

Job Description

DIRECTORATE:	Social Services & Wellbeing
DEPARTMENT:	Adult Social Care / Safeguarding & Secure Estates
POST:	Adult Protection Officer
GRADE OF POST:	Grade 12
RESPONSIBLE TO:	Assistant Team Manager & Senior Practitioner – Safeguarding & Estates

JOB PURPOSE:

To be responsible for the coordination, development and monitoring of adult at risk and safeguarding practice and promote adherence to adult at risk legislation and associated guidance for Bridgend County Borough Council and its partners.

To assist the Safeguarding & Secure Estates Manager and Team colleagues in the management of multiple or complex investigations that may occur across the Borough and take a lead role in the quality assurance and audit of cases, to report findings whilst developing and monitoring progress against action plans.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- To assist the Safeguarding & Secure Estates Manager to facilitate the continuing strategic development and delivery of the “Adults at Risk” legislation and practice within adult social care.
- To work closely with Team Managers/Lead Officers within the Authority and across partner agencies who hold Designated Lead Manager responsibilities; in order to give support and advice to ensure a robust and consistent Adult Protection process.
- To work closely with colleagues from the Commissioning and Contracting Team, sharing information and support; where cases of alleged abuse involve settings where BCBC commission the service/placement; whilst advising provider agencies in their development of policies which promote the protection and safety of adults at risk in their care.
- To deputise for the Safeguarding & Secure Estates Manager when appropriate, representing the authority within multi-agency fora as the lead agency in adult protection.

- To undertake full responsibility for 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 when appropriate.
- To assist in the training and development of staff / service user groups regarding awareness raising within Adult at Risk and contribute to the promotion of public awareness through a variety of media including information sharing, seminar presentations and publicity events.
- To lead specific task and finish groups or managing specific aspects of practice improvement, preparation of reports and papers which contribute to the work of Safeguarding Adults Board.
- To contribute to data collection, analysis, development and monitoring of Quality Assurance systems ensuring appropriate links to performance management outcomes.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children’s IAA Service within MASH.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

CRIMINAL RECORDS CHECK (WHERE APPLICABLE)

This post requires a criminal records check through the Disclosure & Barring Service (DBS)

Person Specification
Adult Protection Officer

The following attributes represent the range of skills, abilities and experiences etc relevant to this position. Applicants are expected to meet the attributes that have been identified as essential.

Attributes	Requirements	Essential	Method of Evaluation / Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> You will possess a social work or nursing qualification and be registered with a professional body. 	Yes	Production of original Qualification Certificates and application form.
Knowledge & Experience	<ul style="list-style-type: none"> Relevant experience of Adult Safeguarding Experience of working with adults at risk, service users and carers. Knowledge of relevant legislation, policy, procedures and guidance in respect of Adult Protection. Knowledge and application of relevant legislation, policy and guidance in respect of mental health and Deprivation of Liberty Safeguards. Experience of developing practice, policy agreements and protocols within a multi-agency environment. Knowledge and experience of the role and function of assessment care management. Experience of assessing and managing risk Experience of successful multi-disciplinary/ and or inter agency working. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form and selection process.
Skills & Personal Qualities	<ul style="list-style-type: none"> Ability to form constructive working relationships with colleagues often within competing demands and restrictive resources. 		Interview, application form, and selection process.

Attributes	Requirements	Essential	Method of Evaluation / Testing
	<ul style="list-style-type: none"> • Ability to communicate clearly and effectively especially whilst chairing multi-agency meetings. • Ability to demand confidence and credibility at all levels. • Ability to demonstrate the principles of fairness and equity whilst prioritising the needs of the vulnerable adult at all times. • Ability to demonstrate sensitivity in emotionally charged situations. • Ability to think clearly, analyse information, identify and plan appropriate actions/decisions or innovative solutions. • Ability to work flexibly and proactively whilst under pressure, adhering to deadlines. • Ability to utilise investigation skills, to work on own initiative as well as part of a team. • Ability to write reports and maintain a high standard of evidenced decision making. • Ability to demonstrate competent IT skills • You will be expected to have a motor vehicle available for use on official journeys. Your mileage expenses will be reimbursed based on the locally agreed rate. • The ability to communicate through the medium of Welsh. 	<p style="text-align: center;">Yes</p>	