

Directorate: Adult Social Care

Post Title: Safeguarding Adults Officer - Birmingham
Safeguarding Adult Board
Grade: GR5

Division: Quality and Improvement

Is the job exempt from the Rehabilitation of Offenders Act?

Yes

Does the post require a Police Check/Criminal Records Bureau Clearance?

Yes

Is the post exempt from job share?

No

JE Code: PS0618XV

Job purpose

To assist the Adult Safeguarding Board Business Manager to support the Birmingham Safeguarding Adults Board to meet its statutory duties and strategic business plan outcomes.

Undertake specific workstreams and developmental work to support the Safeguarding Adults Board in fulfilling their statutory functions and responsibilities.

Working as part of a small team with agencies across Birmingham, Regionally and Nationally.

Key responsibilities

The key responsibilities are a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.

1. To work closely and in collaboration with partners, stakeholders and citizens to support the Birmingham Safeguarding Adults Board to meet its statutory duties, strategic priorities and promoting the safeguarding of adults at risk.
2. To support and undertake specific work streams, subgroups, projects commissioned or sponsored by the Board, including working with members of BSAB, other boards, regional and national workstreams and projects for adults with care and support needs, as determined by the Adult Safeguarding Board Business Manager. This can include taking responsibility for key work streams such as strategy/policy development, practice improvement, communication strategies or theme-based programmes of work.
3. To work in accordance with national and local legislative requirements, policies and procedures and provide professional advice to Safeguarding partnership and sub-groups regarding legislation, statutory guidance and policy including a role of 'critical friend' offering advice, support, challenge and scrutiny to partners as appropriate

4. To support the collating, reporting and implementation of lessons learnt from safeguarding adult reviews, learning reviews, and audit activity for dissemination across partnership.
5. To support and encourage citizen engagement and co-production in influencing and delivering of Board activities and outputs to meet its outcomes. To support the Business Manager to promote the work of the Birmingham Safeguarding Adults Board to service users, carers and the general public and to develop opportunities for their participation; to ensure that Board products take account of the views of people with care and support needs and their carers.
6. To support the Business Manager on aspects of developing the public profile of the Board, utilising all appropriate media and other resources for example; produce regular bulletins/newsletters, manage the Board website, Twitter Account and ensure that all communication is accurate and accessible
7. To support the collation and development of monitoring and quality assurance information/activity including performance, audit and data.
8. To take lead responsibility and ownership for delegated areas of work and deliver outcomes on time. Prioritising own workload at all times.
9. To support and lead on the development, planning, commissioning and delivery of Board work and events. This can include Safeguarding Adults Reviews, Practitioner Forum, Network Events, leading and presenting where required.
10. To write, produce, collate and edit clear, accurate and accessible reports as required, as well as prepare and present information, policies and data reports to relevant services, sub-groups, boards and partners on safeguarding matters.
11. To support and lead where required the development, implementation and monitoring of safeguarding training, learning sessions and events for example dissemination of learning from Safeguarding Adults Reviews,
12. To support the development and maintenance of productive and positive partnerships with stakeholders, service users, carers and the public.
13. To ensure that confidentiality is maintained at all times. Ensure confidentiality of information is maintained, understanding that the work undertaken will be of a sensitive nature and must not be discussed or disclosed to any other officers or agencies without prior agreement.
14. To work in accordance with national and local legislative requirements, policies and procedures and provide advice and guidance against these where required to the BSAB

15. To keep up to date with local and national research and best practice in relation to safeguarding adults and provide any updates as required by the BSAB.
16. To deputise for the Adult Safeguarding Board Business Manager where required.
17. To ensure projects and workstreams stay in line with funds allocated by the Adult Safeguarding Board Business Manager and approve the invoices and purchase orders as delegated.
18. To undertake training as required and constructively participate in meetings, supervisions, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
19. Day to day support of the coordination and delivery of safeguarding adults board partnership business.
20. Any other duties in consultation with the employee and in accordance with provisions of relevant employment legislation.

Additional Duties

21. The job will demand flexible working arrangements in line with all constituent members of the Birmingham Safeguarding Adults Board.
22. It will include occasional evening and weekend work.
23. To assume other associated duties and responsibilities as may arise from time to time and as directed by the Business Manager
24. The job will require travel within Birmingham and on occasions outside Birmingham.

Supervision Required

Supervising Officer: Safeguarding Adults Board Manager

Level of Supervision

Plan own work to ensure meeting of defined objectives

Supervision Given (excludes those who are indirectly supervised ie through others)

None

Special Conditions

- a. This position is exempt from the Rehabilitation of Offenders Act
- b. A DBS check will be undertaken for this position

KEY - MOA (Method of Assessment): **AF** – application form, **I** – interview, **T** – test, **P** – presentation, **G** – group exercise,

JOB TITLE: Safeguarding Adults Officer

GRADE: GR5

DIVISION: Quality and Improvement – Birmingham Safeguarding Adults Board.

Section 1 Key Criteria for the role

Essential Criteria for the role		
1	Education/Qualifications - Essential	MOA
	Relevant degree or professional qualification e.g.in health, social care, community safety or relevant associated partnership subject or substantial equivalent experience.	AF/I
2	Experience / Knowledge (relevant work and other experience) - Essential	MOA
	Knowledge of partnership working and business planning processes, and the roles and responsibilities of working within a multi-agency safeguarding framework	AF/I
	Relevant and up to date knowledge of adult safeguarding including scope of safeguarding boards, safeguarding adult review requirements and processes.	AF//I
	Experience, knowledge and understanding of legislation, policies and procedures involved in safeguarding adults with care and support needs as well as safeguarding in a wider sense.	AF/I
	Experience in a safeguarding role – preferably within the public sector and/ or experience of supporting partnership arrangements in a multi-agency environment (this includes corporately, other departments and external organisation)	AF/I

	Experience of developing and implementing policies and strategies within organisations	AF//P
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3	Skills and Abilities - Essential	
	Able to speak an appropriate standard of spoken English as covered by Part 7 of the Immigration Act (2016)	AF/I
	Excellent written skills, including the ability to produce reports for a variety of audiences, policies and procedures to a professional standard	AF/I
	Excellent interpersonal skills with the ability to form strong working relationships whilst offering scrutiny and challenge as appropriate.	AF/I
	Ability to prioritise a heavy diverse workload and competing demands.	AF/I
	Ability to influence, negotiate and champion change and good practice.	AF/I
	Ability to lead, coordinate and process multidisciplinary activity.	AF/I
1.	Ability to work on own initiative and as part of a team.	AF/I
2.		
3.	Ability to interrogate information, records and statistical information.	AF//T
4. 5. 6.	Confidence in decision making within agreed level of autonomy and to best support the aims of the Birmingham Safeguarding Adults Board	AF//I
9.	Excellent organisational skills and ability to co-ordinate work processes	AF/I

10.	Competent in leading the organisation of events i.e. exhibition launches, partnership events, staff development programmes and conferences etc.	AF/I
11.	Ability to understand, research, analyse, interpret complex, sensitive, distressing and contentious information and to communicate it objectively and clearly.	AF/I
12.	Must have a good understanding of data protection, confidentiality and managing highly confidential and sensitive information.	AF/I
	Confident and competent in use of IT. Effective IT skills using Microsoft office standard packages, including outlook, Excel, Word, Power point, MS Teams, Microsoft Forms and any other relevant or suitable programmes where necessary, such as Visio, Zoom, Twitter, Eventbrite and back office website updates.	AF/I/T

All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.

Section 2 - Competencies

In addition to the above requirements you will be asked to demonstrate competencies in the below areas. Competencies can also be described as behaviours. They describe 'how' we expect people to behave doing their job. Competencies will vary between job roles and different levels but an overview of them, as required by Birmingham City Council, are described below.

Competencies (behaviours)	Category Definition
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Moving the Council forward	People who demonstrate this competency take the needs of the council and its customers into consideration when assessing how best they can deliver their service. They will network and develop relationships with others in helping to deliver a better service. They will help others in their work and be open to new ways of working.
Managing Ourselves	People who demonstrate this personal competency take responsibility for their work and development. They take action to overcome obstacles and seek to achieve agreed outcomes in the most cost effective way. They are careful and economical in the use of resources. They ensure that work carried out meets the needs of the Council. They adopt strategies to manage their own workload.
Working with others	People demonstrating this personal competency treat others as they wish to be treated. They build effective relationships with all their working contacts both inside and outside the council. They are encouraging supportive and helpful, and consider the impact of their working style on others.

Providing direction	People who demonstrate this personal competency display the behaviours underpinning the council's values (Belief, Excellence, Success and Trust) and present themselves as a role model to others. They enable people to achieve their best. They set clear objectives and standards, review performance, coach and organise work. They communicate the way ahead and consult and involve others.
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Date:10.02.2022	Name: Asif Manzoor	Signature: Asif Manzoor
Date reviewed:10.02.2022	Name: Asif Manzoor	Signature: Asif Manzoor