**Manchester City Council**

**Role Profile**

**Safeguarding Practice Lead Officer, Grade 9**

**Adult safeguarding, Adult Social Care**

**Reports to: Service Manager - Adult Safeguarding**

**Job Family: People Care & Support Direct**

**Manchester Local Care Organisation**

Manchester Local Care Organisation (MLCO) has been established by the partner (Manchester City Council, Manchester University NHS Foundation Trust, Greater Manchester Mental Health Service NHS Trust and Manchester Primary Care Partnership) to integrate, plan and manage community health and social care across the City.  By working better together, we are bringing community health and social care services together in our 12 neighbourhoods to form integrated Neighbourhoods Teams (INTs). Our INTs will drive our collaborative approach, developing partnerships and building on existing community assets to facilitate improved delivery specific to each neighbourhood. We will be able to provide improved care closer to home and to support the people of Manchester to live healthier, more independent and fulfilling lives and be part of a thriving and supportive community. Your role is deployed into MLCO by your employer: Manchester City Council.

**Key Role Descriptors:**

The role holder will be responsible for the safe delivery of care or people support functions, ensuring the discharge of statutory responsibilities and the provision of a high-quality standard of service which promotes the wellbeing of individuals and groups within the community.

The role holder will effectively lead, manage and motivate a team of professional practitioners to develop a skilled and confident workforce which meets the needs of the service and Manchester residents.

The role holder will work in collaboration with partners and key stakeholders to develop effective partnerships and greater coordinated working with other services and organisations to ensure a positive contribution to the development and delivery of care and support priorities for the city.

**Key Role Accountabilities:**

Provide advice and guidance to managers and practitioners on all aspects of good service practice to promote high quality analysis and interventions for improved outcomes for Manchester residents.

The role holder will provide professional consultation, support and guidance for team members and colleagues to assist in decision making and approve specific decisions in the management of cases.

Manage safeguarding risk and quality assurance effectively within the context of an agreed framework, policies, procedures and statutory responsibilities within a multi professional environment.

Work closely with key stakeholders to gather data intelligence in order to identify care needs and priorities to develop sustainable, customer focused service and implementation plans.

Develop strong inter-agency relationships between service managers, partner agencies and stakeholders to ensure the availability of the best possible opportunities and services for individuals to access.

Proactively identify and support the implementation of change and improvements in service provision to improve care and support opportunities and outcomes for Manchester residents.

Ensure effective management of assigned budgets in accordance with financial regulations. Maintain accurate data recording to monitor expenditure and produce high quality documentation and reports within required timescales.

Support the service to implement legislative requirements and other statutory responsibilities in line with best practice principles.

Roles at this level may be required to manage a range of assigned resources. Staff management duties may be either through direct line management (including appraisals, performance management and other duties) or through matrix management of a virtual team of officers.

The role holder will be expected to effectively co-ordinate resources to support the principals of 'joined up' communication and to ensure efficiencies are achieved.

Personal commitment to continuous self-development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communication.

**Where the role holder is disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.**

**Role portfolio:**

Safeguarding is everyone's business. The Adult Safeguarding service supports the development of robust policies and procedures for internal and external service providers, to ensure the safety of adults with care and support needs. This role will be specifically responsible for the development and delivery of effective safeguarding services ensuring improved outcomes for adults.

The role will:

Provide advice and guidance in relation to individual complex cases and monitor the progress of cases to ensure a timely outcome.

Respond to and investigate allegations and issues of concern that are raised about a person employed or volunteering in a position of trust who may pose a risk to adults with care and support needs in line with MCC's Position of Trust policy.

Work with service providers and partner agencies to ensure that referral of individual employees to the DBS and, or, Regulatory Bodies are made promptly and appropriately.

Represent ASC to engage and support the work of the Manchester Safeguarding partnership.

Work closely with the children's services Local Authority Designated Officer (LADO).

Coordinate a response for MARAC, MATAC and any other representation required to support the adult safeguarding response across ASC.

Coordinate a response and attend meetings relating to MAPPA across ASC.

Provide professional Advice & Support in relation to Safeguarding

Responsible for data collection and storage of confidential information.

To attend Police Led Operational multi agency meetings.

Work closely with the adult safeguarding Team Managers to support and manage the delivery of services.

To attend Channel and Prevent meetings and to co-ordinate the response across ASC.

To attend Communities of Practice and contribute Safeguarding Adults practice advice.

To develop and circulate safeguarding briefings/updates to ASC staff members.

To represent the service at safeguarding meetings identified by the Service Manager - Safeguarding Adults.

To coordinate and respond to Serious Incident Reviews in ASC Teams and to monitor completion of reviews and to maintain records of Serious Incident Reviews and the completion of actions.

To develop policies and procedures.

**Key Competencies and Technical Requirements**

**Our Manchester Behaviours**

* We are proud and passionate about Manchester
* We take time to listen and understand
* We ‘own it’ and we’re not afraid to try new things
* We work together and trust each other
* We show that we value our differences and treat people fairly

**General Skills**

* Communication & interpersonal skills — Ability to present complex information to city wide partners and agencies. Excellent skills in joint working, building and managing relationships with a range of professionals and agencies. Ability to consult and engage with a range of managers at all levels.
* Analytical skills — Provable ability to quickly analyse complex case information and put in place action plans. Skilled in analysis of performance data ensuring value for money for services put in place.
* Policy skills — Key analytical skills to consider the impacts of policy options and plan appropriate communications and reporting mechanisms. Ability to use cost-benefit analysis to inform decisions on competing priorities.
* Research and intelligence - Seeks out rigorous research into new approaches and looks for the potential to develop existing approaches.
* Planning & Organising — Ability to work within a complex service environment while focusing on gaining the best possible outcome for the adult. Contribution to Neighbourhood and regional agendas. Demonstrable ability to work within tight and demanding timescales.
* Problem solving & decision making - Ability to react to immediate problems of a highly complex nature with associated risk factors and deliver immediate solutions sometimes under extreme pressure.
* ICT Skills — Ability to use IT systems to retrieve, record and update information and willingness to learn to use new systems.
* Strategic thinking - Ability to identify best practice and analyse trends and patterns to develop ideas for the strategy of the service.

**Technical Requirements (Role Specific)**

* Social Work Qualification and be registered with Social Work England
* Willing to consent to & apply for an enhanced disclosure check
* Willingness to work outside of standard of office hours as required