

Head of Safeguarding and Quality Candidate Prospectus

September 2022



MCLEAN
Partnership

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WELCOME LETTER FROM LEIGH PRUDENTE

Thank you for your interest in joining East Sussex as our Head of Service Adult Safeguarding & Quality within the Adult Social Care and Health Department.

East Sussex is a great place to live and work. It is a county of huge contrasts. The countryside is beautiful and largely unspoilt, and our towns and villages are vibrant, but we also have areas of significant need and challenge. We have strong, local communities and work closely with them and our partners from all sectors to help all to fulfil their potential.

The county council has a strong reputation for good services, effective partnership working and innovation. We are committed, both politically and managerially across all departments, to serving all our residents to the very best of our abilities. We are proud of what we have achieved and are determined to build on our strong foundations to remain a well-run and effective council.

Effective partnerships are also a high priority for us, and we have a long and successful history of joint and integrated working, particularly with the local NHS Trust in respect of the provision of community services.

We are looking for an innovative leader to join our operational leadership team as a Head of Service for Adult Safeguarding & Quality. Building on a foundation of success to deliver high-quality services to the residents of East Sussex, you will lead effective interventions and safeguarding processes at the front door and through care. Pivotal to this role will be a commitment to stakeholder and partnership engagement through the Sussex Health and Care

Partnership and the wider community.

Investing in their community, East Sussex County Council puts residents at the heart of everything they do, and you will be expected to follow this same passion.

You will be an experienced leader with the foresight to innovate both operational functions and strategic service needs. A strong background in the operational management of Safeguarding services and integrated working functions. The ability to make decisions that focus on the needs of Service users even in the face of conflicting agendas between Health and Social Care plus, building strong relationships and partnerships with your peers across all sectors as well as our district and borough council colleagues is critical to success.

You should be a Confident Head of Service seeking a new challenge or an established Service Manager looking for that step up.

We hope that, after reading this information pack, you will want to join us at East Sussex, and we look forward to receiving an application from you.



Leigh Prudente
Assistant Director of Operations

ABOUT EAST SUSSEX

The County of East Sussex

East Sussex is a great place to live and work. Not only is the countryside beautiful and largely unspoilt, but our coastlines, towns and villages are vibrant and inviting.

We are a county of contrasts and also have significant areas of deprivation facing significant challenges. Across East Sussex we have strong, local communities and we work closely with them to improve their quality of life.

Located on the south coast of England we have a mild and, on average, sunnier climate than much of the rest of the UK, beautiful coastline and a number of coastal towns and villages including Eastbourne, Bexhill, Hastings, Seaford, Newhaven and Peacehaven. We have a direct link to France from Newhaven and Gatwick is our nearest international airport.

Some of the county sits within the South Downs National Park and two-thirds of East Sussex is designated an Area of Outstanding Natural Beauty (AONB), including the Sussex Downs, Ashdown Forest and the High Weald AONB. Inland there are many picturesque villages and towns such as Lewes, Rye and Battle. There are numerous and significant historic sites of interest to visit across the County, including the site of the 1066 Battle of Hastings and the Seven Sisters.

Our economy comprises a large number of very small businesses and is mainly service based consisting of public services, education, financial services and tourism. We have a higher than average proportion of residents aged over 65 and 85 and this is set to increase based on current population projections.

East Sussex, Brighton and Hove and the surrounding counties (West Sussex, Surrey and Kent) offer a variety of urban and rural settings in both coastal and inland locations in which to live. There are many sports, leisure and cultural activities. There are also good schools and public facilities for you and your family to use.

There is a variety of housing available in East Sussex, both to rent and buy. Despite the South East being above the national average for house prices, there are many thriving coastal towns that offer good value housing including Eastbourne, Newhaven, Seaford, Bexhill and Hastings as well as inland towns such as Uckfield, Crowborough and Hailsham. Brighton, Haywards Heath and Lewes are also popular places to live in Sussex and have good transport links to London and the South East.



ABOUT EAST SUSSEX COUNTY COUNCIL

East Sussex County Council has a strong reputation as a well led and well managed council, with positive feedback from external inspections and reviews. The Council employs approximately 4,400 people in its corporate departments, and approximately 5,900 people in its maintained schools.

The Council provides services used by all residents in East Sussex, including care and support to children, families and adults; maintaining the roads and providing library services; and working to boost the local economy. We have a long-term track record for delivery, producing excellent results for the public. The Council has four overarching priority outcomes: driving sustainable economic growth; keeping vulnerable people safe; helping people help themselves; and making best use of resources.

Despite the severe funding restrictions affecting all local authorities, we have maintained our position as a well-run and high-performing council. We have met the unprecedented challenges of the Coronavirus, continuing to provide vital services to our local communities, and we will have a critical role to play, working with our local partners, in the recovery from the pandemic. We have been democratic, open and honest in determining the best quality services we can provide, within available resources, as set out in our Core Offer. In this context, the Assistant Director Planning, Performance and Engagement will play a vital role in ensuring we continue to serve residents effectively, particularly during this period of severe financial challenge to individuals and families.

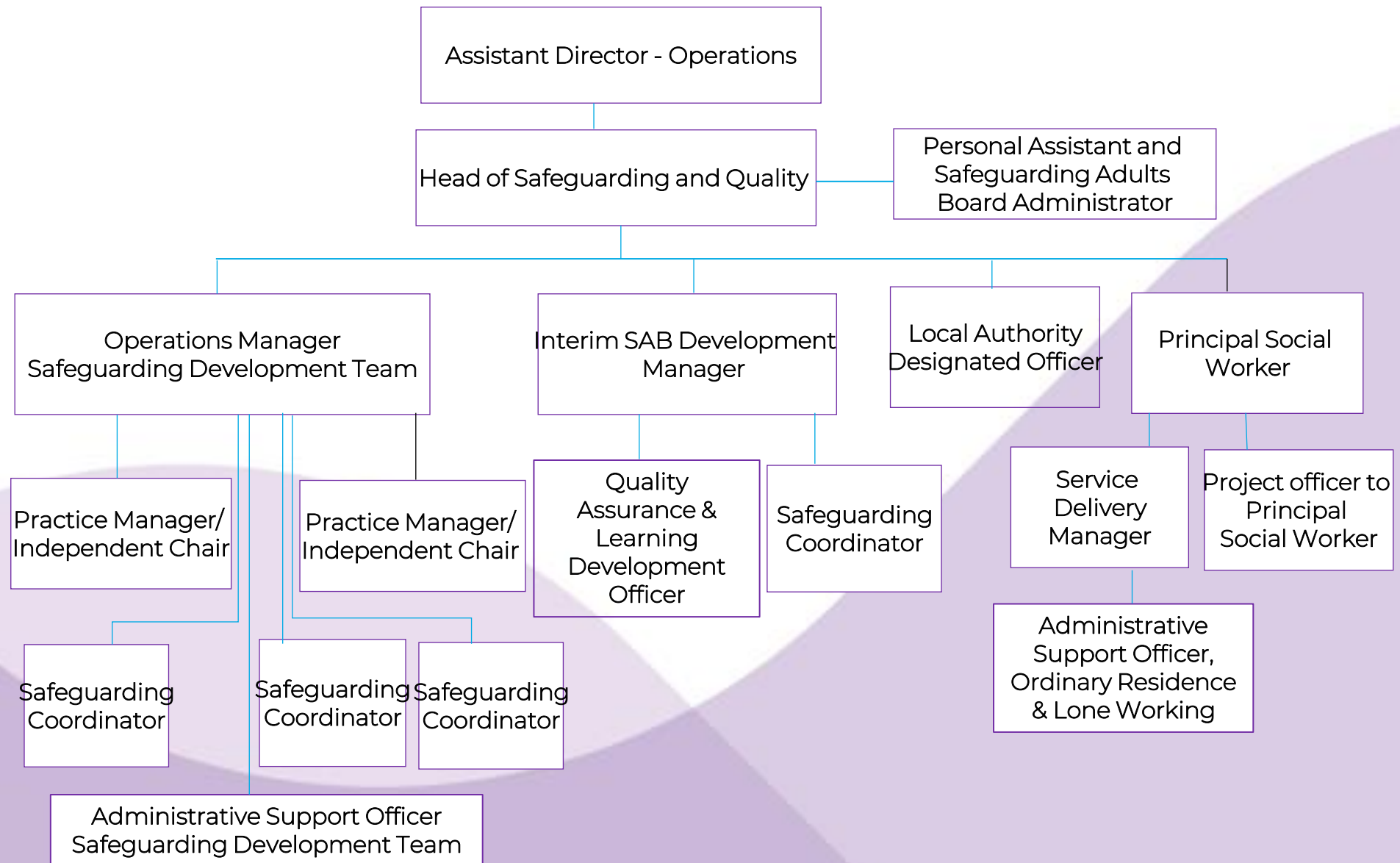
Further information about our key plans and strategies and the County of East Sussex can be found on our website via the links below:

[Your Council](#)

[The East Sussex Community](#)



HOW WE ARE ORGANISED

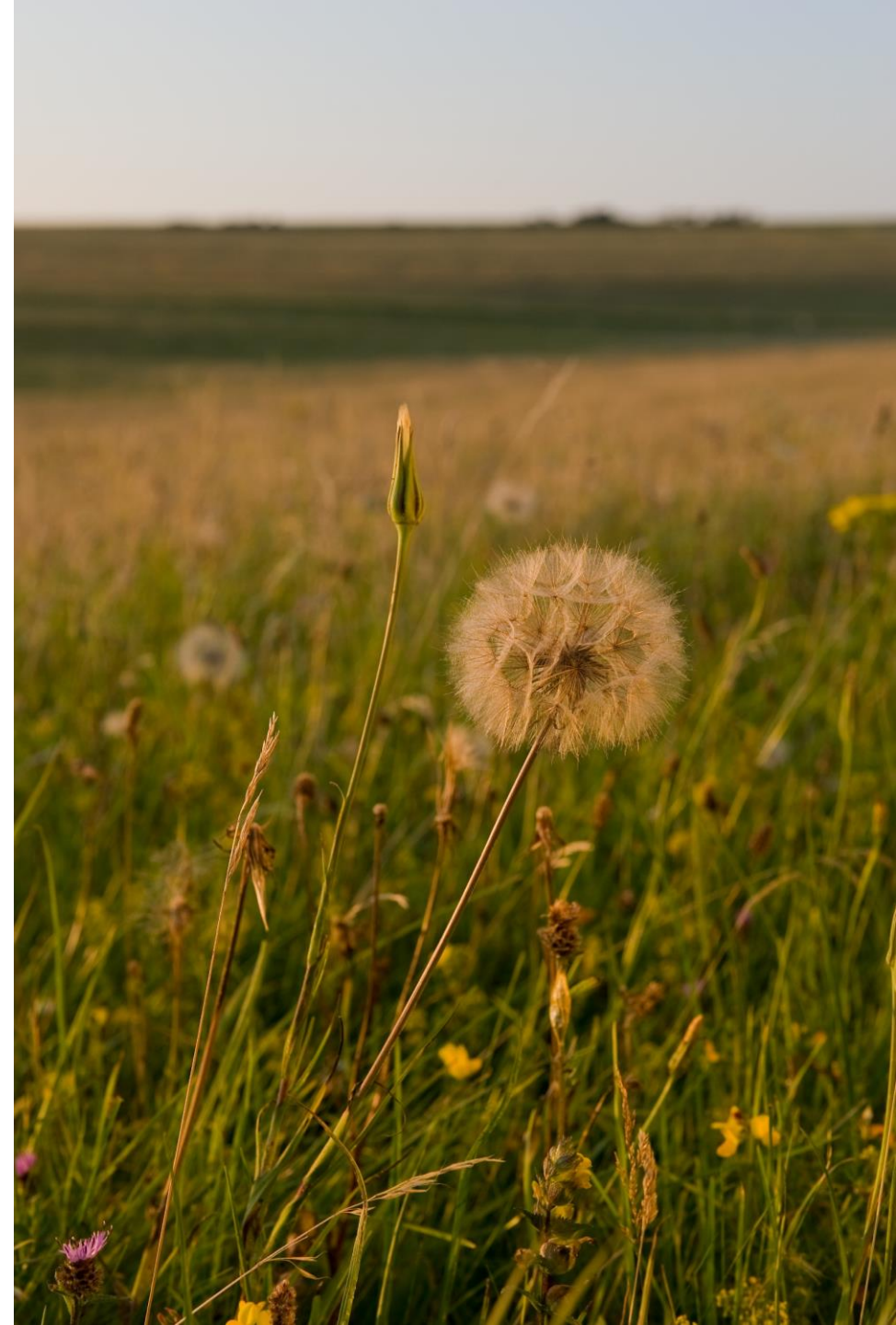


BACKGROUND INFORMATION

As Head of Safeguarding and Quality you will be building on solid foundations in leading multi-agency adult safeguarding activity across the county, ensuring the County Council has effective interventions and safeguarding processes. Pivotal to this role will be a commitment to stakeholder and partnership engagement through the East Sussex Safer Adults Board, Sussex Health and Care Partnership and the wider community.

Key Responsibilities

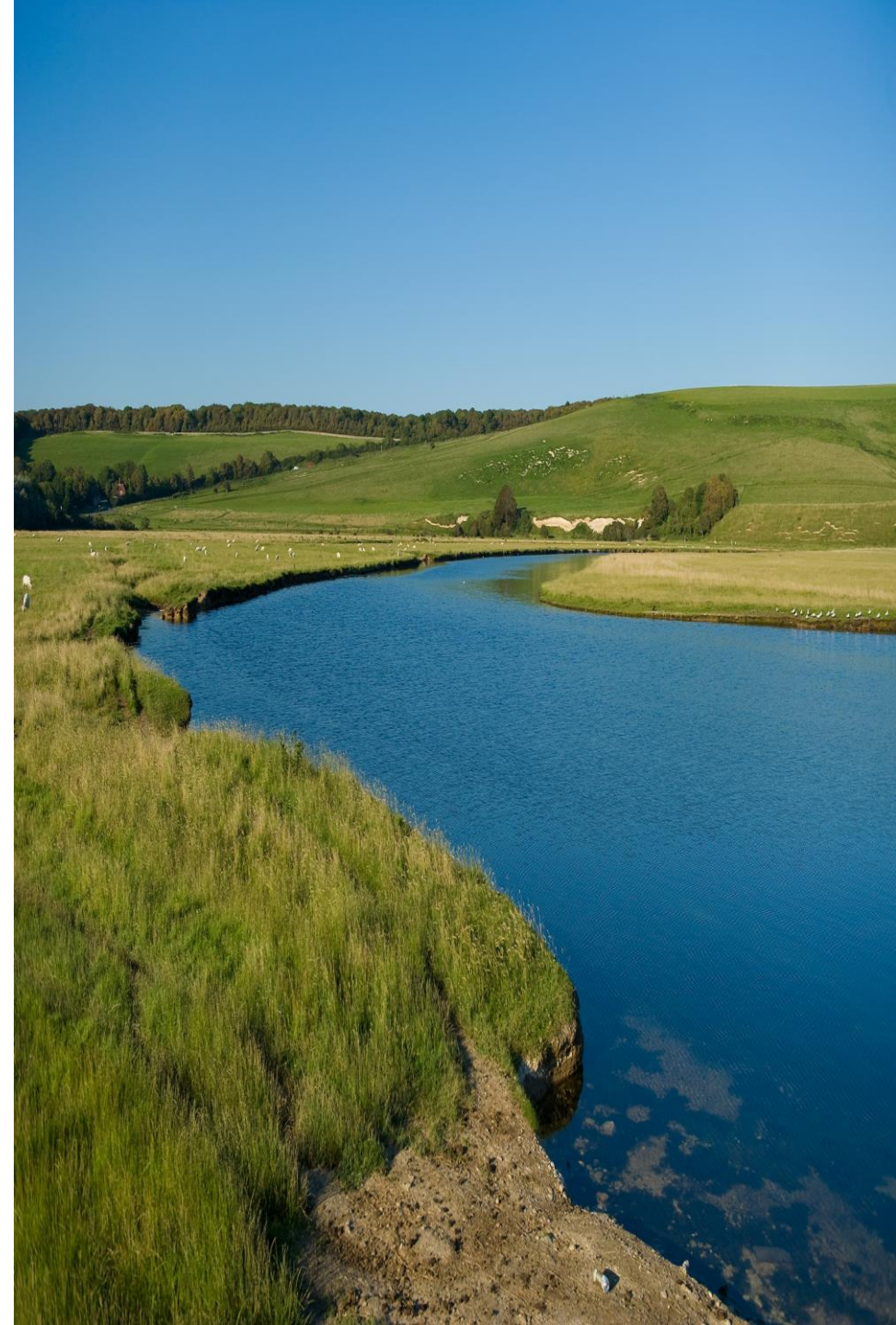
- Strategic oversight of all Safeguarding functions, including SAB and Multi-Agency working, DOLs, QA and also Mental Health.
- Overall responsibility for budget management of services (£1m staffing, over 25fte staff)
- Interface and representative of the Council to Health Partners and wider stakeholders
- Future, strategic and change management ensuring quality for money at every stage
- Performance management, coaching and mentoring
- Translating and implementing national and local policies into practice including the Care Act, Children and Families Act and Transforming Care Partnerships
- To service the Safeguarding Adults Board (SAB) and contribute towards the efficient and effective running of its operations and subgroups, including taking a strategic lead in developing and delivering Pan-Sussex policies and procedures.



BACKGROUND INFORMATION

About you:

- You will be an experienced leader with the foresight to innovate both operational functions and strategic service needs
- Strong background in the operational management of Safeguarding services and integrated working functions.
- Astute knowledge of the Care Act, Continuing Health Care and excellent working knowledge of Safeguarding and Multi-Agency Working.
- The ability to make decisions that focus on the needs of Service users even in the face of conflicting agendas between Health and Social Care
- Social Work qualification is an essential requirement for this position.
- You could be a Confident Head of Service seeking a new challenge or an established Service Manager looking for that step up.
- You will have excellent communication skills and be able to liaise with a number of key stakeholders efficiently and effectively.



BACKGROUND INFORMATION

This role provides leadership of our Safeguarding and Quality Service, ensuring the highest standard of social work and safeguarding practice across adult social care and the wider care and health system. The service is split into four teams:

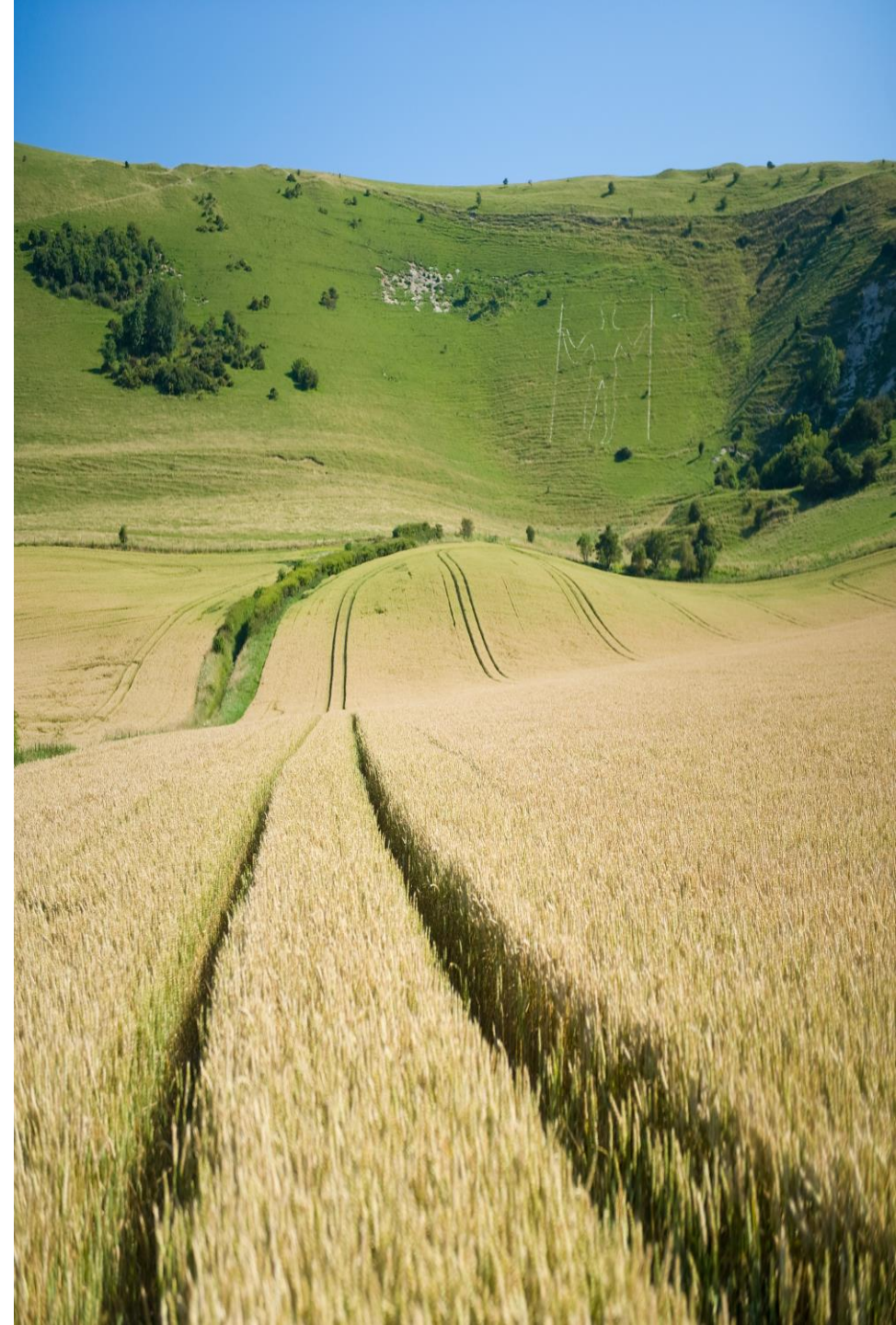
- Safeguarding Development Team
- SAB Management
- Principal Social Worker
- LADO

Overall the service looks to support the development of effective social work practice through support and guidance, policy and training development, audits and practice quality assurance. The service promotes strengths based and trauma informed practice and looks to embed Making Safeguarding Personal in practice within ASC.

It lead on the professional development of social workers, ensuring that staff recruitment and retention are effective and appropriate for students, social workers and social work managers to attract, develop and retain the workforce.

Additionally, it leads in disseminating learning from Safeguarding Adult Reviews (SARs) to both managers and practitioners. The service supports the Safeguarding Adults Board (SAB) and contributes towards the efficient and effective running of its operations and subgroups, including developing and delivering Pan-Sussex policies and procedures.

This includes work with partner agencies to ensure that each agency works to a protocol which is consistent with the local multi-agency Safeguarding Adults Policy and Procedures.



BACKGROUND INFORMATION CONTINUED

A key element is also development of the SAB strategic plan, ensuring SAB partners are meeting s44 requirements re SARs and promoting culture of learning and professional curiosity across the partnership.

Ultimately seeking to ensure agencies work in partnership to deliver joined up services that safeguard adults with care and support needs from abuse, neglect and exploitation.

The Safeguarding Development Team (SDT) provide Independent Chairing to complex safeguarding enquiries including OSA and provide advice and guidance to teams on complex safeguarding matters. Additionally, they support MARAC by researching cases and liaising with operational teams on MARAC case action plans.

The Head of Safeguarding role also supports manages the LADO and Principal Social Worker, both statutory roles.

For further background, please see [Social Work in East Sussex](#) , [East Sussex SAB](#) and [Working in Adult Social Care](#).



JOB DESCRIPTION

GRADE: LMG5

RESPONSIBLE TO: ASSISTANT DIRECTOR OF OPERATIONS

Purpose of the Role:

Responsible for the operational and strategic management of an identified Departmental service area in the County with direct line management responsibility for staff, including statutory responsibilities on behalf of East Sussex County Council, budget management, performance management, continuous service improvement and significantly contributing to planning the future and managing change.

Key tasks:

1. Achieve an efficient and effective delivery of service through the management of people, taking responsibility for the formal operation of the County Council's policies and procedures on personnel and related matters, e.g. recruitment, grievance, disciplinary etc
2. Take direct line management responsibility for the designated service budget ensuring the achievement of the annual budget target.
3. Have responsibility for the achievement of Departmental performance targets, personal business targets, and for providing a clear and regular account of service performance to Operations Management Team, Departmental Management Team, and Adult Social Care Scrutiny Committee.
4. Ensure the discharge of duties and responsibilities within statutory and Departmental requirements.
5. Contribute to the achievement of Corporate, Departmental and Divisional policies through full membership of the Operations Management Team.
6. Ensure the efficient and effective delivery of quality services for individuals within the designated area of service, making innovations and improvements and keeping ahead of a changing agenda.
7. Lead the operational implementation of processes and mechanisms to meet the ongoing requirements of personalisation and self-directed support in the service area.
8. Make a significant contribution to planning the future, the development of strategic plans and change management.
9. Ensure that operational practice is promoted in line with strategic developments in order to maintain quality standards and value for money.
10. Be responsible for the implementation of the complaints procedure within Departmental guidelines.
11. Undertake continuous service improvement, utilising Best Value principles.
12. Establish and develop effective links with other key organisations and partners in the community, promoting the principles of joint working and partnership.
13. Coordinate the development of staff and their effectiveness through training, appraisals and regular supervision.

14. Represent the Department with local and national media in order to address relevant issues of local interest.
15. Be responsible for practising the management culture of East Sussex, encouraging new ideas and praising success.
16. Brief Departmental Management Team on problems needing resolution and highlight service achievements.
17. Ensure that the Performance Management Scheme is fully implemented throughout the Service managed.
18. Assist as required in implementing the Department's Emergency Plan in the event of a major incident.
19. To provide management support to departmental out of hours services and where appropriate participate with others on a rota which will include responding and providing a home telephone number.
20. To undertake any other duties as may reasonably fall within the purview of the post as required by your manager, ensuring that all duties undertaken are done so in accordance with departmental policies, practices, procedures and standards, including equal opportunities / anti- discriminatory practice.

Addendum – Head of Service, Safeguarding and Quality

1. In addition to the generic duties as described in the job description, the Head of Service (Adult Safeguarding) will have the following responsibilities:
2. Overall management and leadership of Adult Safeguarding Services and the Unit Management Team.

3. To lead multi-agency working in respect of adult safeguarding activity within the county.
4. To service the Safeguarding Adults Board (SAB) and contribute towards the efficient and effective running of its operations and subgroups, including taking a strategic lead in developing and delivering Pan-Sussex policies and procedures.
5. To produce and publish the annual business plan of the Board and to ensure this is accompanied by a work programme for the Board and its sub-groups.
6. To build effective links with lead officers in other statutory agencies and stakeholders including the Police service, Health partners, SPT, Probation and the Voluntary and Independent sector.
7. To lead the adult safeguarding team based within Adult Social Care and Health department and to manage a pooled budget for training and organisational development relating to safeguarding.
8. Undertake a lead liaison role with the Local Safeguarding Children Board (LSCB).
9. To work with partner agencies to ensure that each agency works to a protocol which is consistent with the local multi-agency Safeguarding Adults Policy and Procedures.
10. To provide advice and write reports and briefing papers for senior managers, councillors, partner agencies, etc.
11. To take responsibility in conjunction with other team members for arranging case file audits and producing reports on the findings from these audits

PERSON SPECIFICATION

Essential key skills and abilities:

These criteria will be assessed at the application and interview stage.

- Political Awareness
- Identifying service needs and directing resources appropriately
- Translating local and national policy into practice
- Implementation/Development of new service initiatives
- Inter-agency partnership working
- Financial management and effective leadership
- Effective verbal and written communication skills
- Ability to produce clear and concise reports
- Negotiation and influencing skills
- Public representation
- Performance management
- Flexible and practical problem solving skills
- Staff supervision and management, motivation and team building
- Chairing meetings
- Interpreting legislation in difficult and complex cases

- Effective planning for change and identifying and achieving successful outcomes.

Essential education and qualifications

- Qualified Social Worker

Desirable education and qualifications

- Degree and/or management qualification, or demonstrable equivalent experience

Essential knowledge

- Able to demonstrate knowledge of the following areas:
- Statutory responsibilities and Departmental policies and procedures in relation to specific service area
- Relevant legislation and case law e.g. NHS and Community Care Act (especially Safeguarding Vulnerable Group Act 2006, Mental Capacity Act 2005 and Fraud Act 2006)
- Corporate duties, functions and working arrangements within the Adult Social Care & Health Department
- Strong and effective partnership working between Adult Social Care, Health and other partners
- Good understanding of Government policy regarding safeguarding

PERSON SPECIFICATION

Essential experience:

- Significant Adult Social Care management experience
- Strategic service planning
- Budgetary control
- The management of change

Desirable experience:

- Previous effective interagency working and planning.

Other essential criteria:

- Demonstrates and has a track record of leadership qualities
- A commitment to equal opportunities and anti- discriminatory practice
- An ability to work constructively with partners, clients, carers and colleagues, both internal and external
- Diplomatic, innovative, decisive, change orientated, self-motivated and team worker
- Ability to make decisions



BENEFITS

The Council offers a comprehensive range of staff benefits including:

- Between 25-28 days annual leave per year depending on length of service
- Access to an online staff benefits portal, containing various offers and discounts from major retailers and service providers
- Vehicle, bicycle, rental deposit and season ticket loan scheme
- A variety of initiatives to support staff wellbeing – for example guided mindful meditation sessions
- Enhanced maternity pay
- Access to health cash plans at a corporate rate
- Access to the Dell and Microsoft Home Use programmes, as well as the O2 open scheme
- Access to credit unions, a financial wellbeing scheme and Give as You Earn schemes via payroll deduction
- A range of support for remote and flexible working
- An additional leave purchase scheme
- Access to a car leasing scheme
- Access to the Local Government Pension scheme, which offers an excellent range of benefits, including a career average pension when you retire. You can find out more on the East Sussex Pension Fund website.



ADDITIONAL INFORMATION

For additional information, please follow these links:

East Sussex County Council

[Website](#)

[Core Offer](#)

Adult Social Care

[ESCC: Adult Social Care and Health](#)

Tourism

[Visit England - East Sussex](#)

[Visit South East England - East Sussex](#)

Relocating to East Sussex

[Rightmove - East Sussex](#)

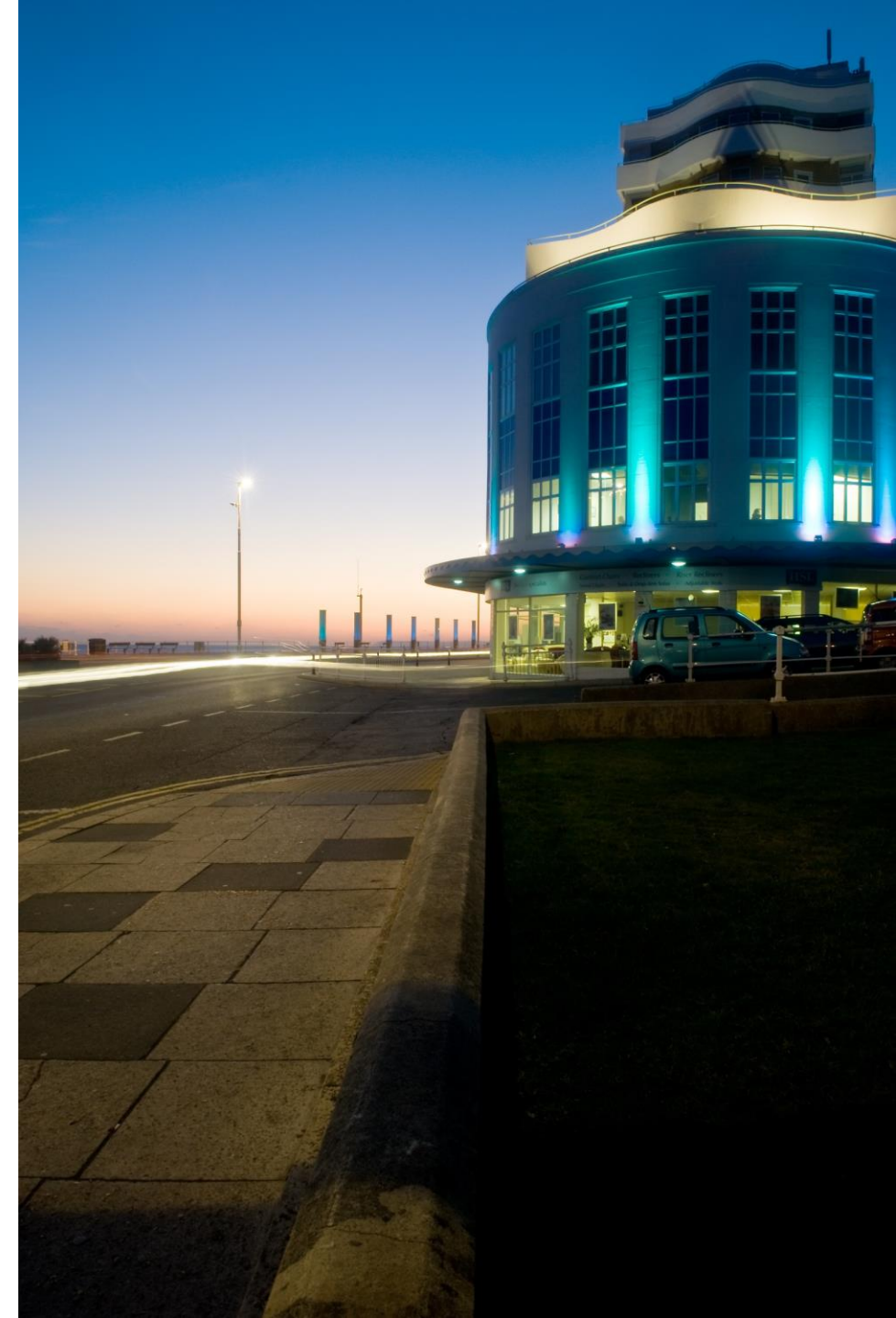
[Zoopla - moving to East Sussex](#)

[ESCC School Search Page](#)

Living and Working in East Sussex

[Locate East Sussex](#)

[The South-East Local Enterprise Partnership](#)



RECRUITMENT PROCESS

For a confidential discussion, please contact our retained advisers Jonathan Swain and Rebecca Rampat of The McLean Partnership.

To apply, please provide an up-to-date CV with a supporting statement of your credentials and suitability for the role by Monday 10th October at 6.00pm. These can be emailed through to rebeccarampat@mcleanpartnership.com

Contact Information:

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