# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# Job title: Safeguarding Adults Board (SAB) Development Manager

# Department: Adult Social Care Health

# Grade: [Local Managerial Grade 2](https://new.eastsussex.gov.uk/jobs/benefits/local-managerial-grades)

# Responsible to: Head of Safeguarding & Quality (Adults)

# Purpose of the Role:

The role of Safeguarding Adults Board (SAB) Development Manager is to lead and coordinate the safeguarding business needs, core statutory functions and the work programme of the Safeguarding Adults Board (SAB), including the coordination of Safeguarding Adult Reviews, development of the SAB Strategic Plan, Practice Development, Communications and Quality Assurance activity.

This post is a central, visible and highly influential role within Adult Social Care (ASC) and the SAB, working closely with multi-agency partners to build and sustain effective working relationships. You will provide support flexibly to the SAB and Adult Social Care business needs and priorities that may fluctuate and change. The role oversees the SAB Budget and has a lead role in ensuring Safeguarding Adult Review (SAR) Action planning is effective to embed organisational learning across agencies.

SABs are statutory boards following the implementation of the Care Act 2014. This change to statutory status came into effect in April 2015 and brought with it statutory duties that needed to be effectively embedded. The post holder will be engaging with senior personnel from Adult Social Care, Health, Police, other Boards, Partnerships, and agencies. They will be expected to manage these relationships and represent the Board at the most senior level.

# Key tasks:

1. Responsibility for the administrative functions of the SAB including the Board meetings and the various sub-groups. To support the SAB’s operating structure and ensure adequate business support.
2. Management of the SAB budget and provide financial reports to the SAB.
3. Produce an annual SAB report and business plan which will include appropriate statistical analysis about safeguarding activities.
4. Build and sustain effective partnerships with key stakeholders, particularly SAB agencies and operational teams within ASC and to sustain the network of relationships within the partnership of core agencies.
5. Supervision and line management of the SAB Support Coordinator and SAB Administrator.
6. Coordinating Safeguarding Adults Reviews (SARs), including initial referral triage, involvement in the appointment of a reviewer (where applicable) and overseeing the SAR process to completion.
7. Coordination of SAR Action plans and work streams to embed learning.
8. Development of SAB guidance documents and contribute to relevant safeguarding policy and procedure updates
9. Ensure that the work of the SAB is directed to promoting service user, carer, advocate involvement and engagement with the community of East Sussex when developing SAB functions.
10. Respond to national consultations, initiatives and guidance about safeguarding on behalf of the SAB making recommendations for action in East Sussex.
11. Ensure that issues of diversity, equality and social inclusion are fully addressed within the work of the SAB.
12. Maintain an active knowledge of national developments regarding safeguarding by participating in relevant national and regional support groups.
13. Contribute to strengthening the role and effectiveness of relevant multi-agency SAB sub-groups in safeguarding adults.
14. Coordinate multi- agency projects such as auditing case files and making recommendations for change.
15. Undertake continuous service improvement, utilising Best Value principles.
16. Be responsible for practising the management culture of East Sussex, encouraging new ideas and praising success.
17. Achieve the personal performance targets set for the service area.
18. Contribute to the SAB’s quality assurance arrangements.

# PERSON SPECIFICATION

# Essential education and qualifications

1. Continued professional development in relevant areas that can clearly evidence the essential criteria of the post.

# Essential key skills, abilities, knowledge, experience, values and behaviours

1. IT literacy and skills.
2. Communication skills with the ability to produce detailed written reports on technical matters for a broad audience and able to deliver presentations with impact.
3. Interpersonal and influencing skills and experience of building collaborative partnerships with external organisations/individuals
4. Political awareness.
5. Numeracy and budget management skills.
6. Knowledge of relevant legislation and guidance pertaining to Safeguarding, Mental Capacity and promoting the welfare of adults.
7. Experience of working within the Adults services field, (this can be from a variety of organisations or sectors).
8. Able to work on own initiative and to deliver on time.
9. Ability to make decisions when dealing with constant and conflicting demands on time.
10. Demonstrate a commitment to and understanding of equal opportunities.

# Desirable key skills, abilities, knowledge, experience, values and behaviours

1. Management qualification
2. Change management.
3. Experience working within a Health, Police or Adult Social Care environment.
4. Experience of chairing meetings
5. Knowledge of adult social care policies, systems and structures

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role** |
| --- | --- |
| Using display screen equipment | Yes |
| Working with children/vulnerable adults | No |
| Moving & handling operations | No |
| Occupational Driving | No |
| Lone Working | No |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |