

JOB DESCRIPTION

JOB DETAILS	
Job Title	Head of Safeguarding
Reports to	Associate Director of Safeguarding
Band	8b
Department/Directorate	Safeguarding & MCA Team

JOB PURPOSE
<p>Within this Job Description, all references to 'safeguarding' include Mental Capacity Act (MCA) as an integral part of our safeguarding statutory responsibility.</p> <p>The safeguarding of both adults and children is seen as 'core business' within the Trust and is a fundamental part of all service delivery. The Integrated Safeguarding and Mental Capacity Act (MCA) team has a proactive approach towards safeguarding and mental capacity and priority is given to developing confidence and competence in safeguarding and mental capacity matters for all staff groups. Safe and effective care & quality assurance is central to the team's working.</p> <p>This role supports the Associate Director of Safeguarding & MCA in their role in the delivery of the Trust's safeguarding adults and children's strategic and operational objectives, working across the Trust. The post holder will deputise for the Associate Director of Safeguarding & MCA and assume leadership and responsibility for delivery in specific areas.</p> <p>This is a key role working alongside Safeguarding Leads, Divisional Leads and Clinical Leaders to deliver the Trust's safeguarding and MCA agenda, ensuring that safeguarding activity across the Trust is robust and in line with statutory and regulatory requirements. This includes maintaining compliance with commissioning and partnership standards, national and local guidelines and best practice.</p> <p>The post holder will act as the Operational Lead for identified areas of safeguarding and MCA practice, supporting the changing local and national safeguarding and MCA priorities and objectives. This will include ensuring the Trust complies with national, regional and local policies and initiatives.</p> <p>The post holder will lead development and have oversight of areas of work delivered by the safeguarding and MCA service. This will include training, supervision, audit, PREVENT, MCA, health input into multi-agency safeguarding hubs, domestic abuse, modern slavery, safeguarding adult reviews or children safeguarding practice reviews. You will have a key role to play in ensuring learning and recommendations from safeguarding adult reviews, child practice reviews and domestic homicide reviews are implemented in a timely way within the Trust.</p> <p>As a senior safeguarding & MCA lead, you will be empowered to make decisions that improve outcomes for patients, acting as a catalyst to transform care and safeguarding & MCA service delivery.</p>

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> To independently provide senior leadership and expertise on complex and serious safeguarding & MCA matters and provide specific leadership for designated services. To deputise for the Associate Director of Safeguarding & MCA as required. In conjunction with the Associate Director of Safeguarding & MCA, provide a senior safeguarding & MCA leadership role when working collaboratively, across agency and geographical

boundaries, with providers of health and social care and other partner agencies to provide a seamless approach to complex safeguarding & MCA issues.

- To provide leadership in managing safeguarding & MCA responses for complex, high risk/high profile cases including providing a means of de-brief after traumatic/stressful situations for members of staff requiring prolonged periods of intense concentration.
- Alongside the Associate Director of Safeguarding & MCA, ensure that statutory requirements for all multi agency case reviews are met, action plans developed and monitored through the safeguarding & MCA governance processes.
- Attend partnership and multi-agency safeguarding and MCA meetings across the Integrated Care System (ICS) when required.
- In collaboration with the Associate Director of Safeguarding & MCA respond and contribute to requests for information relating to Safeguarding Adults Reviews and Domestic Homicide Reviews, ensuring appropriate senior signoff of information has been achieved and where appropriate and/or delegated, to attend the review meetings representing the Trust.
- Promote a high-quality evidence-based service, developing effective inter-disciplinary and inter-agency relationships to improve the outcomes for people with care and support needs and those at risk of abuse and/or neglect.
- As and when delegated by the Associate Director of Safeguarding & MCA, the post holder will regularly participate as a member of the Safeguarding Partnership's sub-groups and Task and Finish groups for specific programmes of work.
- To deputise for the Associate Director of Safeguarding & MCA and represent the Trust at Safeguarding Partnership Board and sub group meetings.
- Provide expert specialist advice to the Trust Directors and Executive team on all aspects of safeguarding and MCA as required.
- Provide regular safeguarding and MCA reports to Governance Committees and external agencies as required.
- Support staff to enable provision of highly sensitive and complex information to relatives and to senior professionals in other agencies when referring a child or adult who is suspected to have suffered significant harm.
- In conjunction with the Associate Director of Safeguarding & MCA, identify and implement changes to clinical practice in safeguarding and MCA within the Trust using expert change management skills along with negotiation and motivation skills.
- To contribute to the development and the delivery of the Trust safeguarding and MCA training, across a multi-disciplinary workforce, ensuring that all national and local requirements are incorporated.
- Apply learning from practice to develop and implement safeguarding and MCA policy and practice throughout the Trust ensuring that there is a robust system of audit to monitor effectiveness and compliance.
- Ensure that safeguarding and MCA issues are addressed within the Trust Clinical Governance framework and develop the role within this framework to include elements of risk management, evidence-based practice and learning from clinical incidents and near misses.

KEY WORKING RELATIONSHIPS

Areas of Responsibility: Adult & Children's Safeguarding and MCA. The postholder will be required to work across the Trust to support the Associate Director of Safeguarding & MCA as required.

No. of Staff reporting to this role: Greater than 8.

The post holder is required to deal effectively with staff at all levels throughout the Trust. 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"> • Chief Nursing Officer (Executive Lead) • Executive Directors • Directors of Nursing • Quality & Patient Safety Team • Divisional Leaders (Clinical and Non-Clinical) • All Clinical Staff 	<ul style="list-style-type: none"> • Patient, visitors and their advocates • ICB Staff • Safeguarding Partnerships • Community Safety Partnerships • Local Authority Staff • Police • NHSE • Regulatory Bodies • Non-Statutory organisations including Domestic Abuse Services

ORGANISATIONAL CHART



FREEDOM TO ACT

The post holder has the freedom to act autonomously to ensure that areas within the safeguarding and MCA portfolio achieves its objectives through the core areas of 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 of broad safeguarding, MCA and professional policies advising senior staff across the Trust how these should be interpreted. There will be 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 and MCA.

The post holder will be required to work across organisational boundaries both internally and externally to develop collaborative partnership working at senior levels (eg healthcare communities, external

organisations, the public etc). The post holder will Chair operational meetings/forums and be part of senior internal and external meetings.

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 deputise for the Associate Director of Safeguarding & MCA in providing and presenting 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 recommendations can be made appropriately in regards to the provision of safe, quality safeguarding and MCA services.

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', work with the Associate Director of Safeguarding & MCA to ensure appropriate reporting systems across the operations directorates and in partnership with colleagues in corporate services.

Will be expected to routinely make decisions independently which may involve complex facts/ situations.

Will be expected to use judgement to assess risks and manage solutions safely and appropriately to safeguard the child or young person and adults with care and support needs or who may lack capacity.

PLANNING/ORGANISATIONAL SKILLS

The post holder will be required to develop, plan and organise a wide range of complex activities to ensure that safeguarding and MCA contributes to and is developed to meet the trusts strategic objectives and responsibilities.

Lead on operational and business development initiatives across the organisation ensuring that the safeguarding and MCA agenda is recognised and represented at all levels of development.

Offer advice on the best use of financial resources to ensure that effective safeguarding and MCA services are provided.

Contribute to the planning of the safeguarding and MCA workforce across the Trust.

Liaise with Designated Nurses and Designated Doctors to ensure that the requirements of the safeguarding partnerships are implemented within the Trust.

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

Lead and manage projects as agreed with the Associate Director of Safeguarding & MCA.

PATIENT/CLIENT CARE

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

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

POLICY/SERVICE DEVELOPMENT

The post holder will be responsible for supporting the Associate Director of Safeguarding & MCA with the development and implementation of safeguarding and MCA policy and practices. The post holder will lead on the development and implementation on specific corporate policies as directed by the Associate Director of Safeguarding & MCA.

The postholder will contribute to the planning, development and delivery of specialist safeguarding and MCA services across the Trust. This may involve direct face to face contact with patients, or their relatives, carers, conveying unwelcome news and managing associated challenging behaviours.

FINANCIAL/PHYSICAL RESOURCES

Responsibility for supporting the Associate Director of Safeguarding & MCA in providing effective budget management and the use of resources and initiatives across safeguarding and MCA functions. There is an imperative to prove and demonstrate value for money on expenditure and the post holder will be required to support the return on investment on any proposed expenditure.

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 of the performance of allocated members of the safeguarding and MCA team including: recruitment, training and development, performance management, operational planning, grievance and discipline, ensuring that the teams have clarity of deliverables, possess the necessary skills and motivation to deliver the levels of service required both now and in the future.

Contribute to the development and delivery of a programme of education and specialist evidence-based training 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 and MCA up to their level of responsibility.

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

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

INFORMATION RESOURCES

The post holder is responsible for generating and recording information appropriately; will monitor the quality of information generated by others and undertake regular audits as appropriate.

The post holder will use a variety of software packages and will be required to manipulate data via spreadsheet applications and the use of word-processing or PowerPoint packages for the preparation of presentation and reports.

RESEARCH AND DEVELOPMENT

The post holder will:

- Participate in research that will contribute towards further informing and advancing an understanding of all forms of safeguarding and MCA and contribute to positive system-wide responses both Peninsula wide and nationally.
- Ensure the development of robust quality assurance systems to monitor and evaluate safeguarding and MCA practice across the Trust and within the TDSAP & DSCP as required.
- Develop, monitor progress and lead on safeguarding and MCA audits.
- Partake in the monitoring of services to ensure they are effective and respond to feedback from service users as appropriate.
- With the Associate Director of Safeguarding & MCA, lead robust monitoring and audit processes which identifies areas for improvement, good practice and development needs.
- Maintain a high level of knowledge of research processes, implement and lead on current evidence-based practice in conjunction with lead clinicians.

PHYSICAL SKILLS

Use of visual display screen equipment.

PHYSICAL EFFORT

The post holder will be required to travel across trust sites and work in both Eastern and Northern Services.

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 and 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.

EMOTIONAL EFFORT

The post holder will frequently encounter highly distressing and emotional circumstances connected with safeguarding which 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 VDUs on a daily basis.

OTHER RESPONSIBILITIES

Take part in regular performance appraisals.

Undertake any training required in order to maintain competency including mandatory training, e.g. Safeguarding, MCA and Resuscitation.

Contribute to and work within a safe working environment.

You are expected to comply with Trust Infection Control Policies and conduct yourself 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 (DSE) if appropriate to the 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 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.

At the Royal Devon, we are committed to reducing our carbon emissions and minimising the impact of healthcare on the environment, as outlined in our Green Plan available on our website. We actively promote sustainable practices and encourage colleagues to explore and implement greener ways of working within their roles.

PERSON SPECIFICATION

Job Title	Head of Safeguarding & MCA
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Requirements	Essential	Desirable
Professional Clinical Qualification and registration with NMC, HCPC or Social Work England	E	
Specialist Safeguarding Masters level qualification or equivalent post graduate evidence of continuing specialist safeguarding/MCA education	E	
Evidence of working with children's and adult safeguarding and MCA at a senior level	E	
Recognised post registration/qualification Teaching Qualification or equivalent post graduate evidence of continuing education or experience	E	
Recognised Leadership Qualification or equivalent demonstrable experience	E	
KNOWLEDGE/SKILLS		
Excellent knowledge of legislation relating to safeguarding and MCA (e.g. Children Acts, Care Act, Mental capacity Act) and evidence of experience working with these.	E	
Excellent knowledge of contemporary safeguarding issues and practice across adults and children	E	
Able to translate safeguarding and MCA strategy into operational practice to benefit patients and service users	E	
Ability to prepare and present written briefings to senior leadership	E	
Ability to communicate effectively and build good relationships with multi-professional groups and multi-agencies	E	
Ability to analyse and resolve complex issues, including conflict resolution	E	
Excellent presentation and communication skills – verbal and written	E	
Knowledge and experience of risk management processes	E	
Project management skills		D
EXPERIENCE		
Experience of managing safeguarding service at Named Nurse/Named Midwife/ Senior Safeguarding Practitioner/ Named Professional or equivalent level	E	
Experience of providing safeguarding supervision to a range of staff groups	E	

Experience of leading safeguarding training programmes for a range of staff groups	E	
Experience of leading and managing staff	E	
Experience of leading service change		D
Experience of working at a national/regional/system level		D
Significant experience in Safeguarding Supervision	E	
PERSONAL ATTRIBUTES		
Ability to work as part of a team	E	
Ability to work independently and demonstrate initiative	E	
Flexible and adaptable under pressure	E	
Evidence of continuing professional development	E	
OTHER REQUIREMENTS		
The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.	E	
Ability to travel to other locations as required.	E	

WORKING CONDITIONS/HAZARDS		FREQUENCY (Rare/ Occasional/ Moderate/ Frequent)			
		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	N				
Contact with patients	Y				
Exposure Prone Procedures	N				
Blood/body fluids	N				
Laboratory specimens	N				
Hazard/Risks requiring Respiratory Health Surveillance					
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				
Risks requiring Other Health Surveillance					
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				
Other General Hazards/ Risks					
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	