

**Job Description****Social Services Directorate**

Post Title	Team Manager – Safeguarding Team (Adults)		
Post Number	BG17509	Grade	11
Base	Agile working	Hours of Work	37
Car User Allowance		Disclosure	Enhanced
Contact	Michelle Church	Updated	July 2024

Principal Job Purpose

To lead and manage the Adults Safeguarding team performing all the functions of the post consistent with legislation and within the policies, strategic aims, plans, standards, procedures and guidelines established within Blaenau Gwent.

Responsible to: Adults Services Service Manager Commissioning, Safeguarding & Development

Responsible for: To ensure compliance with Part 7 of the Social Services & Wellbeing (Wales) Act 2014 and to contribute fully to the on going development of promoting best practice and strategic development in Adults Safeguarding. To lead and manage the Adult Safeguarding Team.

Principal Accountabilities and responsibilities

1. To ensure the All Wales Safeguarding Procedures are integrated with Public Protection Policy and risk management frameworks and to lead on policy development in this area.
2. To oversee and manage the lead co-ordination role for the allocated 'Adult at Risk' cases within a multi agency framework, from the point of referral through to the strategy meeting, investigation, case conference, review and finalisation stages where appropriate.
3. To oversee and manage the lead co-ordination role for allocated 'Professional Concern' cases within a multi agency framework as per Section 5 of the All Wales Safeguarding Procedures

4. To chair relevant meetings such as Professional Strategy Meetings and Adult at Risk Strategy meetings.
5. To ensure the Team maintain high quality up to date recordings. To oversee electronic files so that safeguarding reports are quickly and efficiently risk assessed and processed, enabling decisions to be made in compliance with the All Wales Safeguarding Procedures.
6. To ensure the implementation of legislation by developing safeguarding policies, procedures and guidance
7. To work in collaboration and promote effective communication with other agencies including Gwent Police, Aneurin Bevan University Health Board, Care Inspectorate Wales, Healthcare Inspectorate Wales, and the Independent and voluntary sector to ensure the statutory requirements of SSWBA are met.
8. To lead staff within Blaenau Gwent and other agencies to ensure that changes in process and procedures reflected in the delivery of services to adults at risk. This will include assisting in the training and development functions for the safeguarding of adults at risk.
9. To manage the professional concerns process regarding practitioners and those in a position of trust and to manage complex cases and overarching concerns.
10. To assist in the collection, monitoring (quality assurance), analysis and reporting of Performance Information relating to Adult Safeguarding to determine patterns of abuse and actively engage in the preventative strategy.
11. To report and present briefings to a range of audiences including Elected Council Members and other stake holders.
12. To work within multi professional / integrated health and social care hubs to ensure that they are supported in the delivery of Adult Safeguarding policies and processes.
13. Contribute and support to the work of the Gwent Wide Adult Safeguarding Board and to attend the Business Unit sub groups.
14. To provide staff with line management, supervision, professional support and development, ensuring professional practice and professional development is promoted, supported and monitored.
15. Undertake formal managerial duties in line with established Council procedures such as absence monitoring, disciplinary procedures etc.
16. Responsibility for budget management ensuring the team use available resources in a flexible and creative way within agreed delegated authority.
17. To attend team meetings and undertake any necessary and appropriate team duties and activities.
18. Comply with all Departmental and Authority policies e.g. Health and Safety.

19. To ensure that anti-discriminatory and anti-oppressive practice characterises individual performance.
20. To undertake any additional duties appropriate to the role as required by the Director of Social Services.
21. To accept that this job description may periodically be subject to review.

Person Specification – Non Managerial

1. Qualifications & experience

Qualifications/relevant experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Qualifications					
CQSW: Diploma or BA honours in Social Work Essential	Essential	Y			
Registered as a Social Worker with Social Care Wales Management Qualification	Essential	Y			
Practice Assessor Qualification	Desirable	Y			
Experience					
Previous experience working in Health and/ or Social Care	Essential	Y			
Social Work experience in Adults or Children Services	Essential	Y			
Previous experience of providing training / briefing sessions to staff / colleagues of internal and external agencies	Essential	Y	Y		
Experience of undertaking Adult Safeguarding related work.	Essential	Y	Y		
Experience and knowledge of person centred care and support in relation to individuals and their families	Essential	Y	Y		
Experience of managing within allocated resources	Essential	Y			
Experience of practice educating/supervising/mentoring and or managing staff	Essential	Y	Y		
Knowledge/Skills					
Significant working knowledge of relevant legislation, guidance, regulations and research in respect of Adult Safeguarding	Essential	Y	Y		
Ability to collate, analyse and report on relevant performance information.	Essential	Y			
A proven excellent history of multi-disciplinary and/or interagency working experience.	Essential	Y	Y		
Knowledge of Children's Safeguarding	Essential	Y			
Ability to prioritise and take responsibility for workload management and performance in a busy environment of changing priorities	Essential	Y	Y		
Effective problem solving skills and the ability to manage and resolve conflict in a positive way	Essential	Y	Y		

2. Special Requirements

	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Demonstrates highly developed verbal, written and interpersonal skills, with an ability to communicate confidently and effectively to a broad spectrum of people; employing tact, understanding and integrity.	Essential	Y	Y		
Ability to demonstrate IT literacy skills.	Essential	Y			
Ability to work under pressure, including the ability to meet tight deadlines	Essential		Y		
Able to work with team members , independently and on own initiative	Essential	Y	Y		
A comprehensive understanding of diversity and equality issues and the ability to embed anti-discriminatory practice throughout the service.	Essential	Y			
Be committed to continual professional development	Essential	Y			

Current driving licence and access to a vehicle for work purposes	Essential	Y			
---	-----------	---	--	--	--

2. Welsh Language Requirements	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Welsh language skills are desirable (level 0 in all Welsh Language Levels above).	D	✓	✓		

	Level 0	Level 1 Entry	Level 2 Foundation	Level 3 Intermediate	Level 4 Advanced	Level 5 Proficiency
Listening/Speaking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading/Understanding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please see "[Welsh Language Skills Guidelines](#)" on the Blaenau Gwent website for further information on the above levels.

3. Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework.

In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

Assessment Method

Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Delivering the service	Plans ahead, organises work in advance				✓
	Involves line manager/colleagues in setting and meeting targets				✓
	Reorganises work when necessary				✓
	Sees tasks through to completion whenever possible				✓
	Seeks help if workload becomes unmanageable				✓
	Uses initiative to report issues that arise that impact on others				✓

Assessment Method

Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Improvement & Change	Is prepared to try new things & feedback results				✓
	Understands that changes are needed if things are to be improved				✓
	Finds new and creative ways of doing things better				✓
	Actively seeks to develop own skills and knowledge				✓
	Learns from mistakes & welcomes constructive feedback				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Providing Excellent Customer Service	Recognises the importance of high standards of customer service				✓
	Is committed to providing an excellent service to the all the citizens of Blaenau Gwent				✓
	Understands the links between own professionalism and the possible impact on the Authority's image				✓
	Has a professional attitude that sets an example to colleagues				✓
	Takes pride in own work and that of colleagues				✓
	Is respectful, courteous and helpful at all times				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Team Working	Reacts constructively to others' suggestions and requests				✓
	Recognises potential value of others' opinions and actively seeks their contributions				✓
	Asks for help when necessary				✓
	Actively seeks to help others				✓
	Is aware of the impact of own behaviour on others				✓

Assessment Method

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Communicating	Adapts content and style to help others understand				✓
	Makes sure that people are regularly informed				✓
	Uses appropriate language, gestures and tone when talking with others				✓
	Checks others have understood & seeks advice when necessary				✓
	Actively seeks to improve all forms of communication with others				✓
	Communicates professionally by using formal channels appropriate to the situation				✓

