

Job description

Job title: Designated Safeguarding Manager

Grade: 14

Job evaluation reference: HS420

Job family: Health and Social Care

Purpose and impact

The postholder will be required:

1. To manage a staff team efficiently and effectively, in accordance with directorate policy and practice. This staff team will consist of qualified social workers undertaking a range of roles in safeguarding.
2. To be responsible for overall management of the Safe Practice and Complaints Team.
3. To manage a range of services efficiently and effectively in accordance with directorate policy and practice and to contribute to the strategic and policy development of the directorate.
4. The postholder will also be required to deputise for the Senior Manager (Quality and Performance) in his/her absence.

Key responsibilities

5. To deputise for the Senior Manager (Safeguarding & Standards) in his/her absence.
6. To promote, develop and plan services in a manner that ensures children are safely cared for in a variety of settings and that allegations made against people who work with children are treated in accordance with statutory and local procedures.
7. To ensure that complaints are dealt with promptly and in accordance with legislation and to embed the learning from complaints into policy and practice.
8. To contribute to strategic planning, working collaboratively with statutory agencies, public organisations, the independent and voluntary sectors as appropriate.
9. To contribute to the production of multi-agency and directorate plans, as required.
10. To contribute to the setting of quality standards and the monitoring and evaluation of in-house services to ensure the needs of service users are being met in accordance with those quality standards, performance targets and directorate policy and practice.
11. To work closely with and as a participating member of the Dorset Safeguarding Children Board and its various sub groups.
12. To contribute to the analysis of performance and audit data and the translation of this data into reports and plans to improve the outcomes for children and families.
13. To supervise direct reports in accordance with the directorate's Supervision and Appraisal policy and to ensure compliance with the policy in respect of all managers and staff within the line management structure in order that practice requirements are met and training needs identified.
14. Preparation of reports for, and attendance at, Committees, Sub-Committees, Scrutiny, Review Groups and meetings under the auspices of the Dorset Safeguarding Children Board (DSCB) and other meetings as may be required.
15. To input and maintain records on core computer systems and to undertake training as necessary.



16. To represent the Senior Manager as required at public meetings, external committees, the DSCB and inter-agency or inter-Authority working groups.
17. Attending meetings with elected members as required and strengthening the participation of the public, service users and carers in the planning and development of services.
18. Undertaking corporate tasks within the directorate as required.
19. Responsibility for promoting and safeguarding welfare of children and young people.
20. Undertaking any lesser or comparable duties that may be assigned.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Other factors

Resources

21. Delegated budgets.

Working Environment

22. The nature of the responsibilities of the post is such that the post holder will be subject to demands for services which exceed resources available, resulting from which there are likely to be risks accruing to service users and therefore the directorate; also, there will be requests for immediate advice and executive decisions about situations of risk, and complexity, and demands by the organisation for participation in other aspects of work. The competing priorities will therefore create for the post holder high demands from both their manager and their direct reports, and management of personal pressure and stress will be important

Our values

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria: you should include clear examples of how you meet these criteria within your application form and during the assessment process.

Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment, interview and references (as specified below). We will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations Required by law or essential to the performance of the role or both	Assessed through:
1. DipSW, CQSW or equivalent Registered with HCPC.	Application form
2. Post qualifying CP training.	Application form
Experience	
3. Substantial post qualifying experience of child protection work.	Application form
4. Must be able to demonstrate up-to-date knowledge and experience of conducting or managing s47 enquiries.	Application form
5. Partnership working.	Application form
6. Experience of chairing meetings.	Application form
7. Experience of managing social workers in a childcare setting.	Application form
8. Substantial experience of managing social workers in child protection work.	Application form
Knowledge	
9. Excellent knowledge of child protection and safeguarding issues, legislation, guidance and procedures, including s47 enquiries.	Application form Interview Assessment
10. Familiarity with the current practice of agencies involved in safeguarding children.	Application form Interview Assessment
11. A comprehensive understanding of the recommendations made by Professor Eileen Munro and the requirements of Working Together 2013.	Application form Interview Assessment
12. An understanding of the Ofsted Inspection Framework and its definitions of good practice.	Application form Interview Assessment
13. Ability to conceptualise and implement improvement plans.	Application form Interview Assessment
14. An ability to translate the learning from complaints, SCRs and thematic audits into practice improvement.	Application form Interview Assessment
Skills and abilities	
15. Well-developed inter-personal skills.	Interview Assessment
16. Excellent organisational and time management skills.	Interview Assessment



17. Ability to maintain electronic databases.	Interview Assessment
18. Ability to evaluate and challenge practice and to support best safeguarding practice.	Interview Assessment
19. Highly developed skills in influencing and negotiating.	Interview Assessment
20. High level assessment and evaluative skills.	Interview Assessment
21. Ability to communicate effectively orally and in writing.	Interview Assessment
22. Excellent presentation skills.	Interview Assessment
23. Ability to undertake case audits and effectively evaluate the results.	Interview Assessment
Our values	
24. Respect	Interview Assessment
25. Together	Interview Assessment
26. Accountability	Interview Assessment
27. Openness	Interview Assessment
28. Curiosity	Interview Assessment
Other	
29. Ability to initiate and develop policy and procedures in relation to safeguarding.	Application form
30. A child centred approach.	Application form
31. Employment of a proactive approach to problem solving and ability to act on own initiative.	Application form
32. Commitment to high standards of work in child protection and safeguarding.	Application form
33. Ability to work in a collaborative manner with others.	Application form
34. A commitment to developing a learning culture approach to quality assurance.	Application form
35. Willingness to travel locally and occasionally outside the three authorities.	Application form
36. Willingness to attend some meetings out of hours as required.	Application form

Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment, interview and references (as specified below). If you meet the desirable criteria, we will require evidence of the qualifications, training or registrations listed below.



Qualifications, training or registrations	Assessed through:
37. Trained in 'Achieving Best Evidence' interviewing.	Application form
Experience	
38. Experience of chairing complex inter-agency meetings.	Application form
39. Experience of presenting evidence or reports in a formal setting.	Application form
40. Experience or the ability to develop experience in using data to improve practice delivery and outcomes for children and families.	Application form
Skills and abilities	
41. Ability to analyse and interpret data.	Interview Assessment

Approval

Manager's job title: Senior Manager Quality Assurance & Performance

Date: August 2016

