

## **JOB DESCRIPTION**

### **Worcestershire Safeguarding Adults Board SAR Manager and Board Coordinator**

<b>Directorate and Section/Unit:</b>	<b>Directorate of Adult Services / Safeguarding</b>
<b>Scale / Grade:</b>	<b>Scale PO1</b>
<b>Reporting to:</b>	<b>Worcestershire Safeguarding Adults Board Manager</b>
<b>Responsible for:</b>	<b>1 staff member</b>

#### **Main purpose of job:**

- To build and sustain effective partnerships across sectors to achieve better outcomes for adults at risk through the work of the Worcestershire Safeguarding Adults Board (WSAB) and its supporting arrangements with statutory partners.
- To lead, oversee and implement the recommendations from Worcestershire Safeguarding Adults Board's Safeguarding Adult Reviews (SAR).

#### **Responsibilities, duties, and tasks:**

- Oversee and develop the WSAB SAR process to ensure robust and effective.
- Manage the procurement process of all SAR authors of Safeguarding Adult Reviews.
- To manage, support and assist WSAB staff and members of agencies represented on the WSAB in developing/meeting outcome related objectives, particularly in relation to SARs.
- Manage learning, engagement & reflective workshops within the Safeguarding Adult Reviews.
- To manage the program that ensures that work plans for all WSAB Case Review Subgroups are drawn up, presented regularly to WSAB and that such work plans are implemented.
- To chair meetings of WSAB Committees and Working Groups as deemed necessary.
- To facilitate, develop and manage good working relationships between the WSAB agencies, members of the Board and other strategic bodies.
- Manage and produce quarterly reports for Board and Chairs meetings.
- To represent WSAB and contribute at a regional level at the Regional SAR Network meetings on a quarterly basis.
- Co-ordinate delivery of strategic objectives and produce regular progress reports.
- Oversee the design of and manage the Worcestershire Safeguarding Board website.
- To proactively raise awareness of the work of the Worcestershire Safeguarding Adults Board.
- To carry out research on Safeguarding Adults related topics.
- To Contribute and facilitate Worcestershire Safeguarding Adults Board Annual Learning Events.
- To ensure that issues of diversity are covered in all areas of the Board's activities
- To induct new members of the WSAB and facilitate understanding of their roles and responsibilities.
- Co-ordinate support/transport arrangements/expenses for Expert Members and Carers of the Worcestershire Safeguarding Adults Board.

- Manage the process of orders, invoices, and expenses against the Worcestershire Safeguarding Adults Board budget.
- To be the lead contact for Board enquiries, e.g. Press communications etc.
- Attend training to further develop relevant knowledge and skills.
- To initiate, develop and maintain innovative and creative practice and keep up to date with new legislation and theory to ensure that the WSAB SAR process operates within current best practice.
- Maintain the quality assurance, performance, and risk management systems of the WSAB.

### **General Duties:**

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities.
- To undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Directorate's Health and Safety Policy

### **Contacts:**

In all contacts the post holder will be required to present a good image of the Directorate, the County Council, and the Worcestershire Safeguarding Adults Board, as well as maintaining constructive relationships.

Internal: Managers and employees within the Joint Commissioning Unit and Adult Social Care Services, Children's Services, communications, and elected members.

External: Service users, Carers, senior managers and employees of NHS organisations & the Police, Probation, Clinical Commissioning Group, members of the Independent and voluntary sector, other partner organisations. Safeguarding Adults Boards in other Areas. The Independent Chair.

### **Notes:**

- This post is subject to a criminal record check under the arrangements established by the Disclosure and Barring Service.
- The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- Reasonable adjustments will be considered as required by the Disability Discrimination Act.
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equal Opportunities Policy.

Prepared by: Bridget Brickley & Sarah Wilks  
Revised by: Bridget Brickley

Date: June 2021  
Date: July 2025

## PERSON SPECIFICATION

**Post Title:** Worcestershire Safeguarding Adults Board SAR Manager and Board Coordinator  
**Directorate/Division:** Adult Services & Health  
**Scale / Grade:** PO1

### QUALIFICATIONS/TRAINING:

It is **essential** that the postholder has:

- level 6 business/management qualification or evidence of this being worked towards.

### EXPERIENCE/KNOWLEDGE:

It is **essential** that the postholder has:

- Significant experience of multi-agency working.
- Significant management experience of service development.
- Significant knowledge of strategic planning, preferably across partnerships.
- Significant experience of effective management of staff groups and building effective teams.
- Specialist experience of using information systems including Microsoft Office applications to an advanced level.
- Significant experience of co-ordinating complex work streams using a project management approach.
- Significant experience of preparing and presenting reports, including financial, suitable for a variety of different audiences.
- Significant experience of carrying out and presenting research and analysis
- Significant experience of developing and facilitating consultation workshops and other working group activities
- Considerable experience of managing budgets and finance procedures, including procurement
- Considerable experience of the development and implementation of communication strategies, including websites and awareness campaigns
- A detailed knowledge of the management structures of Adults Services, Local Government and Health.
- A detailed understanding and knowledge of Safeguarding Adults Review (SAR) criteria and working procedures
- Demonstrable specialist knowledge and understanding of No Secrets and The Care Act
- Demonstrable experience of managing and facilitating multi-agency meetings

It is **desirable** that the postholder has:

- Experience of working with adults with social care needs along with their carers in an empowering way.

## **SKILLS AND ABILITIES:**

It is **essential** that the postholder has:

- Proven ability to work autonomously and organise own workload.
- Proven ability to build effective working relationships and networks with managers and officers from partner agencies and other stakeholders.
- Proven ability to work to tight deadlines
- Proven ability to speak and write in clear language.
- Proven ability to understand and analyse complex information relevant to the area.
- Excellent communication skills, both written and verbal, with the ability to present issues and information clearly and concisely to a wide range of professional, voluntary and other staff in those agencies involved in safeguarding adults.
- Excellent listening skills.
- Proven experience manage projects, set targets and monitor progress against these targets
- Proven experience of effective management to direct staff reports.
- Proven ability to relate to individuals/groups
- Proven ability to keep records and handle confidential information in an appropriate and sensitive manner.
- Ability to travel to locations around the county on a regular basis.
- Excellent analytical skills.
- Treats everyone as equal and with respect.

It is **desirable** that the postholder has:

- Enjoys working as part of a team.
- A strong belief in continuous improvement.