

## JOB DESCRIPTION

JOB DETAILS	
<b>Job Title</b>	Associate Director of Safeguarding
<b>Reports to</b>	Director of Nursing (Northern Services)
<b>Band</b>	8c
<b>Department/Directorate</b>	Safeguarding Team

JOB PURPOSE
<p>The Associate Director of Safeguarding will work across the Trust and will be accountable for providing the strategic, operational, professional and clinical leadership, across the entire safeguarding portfolio which includes:</p> <ul style="list-style-type: none"> <li>• Adult Safeguarding</li> <li>• Children's Safeguarding</li> <li>• Mental Capacity Act Team (referred to as MCA in this document)</li> <li>• Domestic abuse</li> <li>• Prevent</li> </ul> <p>This is a key strategic leadership role responsible for providing expert visible leadership for their areas of accountability, for the delivery of relevant statutory legislation, Trust strategies, leading the development, implementation and monitoring of a range of standards to ensure that the Trust complies with statutory safeguarding requirements and providing a responsive and safe safeguarding service across the Trust.</p> <p>The post holder will provide the overall leadership responsibility for building, motivating and developing teams to drive forward service transformation within areas of responsibility, which will influence community and secondary care services as well as safe patient care.</p>

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> <li>• Professionally lead and manage the Trust's safeguarding and MCA team across the Trust.</li> <li>• Responsible for ensuring that appropriate systems and processes are in place to enable the effective delivery of the Trust's statutory safeguarding and MCA responsibilities.</li> <li>• To ensure the safeguarding and MCA team consistently provides appropriate and meaningful information and specialist advice to internal and external stakeholders.</li> <li>• To ensure effective safeguarding and MCA methodologies are in place, firmly embedded within the wider quality agenda, to monitor safeguarding performance.</li> <li>• To provide expert advice and support on a daily basis to a wide-ranging workforce on all aspects of safeguarding where matters can be highly complex and in difficult, sensitive and emotive situations.</li> <li>• Work with the executive lead and other senior leaders to monitor safeguarding performance indicators, and be accountable for ensuring all of the Trust's safeguarding policies are robust and reflect national, regional and local policy.</li> <li>• Be the Trust representative at inter-agency forums.</li> </ul>

- Accountable for the development and the delivery of the Trust specialist safeguarding training, across a multi-disciplinary workforce, ensuring that all national and local requirements are incorporated.
- Provide reports as part of Serious Case Review/ Safeguarding Adult Review/Domestic Homicide Review processes and any other safeguarding investigation
- Provide safeguarding supervision, specialist debrief, support and specialist advice to staff at all levels within the organisation.

## KEY WORKING RELATIONSHIPS

Areas of Responsibility: Adult & Children's Safeguarding and Mental Capacity

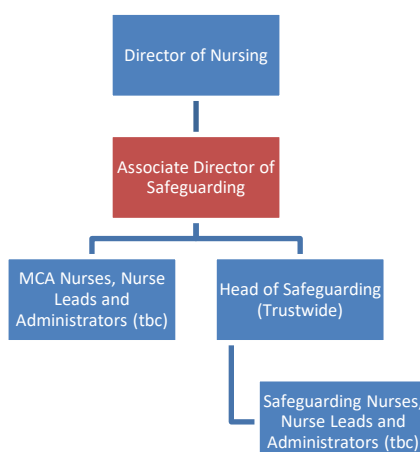
**No. of Staff reporting to this role: TBC**

The post holder is required to build relationships, influence, manage and work effectively with staff of all levels throughout the Trust (including Senior and Exec level) as and when they encounter on a day to day basis. In addition, the post holder will deal with the wider healthcare community, external organisations and the public. This will include verbal, written and electronic media.

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> <li>• Chief Nursing Officer (Executive Lead)</li> <li>• Executive Directors</li> <li>• Directors of Nursing</li> <li>• Quality &amp; Patient Safety Team</li> <li>• Care Group Leaders (Clinical and Non-Clinical)</li> <li>• People Division staff</li> <li>• All Clinical Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Patient, visitors and their advocates</li> <li>• ICS Staff</li> <li>• Safeguarding Boards and Community Safety Partnerships</li> <li>• Local Authority Staff</li> <li>• Police</li> <li>• NHSE</li> <li>• Regulatory Bodies</li> </ul>

## ORGANISATIONAL CHART



## FREEDOM TO ACT

The post holder has the freedom to act autonomously to ensure that areas within their portfolio achieves its objectives through the core areas of strategic planning; general management; financial management; performance management; planning, policy and service development, including transformation; service quality; workforce management; and information management.

The post holder will make decisions based on their own interpretation and expertise of broad safeguarding and professional policies.

The post holder will be responsible for understanding national safeguarding policies and practices and interpreting these across the organisation. There will be significant autonomy in this role with the post holder being responsible for a wide range of duties.

### **COMMUNICATION/RELATIONSHIP SKILLS**

The post holder is required to have highly developed communication and leadership skills that reflect and promote the values of the organisation and act as a role model for all staff. The post holder will work collaboratively with other senior professionals across the Trust to ensure the Trust meets its responsibilities in safeguarding.

The post holder will be required to work across organisational boundaries both internally and externally to develop collaborative partnership working at senior levels (e.g. healthcare communities, external organisations, the public etc). The post holder will Chair operational meetings/forums and be part of senior internal and external meetings Trust.

The post holder will need to draw upon highly developed and extensive professional knowledge to act as a source of expert advice and knowledge. The post holder will be required to support staff to enable provision of highly sensitive and complex information to relatives and to senior professionals in other agencies when referring a child who is suspected to have suffered significant harm.

The post holder will be required to provide and present expert safeguarding and MCA advice and reports both verbal and written to the Executive Team, Trust Board, other Trust forums as well as externally at local, regional or national level. This may include presenting highly complex, highly sensitive or highly contentious information to large groups of people both internally and externally, sometimes in a hostile and / or highly emotive atmosphere. A variety of techniques to enact a change in behaviours and or outcomes will be needed.

### **ANALYTICAL/JUDGEMENTAL SKILLS**

The post holder will be required to:

- Review and analyse highly complex information or data arising from reports, enquires, complaints, incidents, workforce issues that require interpretation, comparison of a range of options and provide sound advice and judgements so that recommendation can be made appropriately in regards to the provision of safe, quality safeguarding and MCA services.
- Ensure robust monitoring and evaluation systems are in place to enable effective evaluation of all services safeguarding practice and performance, to include completion of annual audits of safeguarding.
- Provide quarterly reports on safeguarding and MCA to the Trust and an annual report to the Board and LSCBs.
- Ensure full compliance with CQC fundamental standard 'Safeguarding service users from abuse and improper treatment', put in place appropriate reporting systems across the operations directorates and in partnership with colleagues in corporate services.
- Routinely make decisions independently which may involve complex facts/ situations.
- Use judgement to assess risks and manage solutions safely and appropriately to safeguard the child or young person.

### **PLANNING/ORGANISATIONAL SKILLS**

The post holder will lead the long-term and short-term strategic and operational plans of safeguarding activity across the Trust (considering national and regional strategies) producing evidence of improvement in safeguarding outcomes.

Provide the overall senior leadership and business development across the organisation ensuring that the safeguarding agenda is integral and represented at all levels of development. Offers advice across the organisation on the best use of financial resources to ensure that an effective safeguarding service is provided, taking responsibility for initiating improvements. Contribute to the workforce planning of the safeguarding and MCA workforce across the Trust.

Liaise with Designated Nurses and Designated Doctors to ensure that the requirements of the DCFP work plans are implemented within all Directorates.

Contribute to the operational and strategic planning for existing and new services to ensure all developments consider safeguarding adult and children requirements and address the national, regional and local initiatives.

Take responsibility for leading and managing projects as agreed with the Director of Nursing and Chief Nurse.

### **PATIENT/CLIENT CARE**

The post holder will not routinely provide patient care but will be responsible for providing specialist clinical expertise, advising clinical colleagues, receiving and responding to consultations from clinical and non-clinical staff where the referrer has safeguarding concerns, use expert professional judgement in relation to safeguarding matters,

Work as a clinical expert practitioner in Safeguarding and using expert knowledge and skills undertake reviews of chronic and complex cases, providing care planning to address the safeguarding children concerns, making referrals as required and evaluating outcomes of care plans.

This may involve direct face to face contact with patients, or their relatives, carers, conveying unwelcome news and managing associated challenging behaviours.

### **POLICY/SERVICE DEVELOPMENT**

The post holder will be responsible for strategic development, implementation and monitoring of safeguarding and MCA policies and practices across the Trust.

The postholder will be responsible for planning, developing and delivering specialist Safeguarding and MCA services across the Trust.

The post holder is accountable for ensuring that Trust policies are fully compliant with statutory and regulatory requirements and for ensuring that the professional input of safeguarding is also provided to wider policy development as appropriate.

### **FINANCIAL/PHYSICAL RESOURCES**

Overall responsibility for budget of resources and initiatives across all safeguarding areas, with business case requirements to justify spend on complex/speculative activities. There is an imperative to prove and demonstrate value for money on expenditure and the post holder will be required to evidence return on investment.

To liaise with other members of the multi-professional senior team to ensure that there is efficient use of resources including finance and staff.

### **HUMAN RESOURCES**

Direct management and accountability for the performance of the functions & teams within the wider safeguarding service including: workforce redesign, recruitment, specialist/professional training and development, performance management, operational planning, grievance and discipline, ensuring that the teams have clarity of deliverables, possesses the necessary skills and motivation to deliver the levels of service required both now and, in the future.

Develop a programme of education and specialist evidence-based training plans to deliver high quality safeguarding and MCA training across the Trust, to enable clinical and non-clinical staff to achieve and maintain competency in safeguarding up to their level of responsibility.

Work collaboratively with the internal and external colleagues on the development and review of inter-agency multi-disciplinary safeguarding programmes in Devon.

Work with senior management to identify needs, implement training and monitor effectiveness.

### **INFORMATION RESOURCES**

The post holder is responsible for ensuring appropriate safeguarding records and data is collected and analysed across the Trust. They will monitor the quality of information generated by others, translating data into senior level reports and presentations. The post holder will also commission and undertake regular Audits as appropriate.

The post holder will use a variety of software packages and will be required to manipulate data via spreadsheets application and use word-processing or power Point packages for the preparation of presentation and reports.

### **RESEARCH AND DEVELOPMENT**

The post holder will be responsible for leading safeguarding's participation in complex audits, oversee the implementation of change in practice, and provide senior challenge to monitoring, evaluation and remedial action.

To act in an advisory/collaborative role with all senior members of the multi-professional team and coordinate project work, research, audit and developments Trust wide disseminating learning and actions from programmes and projects

To analyse national and local data in relation to safeguarding adults to ensure health professionals are alerted to developments and informed of changes

Initiate and lead on research in the speciality of safeguarding, ensuring that learning from research is applied in practice

To contribute to the identification of appropriate safeguarding research topics utilising research methodology

### **PHYSICAL SKILLS**

Use of visual display screen equipment.

### **PHYSICAL EFFORT**

The post holder will be required to travel across trust sites.

The post will involve a combination of sitting, standing, walking.

### **MENTAL EFFORT**

The post holder will be required to sustain frequent and prolonged periods of concentration, for example analysing complex data, interpreting national guidance/legislation.

Writing reports and as part of an unpredictable work pattern that may include frequent interruptions to deal with service issues or staff needs.

The post holder will be required to prepare complex daily reports for meetings at a corporate level.

Prepare and present complex business cases, performance reports at corporate level.

### **EMOTIONAL EFFORT**

The post holder will frequently encounter highly distressing and emotional circumstances connected with safeguarding and may include unexpected deaths, complex complaints, and serious incidents.

The post holder will be required to regularly deal with conflicting viewpoints or information which may be complex or of a sensitive nature where highly developed negotiation skills will be required. This will often be in a pressurised situation.

### **WORKING CONDITIONS**

There will be extensive use of VDU's on a daily basis.

The post holder will be required to travel across Trust sites and other locations as required.

### **OTHER RESPONSIBILITIES**

Take part in regular performance appraisal.

Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling

Contribute to and work within a safe working environment

You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
- Undertake a Display Screen Equipment assessment (DES) if appropriate to role.

### **APPLICABLE TO MANAGERS ONLY**

Leading the team effectively and supporting their wellbeing by:

- Championing health and wellbeing.
- Encouraging and support staff engagement in delivery of the service.

- Encouraging staff to comment on development and delivery of the service.
- Ensuring during 1:1's / supervision with employees you always check how they are.

## **DISCLOSURE AND BARRING SERVICE CHECKS**

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

## **GENERAL**

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.



# PERSON SPECIFICATION

<b>Job Title</b>	Associate Director of Safeguarding
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Requirements	Essential	Desirable
<b>QUALIFICATION/ SPECIAL TRAINING</b>		
Professional Clinical Qualification and registration with NMC, HCPC or Social Work England	X	
Master's degree or equivalent experience	X	
Leadership and Management qualification or experience operating at a senior clinical level	X	
Advanced Professional safeguarding training and qualifications in a range of areas (i.e. children, adult)	X	
Safeguarding Supervision Training	X	
<b>KNOWLEDGE/SKILLS</b>		
Extensive knowledge of contemporary specialist safeguarding issues and practice across all safeguarding functions (the unborn and within maternity, children and young people, adults, victims of domestic abuse, people with a mental health condition, people with a learning disability, people living with dementia, liberty protection safeguards and palliative care and end of Life)	X	
Extensive knowledge of specialist and current safeguarding policies and practices	X	
Ability to work strategically at a senior level in an NHS organisation	X	
Able to translate safeguarding strategy into operational practice to benefit patients and service users	X	
Ability to prepare and present written briefings to senior leadership	X	
Ability to communicate effectively and build good relationships with multi-professional groups and multi-agencies	X	
Ability to analyse and resolve complex issues, including conflict resolution	X	
Excellent presentation and communication skills – verbal and written	X	
Knowledge and experience of risk management processes	X	
Project management skills		X
<b>EXPERIENCE</b>		
Experience of managing safeguarding service at Named Nurse/Midwife or equivalent level	X	



Experience of providing safeguarding supervision to a range of staff groups	X	
Experience of leading safeguarding training programmes for a range of staff groups	X	
Experience of leading and managing staff at a senior level within a large organisation	X	
Experience of leading service change		X
Experience of working at a national/regional/system level	X	
<b>PERSONAL ATTRIBUTES</b>		
Ability to work as part of a team	X	
Willing to accept additional responsibility as delegated by senior staff	X	
Ability to deal with conflict	X	
Ability to work independently and demonstrate initiative	X	
Flexible and adaptable under pressure	X	
<b>OTHER REQUIREMENTS</b>		
Requirement to travel across sites May be a requirement to undertake on call duties	X	X

WORKING CONDITIONS/HAZARDS		FREQUENCY (Rare/ Occasional/ Moderate/ Frequent)			
		R	O	M	F
<b>Hazards/ Risks requiring Immunisation Screening</b>					
Laboratory specimens	N				
Contact with patients	Y				
Exposure Prone Procedures	N				
Blood/body fluids	N				
Laboratory specimens	N				
<b>Hazard/Risks requiring Respiratory Health Surveillance</b>					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	N				
Respiratory sensitisers (e.g isocyanates)	N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	N				
Animals	N				
Cytotoxic drugs	N				
<b>Risks requiring Other Health Surveillance</b>					
Radiation (>6mSv)	N				
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	N				
Noise (over 80dBA)	N				
Hand held vibration tools (=>2.5 m/s2)	N				
<b>Other General Hazards/ Risks</b>					
VDU use ( > 1 hour daily)	Y				X
Heavy manual handling (>10kg)	N				
Driving	Y			X	
Food handling	N				
Night working	N				
Electrical work	N				
Physical Effort	N				
Mental Effort	Y				X
Emotional Effort	Y				X
Working in isolation	Y			X	
Challenging behaviour	Y			X	

