

JOB DESCRIPTION

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

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| **JOB PURPOSE** |
| 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 priority is given to developing confidence and competence in safeguarding matters for all staff groups. Safe and effective care & quality assurance is central to the team's working.  This role supports the Associate Director of Safeguarding 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 and assume leadership and responsibility for delivery in specific areas.    The post holder will have an extensive and in depth knowledge of safeguarding adults, children and MCA and be able to support and direct the senior safeguarding specialist professionals and wider staff groups as appropriate.  This is a key role working alongside Safeguarding Leads, Divisional Leads and Clinical Leaders to deliver the Trust’s safeguarding 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.    The post holder will act as the Operational Lead for identified areas of safeguarding practice, supporting the changing local and national safeguarding priorities and objectives. This will include ensuring the Trust complies with national, regional and local policies and initiatives.  The post holder will lead development and have oversight of areas of work delivered by the safeguarding service. This could include training, supervision, audit, PREVENT, 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.  As a senior safeguarding lead, you will be empowered to make decisions that improve outcomes for patients, acting as a catalyst to transform care and safeguarding service delivery. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| * To independently provide senior leadership and expertise on complex and serious safeguarding matters and provide specific leadership for designated services. * To deputise for the Associate Director of Safeguarding as required. * In conjunction with the Associate Director of Safeguarding, provide a senior safeguarding 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 issues. * To provide leadership in managing safeguarding 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, ensure that statutory requirements for all multi agency case reviews are met, action plans developed and monitored through the safeguarding governance processes. * Attend partnership and multi-agency safeguarding meetings across the Integrated Care System (ICS) when required. * Support the Head of Safeguarding in responding 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 Nurse Consultant Safeguarding Lead, 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 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 as required. * Provide regular safeguarding 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, identify and implement changes to clinical practice in safeguarding within the Trust using expert change management skills along with negotiation and motivation skills. * In collaboration with the Associate Director of Safeguarding, Trust Named Doctors and Senior Safeguarding Practitioners contribute to Safeguarding Practice Reviews, Safeguarding Adult Reviews and Domestic Homicide Reviews when required. * To contribute to the development and the delivery of the Trust safeguarding training, across a multi-disciplinary workforce, ensuring that all national and local requirements are incorporated. * Apply learning from practice to develop and implement safeguarding policy and practice throughout the Trust ensuring that there is a robust system of audit to monitor effectiveness and compliance. * Ensure that safeguarding 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 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** | | * Chief Nursing Officer (Executive Lead) * Executive Directors * Directors of Nursing * Quality & Patient Safety Team * Divisional Leaders (Clinical and Non-Clinical) * All Clinical Staff | * Patient, visitors and their advocates * ICB Staff * Safeguarding Partnerships * Community Safety Partnerships * Local Authority Staff * Police * NHSEI * Regulatory Bodies * Non Statutory organisations including Domestic Abuse Services | |

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| **ORGANISATIONAL CHART** |
| Chief Nurse Executive Lead for Safeguarding  Director of Nursing  Portfolio Holder  Associate Director of Nursing  Head of Safeguarding    Safeguarding/MCA Nurses/Professionals Band 8a  Senior Specialist Nurses/Professionals  Safeguarding/MCA  Band 6  Administration Team |
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| **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 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.  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 in providing and presenting expert safeguarding 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 services.  Provide quarterly reports on safeguarding 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 Associate Director of Safeguarding 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 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 agenda is recognised and represented at all levels of development.  Offers advice on the best use of financial resources to ensure that effective safeguarding services are provided.  Contribute to the workforce planning of the safeguarding 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 requirements and address the national, regional and local initiatives.  Lead and manage projects as agreed with the Associate Director of Safeguarding. |
| **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 concerns, use expert professional judgement in relation to safeguarding 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 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 with the development and implementation of safeguarding 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.  The postholder will contribute to the planning, development and delivery of specialist safeguarding 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 in providing effective budget management and the use of resources and initiatives across safeguarding function. 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 teams including: recruitment, 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.  Contribute to the development and delivery of a programme of education and specialist evidence-based training to deliver high quality safeguarding 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 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 contribute to positive system-wide responses both Peninsula wide and nationally. * Ensure the development of robust quality assurance systems to monitor and evaluate safeguarding practice across the Trust and within the TDSAP & DSCP as required. * Develop, monitor progress and lead on safeguarding 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, 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, implements and leads 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, 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 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. |
| **OTHER RESPONSIBILITIES** |
| Take part in regular performance appraisal.  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 (DES) 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 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.  T*his is* |

PERSON SPECIFICATION

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| **Job Title** | Head of Safeguarding |

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| **Requirements** | **Essential** | **Desirable** |
| Current professional registration.  Specialist Safeguarding Masters level qualification or equivalent post graduate evidence of continuing specialist safeguarding/MCA education  Relevant and significant post registration/qualification experience in safeguarding children and adults  Evidence of working with children’s and adult safeguarding at a senior level  Recognised post registration/qualification Teaching Qualification or equivalent post graduate evidence of continuing education or experience  Recognised Leadership Qualification equivalent post graduate evidence of continuing education  Significant experience in Safeguarding Supervision  Evidence of continuing professional development | E  E  E  E  E  E  E | D |
| **KNOWLEDGE/SKILLS**  Excellent knowledge of legislation relating to safeguarding and MCA (eg Children Acts, Care Act, Mental capacity Act) and evidence of experience working with these.  Excellent knowledge of contemporary safeguarding issues and practice across adults and children  Able to translate safeguarding strategy into operational practice to benefit patients and service users  Ability to prepare and present written briefings to senior leadership  Ability to communicate effectively and build good relationships with multi-professional groups and multi-agencies  Ability to analyse and resolve complex issues, including conflict resolution  Excellent presentation and communication skills – verbal and written  Knowledge and experience of risk management processes  Project management skills | E  E  E  E  E  E  E  E  D |  |
| **EXPERIENCE**  Experience of managing safeguarding service at Named Nurse/Named Midwife/ Senior Safeguarding Practitioner/ Named Professional or equivalent level  Experience of providing safeguarding supervision to a range of staff groups  Experience of leading safeguarding training programmes for a range of staff groups  Experience of leading and manging staff  Experience of leading service change  Experience of working at a national/regional/system level | E  E  E  E | D  D |
| **PERSONAL ATTRIBUTES**  Ability to work as part of a team  Ability to work independently and demonstrate initiative  Flexible and adaptable under pressure  . | E  E  E |  |
| **OTHER REQUIREMENTS**  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.  Ability to travel to other locations as required. | E  E |  |

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