant briefing papers, to achieve the LSAB priorities and to allow members to participate fully in discussions and decision making processes.
4. Prepare reports, including the Annual Business Plan, to appraise multi-agency safeguarding arrangements and fulfil government requirements.
5. Monitor the effectiveness of safeguarding processes within all agencies through audits to ensure that statutory duties are met.
6. Review existing and/or establish new committees to enable multi-agency safeguarding work to meet the needs of all children.
7. Plan and facilitate the undertaking of case reviews and critical incident reviews to enhance learning and improve practice through monitoring the implementation of recommendations.
8. Undertake research and specific project activities, as identified by the LSAB or through the recommendations of Serious Case Reviews, to provide enhanced information and/or learning.
9. To participate in, and where required, Chair committees to assure the quality of work undertaken on behalf of the LSAB.
10. To engage effectively with operational services to support the development of safeguarding processes.

This Job Role Description is intended to convey information essential to understanding the scope of the position and is not intended to be an exhaustive list of duties, responsibilities and skills associated with the position.

**Essential Personal Attributes**

- Professional Qualification in a related field, eg, Nursing, Social Work, Adults/Youth/Education, Probation, Police.
- Proven experience in statutory or voluntary vulnerable adults work, project management, managing in Adult Services.
- Partnership work and chairing complex multi-agency forums, budget management.
- Proven record of ability to manage publicity and dissemination of information to the public, community organisations and member agencies
- Experience of quality assurance systems and its application.
- Clear and demonstrated ability to understand the National Safeguarding Agenda and the reforms required from Government.
- Ability to interpret national legislation and the implications for the LSAB.

**Special Requirements**

<b>Signatures</b>				
	<b>Job Title</b>	<b>Print Name</b>	<b>Signature</b>	<b>Date</b>
Approved by (Dept):				
Approved by (HR):				
Issued by:				
Accepted by:				