

Social Worker Safeguarding Hub

Role Profile

Service: Adults Directorate, Safeguarding Hub
Band: Band 8 (Level 3)
Reporting to: Senior Practitioner/ Team Manager/ Service Manager
Responsible for: No direct reports



TRAFFORD
COUNCIL

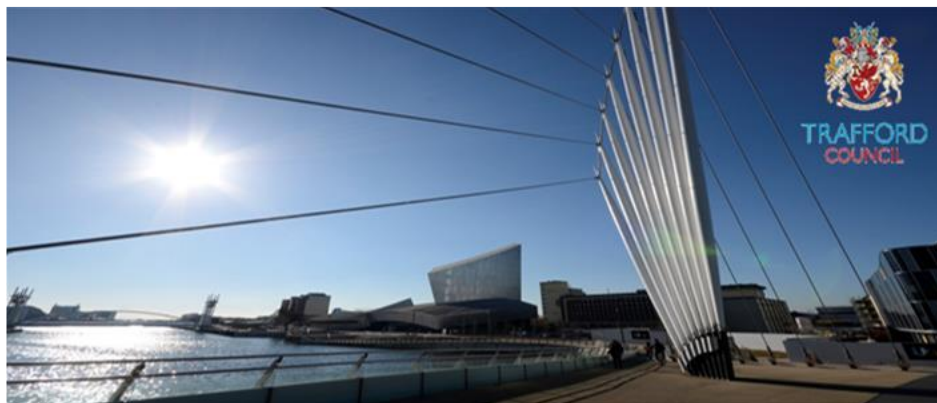
About Us

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 Safeguarding Hub serves as the central point of referral for all adult safeguarding concerns within the Local Authority. It is responsible for screening all safeguarding referrals, managing provider safeguarding concerns, and delivering responses to organisational safeguarding issues.

As a key member of the safeguarding team, you will ensure that safeguarding responses are proportionate and aligned with relevant legislation, always prioritising the safety and well-being of adults at risk. You will be welcomed into a supportive and collaborative environment where both your personal and professional development will be encouraged. Working within a person-centred, values-driven organisation, you will have the opportunity to contribute to a positive permission culture in line with our EPIC values. At Trafford, your voice matters. You will have the opportunity to shape and influence how we work, ensuring that we continue to deliver high-quality safeguarding support for those who need it most.

Your Main Priorities

- Working collaboratively to provide an effective response to safeguarding alongside colleagues in Commissioning, ICB, Mental Health services, GMP, Children's Social Work Team (CSWT), and other partner agencies.

Key duties

- Applying Section 42 of the Care Act 2014 to referrals received and determining appropriate responses.
- Assessing mental capacity if required and support adults to make decisions in their best interests.
- Managing a caseload of safeguarding cases.
- Working with other professionals to ensure appropriate multi-agency responses.
- Liaising with other Social Service professionals, health professionals and partner agencies.

- Undertaking administration (including keeping of appropriate up-to-date records) and management of personal workload providing statistical information as required.
- Advocating on behalf of adults with a view to resolving areas of conflict.
- Contributing as required to any working or project group which is engaged in developing or improving services.

About You

Qualifications and Professional Development

- A recognised Social Work Qualification (CQSW, CSS, DipSW, Degree in Social Work)
- Registration with Social Work England
- A commitment to undertaking further training where appropriate

Experience and Knowledge

- Experience of direct work with adults
- Experience of working within a social care setting
- Experience of working in safeguarding
- Experience of working within a multi-disciplinary team
- Strong understanding of relevant legislation and ability to work within legal and departmental frameworks
- Knowledge of the Care Act 2014, Mental Capacity Act 2005, Human Rights Act 1998 and Mental Health Act 1983
- IT literate, to maintain computer and manual systems for record keeping.

Skills and abilities

- Excellent written and verbal communication skills including report writing
- Highly developed analytical skills, critical thinking and ability to use appropriate professional judgement
- Ability to manage a caseload, prioritise using effective organisational and planning skills and able to work independently under pressure
- Assessment, care management and reviewing skills

- Ability to work collaboratively in partnership with families, other agencies and colleagues
- Ability to be self-motivated and driven
- Ability to assess and manage risks
- Proficient in conflict resolution, being empathetic, embracing diversity and working in an anti-discriminatory manner

Special Conditions

- Car User / full driving license required
- Willing and able to travel to sites within the Trafford Borough
- Enhanced DBS required with Adult’s barred list check
- Unsocial hours may be required

Date prepared/revised	30.4.25
Prepared/revised by	Tina Mallon / L Shellabear
Job Evaluation	Existing evaluation

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