

Safeguarding Adults Board Manager

Role Profile

Service: Adults & Wellbeing (Adult Social Care)
Band: Band 12
Reporting to: Head of Strategic Safeguarding / Director of Quality & Safeguarding
Responsible for: Safeguarding Support Officer



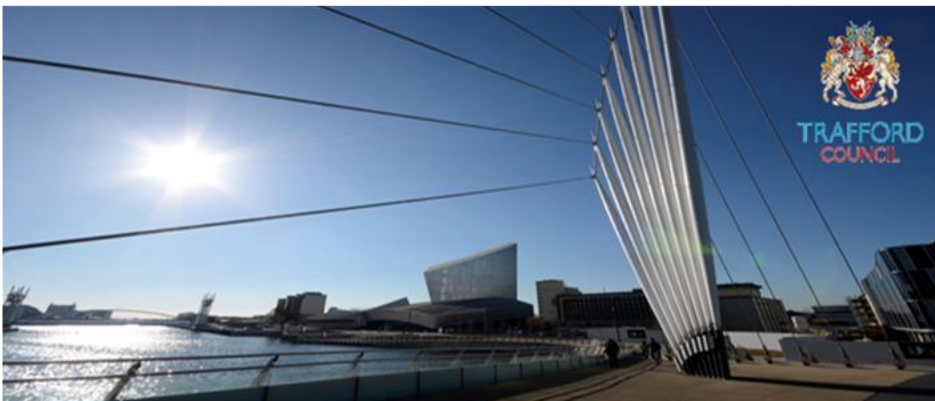
About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors have a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

Our vision: Trafford – where all our residents, businesses and communities thrive

At the heart of our vision is a common cause – we want to make Trafford a better borough. We want to make it a place where everyone has a chance to succeed and where everybody has a voice. Through our new vision, we are making a commitment to work together across different services and agencies to make the best use of our resources.



Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

At Trafford Council we are EPIC

We EMPOWER – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

We are PEOPLE CENTRED – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do and create an environment that enables everyone we work with to thrive and succeed.

We are INCLUSIVE – We are committed to creating an environment that values and respects the diversity and richness differences bring.

We COLLABORATE – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values-based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

Overview

The Quality and Safeguarding Portfolio of the wider Adult Social Care (ASC) Directorate is a new service which has brought oversight of Social Work practice, policy, learning and development together with the strategic oversight of safeguarding in ASC and the wider partnership of the Safeguarding Adults Board. The portfolio team works in partnership with colleagues in Social Work and Social Care operational services, and Commissioning and Provider Services, to ensure best practice and outcomes for Trafford residents, which aligns to the departmental vision of Improving Lives Everyday-enabling residents to be independent, safe and well. The interface with ASC and the Trafford Safeguarding Adults Board supports the delivery of the requirements of the Board, the Business Unit of the Board, and strong relationships across the partnership.

Your Main Priorities

- Lead and manage the effective operation of the Trafford Safeguarding Adults Board (SAB), ensuring compliance with Care Act (2014) requirements and providing strategic leadership, assurance and accountability across the multi-agency safeguarding partnership.
- Provide expert safeguarding advice, challenge and influence to the Board, senior leaders and partners on legislation, policy developments, emerging risks, best practice and safeguarding priorities.
- Lead and coordinate safeguarding assurance, governance and performance activity, including audits, data analysis, reviews and reporting, holding partner agencies to account for safeguarding outcomes, improvement and statutory compliance.
- Drive safeguarding transformation, service improvement and system-wide change through the use of quality assurance findings, performance information, safeguarding reviews and learning from SARs, LeDeRs, Coroners' reports and other feedback mechanisms.
- Lead the development of multi-agency safeguarding policies, procedures, training and workforce development, promoting innovation, continuous improvement and effective partnership working across Trafford's adult safeguarding system.

Key duties

- To effectively manage staff, resources and allocated budget and the production of budget reports for SAB in accordance with the Council's policies, procedures and Financial Regulations.
- Manage the efficient running of the SAB, its Committees and Working Parties in complying with national requirements and expectations and in meeting the Business Plan Objectives, along with supporting the development of the business plan.
- Support the development and evaluation of appropriate guidance and procedures relating to multi-agency safeguarding to ensure that they are being implemented and monitored by partner agencies and support them in this process.
- Organise and manage quality assurance, performance analysis, research and development work relating to multi-agency safeguarding.
- Collate and analyse data and produce regular performance management reports on multi-agency safeguarding for SAB, its committees, and other relevant Safeguarding Forums.
- Promote the involvement of the voluntary sector and provide a link for voluntary organisations to SAB.
- Take an active role in supporting multi-agency safeguarding activities such as MARAC, TARGET, Domestic Abuse Partnership Board
- Work in partnership with other agencies as appropriate to enhance the development and delivery of Adults' safeguarding services.
- Co-ordinate and advise in the development of policies and procedures in relation to safeguarding initiatives and legislation regarding adults and advise the SAB of any work that needs to be undertaken in respect of policies and procedures relating to Safeguarding.
- Manage and co-ordinate regular and planned quality assurance programmes in relation to safeguarding procedures for adult safeguarding such as collating information, including numerical and statistical information, sampling of cases, case analysis and benchmarking with comparators and reporting to SAB and other similar forums.
- Plan and organise research and development work which promotes multi-agency adult safeguarding or pilot new ways of working and to report on and disseminate key findings, conclusions and recommendations.
- Research and embed good practice across adult safeguarding practice and provide support and expertise to the safeguarding adult practitioners of Trafford. Ensure that all relevant agencies and forums are updated on national developments, literature and research relating to promoting adult safeguarding, including reports, government guidance, briefings and information.
- Develop systems to help the SAB measure the effectiveness and quality of safeguarding services in Trafford.
- Work closely with your equivalent in Children's services to ensure that the Trafford All Age safeguarding ethos is maintained.
- Undertake any other duties appropriate to the work and grade of the post, as may be directed from time to time.

About You

Qualifications and Professional Development

- Graduate/ post graduate qualifications in Social Work, health or similar field related to local government, public sector and / or Adults' safeguarding
- Evidence of continued professional, managerial and personal development
- Registered with professional body where relevant

Experience and Knowledge

- Substantial experience **in adult safeguarding** field. This can be in a Social Care, Health, or other related areas
- Experience of working in a multi-agency arena
- Experience of co-ordinating and chairing multi-disciplinary meetings
- Experience of Project management, particularly relating to Quality Assurance initiatives
- Experience of developing policies and procedures
- Proven record of successfully influencing and engaging with others, building positive and effective relationships
- A thorough understanding of quality assurance and performance management methods and systems
- Strong understanding of complex and contextual safeguarding issues
- Knowledge and understanding of the main issues affecting the service area including:
 - Legislation
 - National policies
 - Strategic issues in relation to safeguarding adults
 - Partnership working
 - Risk management
 - Budget management

Skills and abilities

- Proven ability to provide strategic leadership and contribute to corporate priorities, influencing and delivering multi-agency safeguarding improvement, transformation and statutory responsibilities across complex partnership environments.
- Strong skills in stakeholder engagement, communication and relationship management, with the ability to influence, challenge and hold senior leaders, statutory partners and stakeholders to account while maintaining effective collaborative partnerships.
- Expertise in governance, business planning and programme management, including the development, implementation and evaluation of multi-agency strategies, policies, improvement programmes and governance frameworks.
- Ability to provide expert safeguarding advice and assurance, applying legal literacy, professional judgement and strategic problem-solving to safeguarding performance, risks, compliance and workforce development.
- Proven ability to analyse, interpret and present complex safeguarding, quality assurance and performance data, using evidence, audits and reviews to identify trends, mitigate risks and drive system-wide improvement.
- Ability to lead safeguarding reviews and improvement activity, ensuring statutory requirements are met and learning from reviews, audits and other assurance processes is translated into measurable practice and service improvements.
- Demonstrable ability to influence strategic decision-making and service delivery across a broad range of sectors, including Adult Social Care, Health, Housing, Community Safety, Public Health, Commissioning and the Voluntary Sector.
- Highly developed organisational skills with the ability to manage complex programmes of work, prioritise competing demands, work independently and deliver outcomes to agreed objectives and timescales.

Special Conditions

- Enhanced DBS required
- Politically Restricted
- Willingness to work flexibly to meet the needs of the service
- Hybrid working

Date prepared/revised	Revised role profile – 08/06/2023 / 25.4.25 / 24.9.26
Prepared/revised by	C Walker (24/9/26)
Job Evaluation	Existing re-evaluation undertaken in April 2023 reviewed 23.9.26 (CG)

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery.
To recognise the value of its people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

Information Governance

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.