



LONDON BOROUGH OF MERTON

**-COMMUNITY AND HOUSING DEPARTMENT
JOB DESCRIPTION**

POST TITLE: Adults Safeguarding Strategic Development & Board Manager

Grade: ME15

DIVISION/SECTION: Community and Housing / Adult Safeguarding

Location: Civic Centre

Responsible to: Director Community & Housing & Independent Chair Safeguarding Adults Board

Direct post to: Head of Operations with direct line to Assistant Director for Adult Social Care

Responsible for: Adult Safeguarding Policy & Partnership Officer and the Safeguarding Adults Board Administrator

Post number:

Date: March 2023

1. MAIN PURPOSE

To manage the Merton Safeguarding Adults Board's (MSAB) strategic business planning processes and overseeing the governance and legal operation of the MSAB.

To build effective partnerships with all key stakeholders across Merton, with the aim of supporting the MSAB to have the capacity and capability of fulfilling its statutory duties and meeting national and local requirements.

To oversee the work of the MSAB to ensure continuous improvement to the quality and consistency of adult safeguarding in Merton, ensuring it improves the lives of adults at risk and takes account of their personal wishes and preferred outcomes.

To ensure that strategies, policies, and procedures relating to safeguarding adults are relevant, up to date and embedded across all partner agencies

To manage Safeguarding Adults Review (SAR) processes on behalf of the Safeguarding Adults Board

To develop and oversee the work of the MSAB and sub-groups including the management of the timely administration of the MSAB agenda in conjunction with the Independent Chair.

Oversee the reporting framework, including an annual report of the work of the MSAB and relevant Boards and Scrutiny Panels

2. MAIN DUTIES AND RESPONSIBILITIES

1. To provide the policy lead for the Merton Safeguarding Adults Board.
(Once Policy & Partnership post agreed)
2. To ensure the MSAB meets its statutory obligations, and its activities are coordinated and are efficiently and promptly implemented.
3. To brief and prepare the MSAB regarding any legislative changes and to ensure that the MSAB is organised appropriately to meet its statutory obligations.
4. To facilitate the development of links and greater coordinated working across services and key stakeholders, to aid the development and delivery of key organisational priorities within safeguarding with regard to service development and strategic direction.
5. To provide professional advice and support to the Independent Chair of the MSAB and support the Independent Chair in scheduling the business of the MSAB and to undertake tasks as required in relation to the agendas, papers and minutes of MSAB meetings.
6. To ensure effective day to day operational management of the MSAB and its Subgroups ensuring compliance with statutory guidance and best practice.
7. To lead and co-ordinate the production of the strategy/annual business plan and the annual reports for the MSAB.

8. To coordinate the Safeguarding Adult Review (SAR) process as necessary including the obtaining of management reports, coordination of progress on action plans and supporting Panel chairs and relevant senior managers with administrative work. This includes the implementation of lessons learned.
9. To ensure delivery plans for the agreed priorities are in place and effective for each Subgroup function of the Board.
10. To ensure that the work of the MSAB is directed to promoting service user, carer and advocate involvement and engagement with communities across Merton when developing MSAB functions.
11. To support the development of an effective partnership between the MSAB and other partnerships in accordance with the governance framework of the Board.
12. To establish effective links with regional and national networks as appropriate to share learning and develop practice.
13. To contribute to lead on embedding a quality assurance framework and performance infrastructure across Merton and to ensure an effective case audit programme in respect of safeguarding activity.
14. To support the development and delivery of the MSAB 3-year Strategy and yearly work programmes through the operational group, subgroups and task and finish groups.
15. To develop and implement appropriate projects and plans to meet the MSAB's strategic objectives.
16. To ensure the MSAB communicates effectively through the use of appropriate publicity which should include the use of information technology.
17. To manage and ensure relevant MSAB information is available and kept up to date on relevant websites.
18. To undertake a liaison role with non-statutory organisations including the Community and Voluntary Sector, Independent Providers of services to adults at risk and faith groups in order to promote 'buy in' to the multi-agency procedures.

19. To assess adult safeguarding training needs across the partnership, identify any gaps and seek to address the skills gaps with key agencies involved in the delivery of adult safeguarding.
20. To analyse new guidance and legislation and advise the MSAB on implications for local policy and practice.
21. To review and summarise relevant research to inform the work and decisions of the MSAB.
22. To ensure quarterly performance management reports are presented to the Board together with appropriate narratives and to identify implications for the MSAB in respect of these.
23. To ensure an effective performance management framework is in place in respect of safeguarding adults' activity, and that outcomes influence the work of the Board and sub-groups
24. To chair task and finish groups as directed by the MSAB.
25. Provide support in relation to external inspection frameworks including peer reviews.
26. To work with the manager of the Local Safeguarding Children Board to identify and take forward opportunities for co-ordinated action, in particular joined-up subgroups of the Board/Partnership.

**LONDON BOROUGH OF MERTON
Community & Housing DEPARTMENT**

PERSON SPECIFICATION

**POST TITLE: Adults Safeguarding Strategic Development & Board
Manager**
Grade: ME15

Date: March 2023

1. *Knowledge and Skills*

- Extensive, sophisticated and up to date working knowledge of relevant national and local policy, statutory guidance and legislation in relation to the provision of social care services.
- Ability to promote positive working relationships in and across teams, using strategies for collaboration and arbitration.
- Ability to contribute to and provide professional leadership of organisational change and development and address performance management issues that arise.
- Ability to communicate effectively in highly charged, complex or challenging situations to a wide range of audiences for different purposes and at different levels, including public speaking.
- Ability to model and promote a culture of clear communication, supporting the development of effective communication skills in others.
- Ability to influence organisational development pro-actively using feedback from your area of responsibility.
- Ability to gather information to inform judgement for interventions in more complex situations and in response to challenge.
- Ability to routinely explain professional reasoning, judgements and decisions made and record these in a clear concise way.
- Ability to use knowledge to make complex judgements in uncertain and ambiguous situations, supporting others to do the same.
- Excellent partnership working skills with an ability to communicate and collaborate effectively with partners in statutory, voluntary and third sector organisations.

- Competent in the use of basic IT skills.
- Demonstrable experience in successful recruiting, performance managing, coaching and developing staff.
- Good problem solving and analytical skills with the capacity to devise and implement innovative solutions.

Experience of collating and analysing information from a range of sources to form a judgement and provide recommendations as appropriate.

Excellent written and verbal communication skills

2. Experience/Training

- Appropriate degree, professional qualification, or significant equivalent experience in a relevant social care, social science or health related discipline
- Extensive experience of safeguarding work relevant to the level and nature of the post
- Experience of working with a range of senior managers, partner agencies, practitioners and providers
- Experience in the preparation, analysis, interpretation, and reporting of management information and producing recommendations for implementation related to the field of health and social care commissioning or delivery
- Skilled and experienced in all aspects of people management
- Experience of planning and organising teamwork or coordinating complex activities
- Experience of developing, implementing, and maintaining formal monitoring systems for key stakeholders in the field of health and social care.
- Experience of managing projects with a range of stakeholders with a proven track record or influencing effectively
- Experience of promoting anti-discriminatory and anti-oppressive practices in service delivery.

