

# JOB PROFILE

<b>Job Title:</b>	Safeguarding Team Leader
<b>Service Area:</b>	Policy and Communities
<b>Grade:</b>	9
<b>Reporting Manager:</b>	Policy and Communities Manager
<b>Direct reports:</b>	Safeguarding Admin Assistant

## Job summary:

To have day to day responsibility for corporate safeguarding support service, ensuring compliance with the Council's duties to safeguard children and adults, including record keeping, learning and development, partnership working and policy and procedure development.

## Key responsibilities:

To maintain lead operational officer responsibility for monitoring and reporting on the Council's statutory obligations to safeguard children and adults and ensure that the Named Safeguarding Officer Service Director For Legal & Community has all the relevant information to fulfill their role, as well as ensuring Elected Members are informed through Executive Member briefings and annual presentation to the Overview and Scrutiny Committee and Leadership Team of the annual report.

To prepare / draft any safeguarding policies, in consultation with the Lead Officer, and where required any reports, procedures or action plans associated with this or any audits.

To manage the accurate completion of all corporate safeguarding audits including but not limited to Section 11 Children's Safeguarding audit, Herts Safeguarding Adults Board self-assessment, Herts Safeguarding Children's Board annual training audit and all other ad hoc audits.

To ensure corporate adherence to local and national referral procedures for domestic abuse, modern slavery, safeguarding children and safeguarding adults by regularly reviewing, updating, and promoting policies and procedures to reflect national or local changes,

To ensure corporate compliance with safeguarding training requirements and manage the Council's arrangements for First Day Welcome, Corporate Induction, learning needs analysis, and introductory, basic and advanced training courses for both members and staff and to address with senior managers persistent failure of team members to meet the required training requirements.

To make safeguarding referrals and assist with making referrals; and assist the Lead Officer (and participate as necessary) in any Domestic Homicide referrals or reviews (and relevant meetings), including ensuring co-ordination of response to the review and any recommendations.

To review the quality of referrals made by the Council and support staff and managers to address gaps in knowledge or practice where these are identified.

To escalate, where appropriate, cases where an inadequate response has been received from an external agency and ensure referrals are made where cases require external scrutiny e.g., Safeguarding Adults Reviews, Serious Case Reviews (children).

To manage the Corporate Safeguarding Group, ensure the coordination of the agenda, dissemination of minutes and follow up all agreed actions arising from meetings.

To work alongside the Communications team to ensure timely and regular dissemination of local and national campaigns that raise awareness of key safeguarding issues both within the organisation and the local community.

To represent the Council at the Hertfordshire District Safeguarding officers' group and other relevant meetings as required.

To coordinate multi agency discussions regarding complex cases where a response from multiple partners is required to support an individual or family.

To provide supportive management to coach, develop and motivate staff and empower them to deliver high quality services and contribute to the achievement of Council priorities.

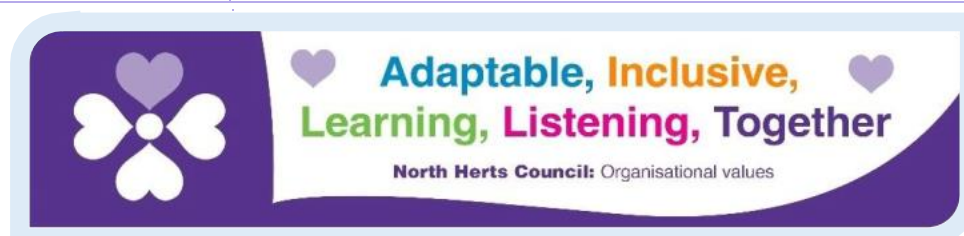
Address instances where colleagues fail to fulfil their statutory responsibilities to make referrals and challenge behaviours to ensure individuals are safeguarded and the organisation maintains it's legal obligations to keep people safe.'

Please follow this link to read your general responsibilities:

[General responsibilities for employees | North Herts Council \(north-herts.gov.uk\)](http://north-herts.gov.uk)

<b>Key Requirements:</b>		<b>Essential desirable</b>
<b>Qualifications:</b>	Educated to higher education standard (Level 6) in a relevant subject or equivalent professional experience.	E
	Evidence of safeguarding training courses attended at Designated Officer (adult and child) levels..	E
	Evidence of attendance at safeguarding training courses covering specific topics including domestic abuse, modern slavery, extremism, and the mental capacity act.	E
	Qualification or training to support the delivery of teaching/training.	D
<b>Job related experience &amp; knowledge:</b>	Excellent keyboard skills and use of Microsoft Windows and Microsoft Office suite of programmes.	E
	Knowledge of Financial Regulations	D
	Experience of managing corporate safeguarding responsibilities ensuring services meet their legal duties to safeguard children and/or adults at risk.	E
	Experience of advocating for the needs of vulnerable individuals and involvement in complex multi-agency casework.	E
	Experiencing of making and reviewing safeguarding referrals for children/adults.	E

	<p>Experience of reviewing and writing Safeguarding Policies and Procedures.</p> <p>Experience of preparation for, and attendance at safeguarding audits.</p> <p>Experience of writing policies and procedures.</p> <p>Experience of motivating and managing a small team.</p> <p>Experience of delivering training and mentoring colleagues and providing guidance on policies and procedures.</p> <p>Experiencing of analysing data, writing and presenting reports.</p> <p>Experience of working with external partners.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<b>Skills &amp; attributes required for the role:</b>	<p>Confident in conversing in fluent English which is sufficient to fulfil all aspects of the role.</p> <p>In-depth knowledge of statute law and relevant referral procedures for safeguarding children and adults</p> <p>In-depth knowledge of key national and local safeguarding policies and procedures.</p> <p>Ability to plan work programmes for others and monitor performance.</p> <p>Ability to plan, deliver and monitor short to medium term programmes of work.</p> <p>Ability to manage a programme of work involving competing and conflicting demands.</p> <p>Experience of building and maintaining effective working relationships at all levels within an organisation and with professionals from external organisations.</p> <p>Good written, presentation and oral communication skills.</p> <p>Ability to negotiate with others in a senior position and influence change.</p> <p>Ability to analyse and evaluate situations and use own initiative to problem solve and develop solutions.</p> <p>Ability to work on own initiative.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<b>Other:</b>	<p>Experience of working as part of a team.</p> <p>Full driving license and car available for official use.</p> <p>Post requires an enhanced DBS check to work with children and adults.</p>	<p>E</p> <p>E</p> <p>E</p>



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Signed.....

Date.....