

JOB DESCRIPTION

JOB TITLE:	Safeguarding Adults and Mental Capacity Manager
GRADE:	MGB
DIVISION:	COMMUNITY CARE
LOCATION:	Civic Centre
RESPONSIBLE TO:	Head of Access & Assessment
POST NUMBER	HP140B
DATE:	July 2013

Introduction

The Council has a lead responsibility under statute to manage the Safeguarding Adults and Deprivation of liberties Safeguards processes. This post is has direct responsibility to both assume and discharge the Council's statutory responsibilities at a strategic, operational and in high risk cases practitioner level.

Main Purpose of the Job

To be the Council's and the multi agency lead officer and advisor in respect of all Safeguarding Adults and Mental Capacity matters.

To lead and manage the development and delivery of robust Adult Safeguarding, Mental Capacity and Deprivation of Liberty Safeguards policies, procedures and services within the London Borough Merton and policy development for partner agencies.

To lead the quality assurance process to ensure that practice is safe and effective.

To ensure that what Merton does is compliant with emerging legislation and guidance, with any London or national policies and procedures, and with evidence of effectiveness.

To deputise for the Head of Access and Assessment , making appropriate decisions at required.

To be a member of the Adults and Assessment Senior Management Team and to participate fully in strategic planning and decision making.

Main Duties and responsibilities

Lead responsibility for ensuring the principles and requirements of the Mental Capacity Act (MCA) and Deprivation of Liberty Safeguards (DoLS) are understood and implemented within Merton, and are embedded in all appropriate corporate and social care policies and procedures, and are performance managed.

Lead responsibility for ensuring the development and implementation of multi-agency policies, procedures and practice in relation to safeguarding adults.

Lead responsibility for developing and maintaining effective working practices with multidisciplinary partners (including the police, fire brigade, ambulance service, CCG's and Health Trusts and voluntary sector organisations).

To be the lead officer for the Merton Safeguarding Adults Board (MSAB) commissioning actions and plans agreed through the MSAB .

Lead responsibility for monitoring compliance with policies and procedures for safeguarding adults.

Lead responsibility for the implementation of policies and procedures in relation to the MCA in Merton and to ensure corporate compliance.

To quality assure all reports going to the coroner or other court arena's. To support and provide advice to staff involved at all levels. To coordinate the evidence as required from the multi agency partnership.

To support and coordinate Serious Case Reviews and other Independent investigations as required.

To assist with the commissioning, monitoring and review of advocacy services relevant to safeguarding adults and the MCA.

Develop and deliver timely and appropriate reports, including the annual safeguarding report on behalf of the MSAB chair.

Strategic Responsibilities

To participate in the development, maintenance and management of information collection processes in order to ensure that the provision of information and statistical data about adult safeguarding and DoLS is in accordance with the requirements of the Department of Health, the Care Quality Commission (CQC), the London Borough of Merton and its partners.

To lead the proactive identification of circumstances where there may be a serious risk of harm as a result of abuse to vulnerable people in Merton and to prescribe action in relation to the management and mitigation of these risks.

To lead partnership work with organisations from the independent, private, NHS, statutory and voluntary sectors e.g. the police, CQC, CCG and specialist health trusts to ensure that the Council's statutory lead agency responsibilities are discharged and to promote good practice and support the development of joint working in adult safeguarding.

To ensure up to date corporate, personnel and team alignment with changes in legislation, national and local developments and research in relevant areas and to attend courses and conferences as required and advise the MSAB accordingly.

To maintain a positive public relations image for safeguarding in Merton ensuring that quality standards of service provision are maintained and that there is appropriate feedback and action to address practice deficiencies or policy gaps.

To design and deliver MCA and safeguarding training to senior managers and staff, practitioners and external organisations as required.

To speak at regional or national conferences, on behalf of the Council and its partners, in order to promote Merton's practice and safeguarding generally.

To initiate, establish and maintain systems that demonstrate the Quality Assurance Framework is complied with and continuously adapted following feedback from providers and users of safeguarding services. This will include developing and managing a range of audit and evaluation processes.

Functional Responsibilities

To advise and guide staff, including senior, operational and strategic managers within the Council and its partners, in the prevention and management of risk relating to the abuse of vulnerable adults and the requirements of the MCA and the DoLS process.

To be the singular and senior point of contact for expert advice and leadership in relation to any vulnerable adult protection issue occurring in any context.

To commission and provide reports, delivered within timescales, clearly written, with any implications for resources, procedures or reputation clearly identified.

To lead and/or chair complex safeguarding adults strategy meetings and investigations.

To establish, develop and maintain effective external and internal working relationships to promote joint working and engagement with relevant agencies.

To lead effective and accessible communication with staff, service users, the general public and others as appropriate regarding adult safeguarding issues.

To direct quality monitoring of safeguarding investigations within social care teams to ensure that investigations have been completed in accordance with quality standards agreed in local policies and procedures, and deliver outcomes for the individuals clients concerned.

To highlight issues and develop, implement and manage improvements in practice regarding safeguarding adults and DoLS processes within adult social care teams and their interfaces with other professionals in relevant partner or external agencies.

To lead and be accountable for the implementation and development of appropriate systems to monitor the handling of allegations and the outcomes of investigations and to direct the production of regular reports about safeguarding and DoLS activity across Merton.

To organise and participate in safeguarding discussions at regular safeguarding forums of staff and/or managers, participate in meetings for operational staff to improve practice and enhance learning.

To deliver and contribute to the training and briefings for staff in the statutory, voluntary or private sectors to promote best practice.

To identify and direct the setting of objectives and targets relevant for the development of safeguarding adults, reflecting operational service plans, in line with national and local targets.

To ensure appropriate attendance and participation in and contribution to relevant partnerships, Boards and Committees as required, and to ensure that appropriate follow up action is discharged.

To oversee and direct the monitoring of recording systems related to safeguarding adults and DoLS work and outcomes.

Training and Organisational Development

To assist in the development and delivery of the annual Training Plan for Safeguarding and to ensure that targets are being met and safe and effective practise is enabled and supported.

To be proactive in ensuring that contract compliance delivers set targets for safeguarding training within the private, voluntary and independent sector.

To lead the promotion of awareness of safeguarding adult issues to the broader community that will include but not be limited to a full range of activities and events, as well as expert policy development and support.

To take lead responsibility for the introduction of awareness and development strategies in safeguarding, MCA and other specified areas.

To be proactive in leading safeguarding, mental capacity and broader social care service development and planning, ensuring that strategies, policy requirements and statutory requirements are fulfilled.

To lead the development of risk assessment processes that identify risks, both to vulnerable adults in Merton and to the Council and its partner agencies.

Finance

To be the budget manager for the Safeguarding & DOLS Budget.

To plan and manage service provision and outcomes in line with the available budget and to manage that budget in accordance with audit requirements, standing orders and the corporate procurement policy.

To manage the annual budget setting process for safeguarding.

Other

To undertake and contribute to management and social care service delivery, as a qualified social worker, other than in the identified specialist area, as required.

To ensure that information security guidelines and requirements are adhered to within the Safeguarding Adults Team, and where appropriate, across the directorate.

To respond to enquiries and provide advice and guidance about specific cases to MPs, Elected Members, the Chief Executive and directors in a timely manner.

To participate in the recruitment of staff and or management investigations under grievance or disciplinary procedures as appropriate.

General

This job description describes responsibilities as they are currently required. It is anticipated duties will change over time and the job description may need to be reviewed in the future.

The Council expects the post holder to be a member of the College of Social Work and to meet the standards of that bodies Code of Practice.

Person Specification

Education, and/or Experience, Qualifications and Training

Post qualifying experience in health or social care.

A Qualification in performing the role of Best Interest Assessor under the Mental Capacity Act 2005.

Experience of working in a multi disciplinary context.

Management and organisational experience within Local Authority, Personal Social Services, or an equivalent Health or Independent setting.

Evidence of sound professional practice and standard setting.

Experience of influencing and motivating staff managed by others.

Experience of implementing legislation and developing local policies and procedures.

Experience of working in a performance management framework.

Experience of Involving service users and carers in developing and improving services.

Experience of managing complex adult protection cases.

Experience of risk assessment in complex situations.

Experience of managing investigations and chairing case conferences.

Sound working knowledge of relevant legislation and guidance (Safeguarding Adults and Mental Capacity Act and DoLS).

Knowledge of relevant national safeguarding adult practice and service developments, and relevant Government policy, objectives, requirements and initiatives.

Skills and Abilities

Skills in the collection and analysis of data and the ability to collate and present it.

Able to use a range of IT packages relevant to the post, or the ability to learn new IT packages, as appropriate.

Excellent communication and interpersonal skills in particular in report writing and oral presentations.

Able to think strategically.

Able to work on own initiative.

Ability to engage with, motivate and influence others.

Ability to relate to people in a range of organisations and at different levels.

Ability to provide support and clear advice to staff.

Ability to work under pressure, with good time management skills, organise and meet deadlines.

Undertake and engage in supervision and appraisal.

Undertake appropriate training.

Willing to implement and promote the Borough's Core Values, Health & Safety Policies and any other relevant policies and procedures.

Willing and able to work flexible hours.