

## **Job Description**

<b>DIRECTORATE:</b>	Social Services & Wellbeing
<b>DEPARTMENT:</b>	Adult Social Care / Safeguarding & Secure Estates
<b>POST:</b>	Adult Safeguarding Co-ordinator
<b>GRADE OF POST:</b>	GR13
<b>RESPONSIBLE TO:</b>	Team Manager – Safeguarding, Liberty Protection Safeguards (DoLS LPS) & Secure Estate

---

### **JOB PURPOSE:**

To work as part of the Adults Safeguarding and Secure Estates Team in ensuring adherence to the relevant Wales Safeguarding Procedures and legislation and guidance associated with part 7 of the Social Services and Wellbeing (Wales) Act 2014. To undertake any other statutory responsibilities as required. To safeguard those at risk of abuse or neglect

To ensure compliance with Cwm Taf Morgannwg Safeguarding Board's policies, procedures and practice. To provide high quality, professional direction and guidance to BCBC staff and partner agencies in relation to safeguarding practice.

---

### **PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:**

- To act as Lead Co-ordinator as outlined in the Wales Safeguarding Procedures and to provide support and advice to BCBC and partner agencies' staff who hold Lead Co-ordinator responsibilities.
- To evaluate safeguarding reports against the definition of an adult at risk contained in legislation and statutory guidance, making or delegating enquiries to partner agencies as deemed necessary.
- Chairing multi-agency strategy meetings, Adult Protection Case Conferences, Professional Concerns meetings and other professional meetings as required.
- To manage a caseload of adult at risk cases within a multi-agency framework from point of referral to strategy meeting, investigation, case conference, review and finalisation stages. Undertake accompanied home visits, as required, to speak in private with adults who are suspected as being at risk.
- To lead and support the completion of high-quality risk assessments and analysis of complex risk through application of the Wales Safeguarding Procedures and associated guidance.
- To lead and manage the formulation, design and implementation of expert evidence-based interventions, through co-production of Adult

Care and Support Protection plans in safeguarding strategy meetings and case conferences.

- To liaise with Social Workers in respect of specific cases, requesting them to undertake tasks that will support the decision-making process, in line with Section 126 – Adults at Risk, of the Social Services and Wellbeing (Wales) Act 2014.
- To produce and disseminate high quality written minutes and reports and ensure the effective recording of safeguarding activity and decision making in line with recording guidelines.
- To work collaboratively with BCBC Commissioning, Contracts and Contract Monitoring Team in investigations which may occur in commissioned settings/services.
- To represent the Directorate at and contribute to MARAC, MAPPA and other appropriate Safeguarding or Public Protection arenas.
- Attend court and Court of Protection hearings as necessary. The post holder may be required to produce detailed documents/reports in preparation for court applications such as Adult Protection Support Orders.
- To ensure their individual practice conforms to the engagement principles laid out in Working Together to Safeguard People: Volume 6 – Handling Individual Cases to Protect Adults at Risk, ensuring that the adult at risk is central to decision making and protection planning.
- To participate in office or team duty requirements that may be necessary.

### **Other responsibilities:**

- Supervision of Social Work Students and Trainees.
- To deputise for the Team Manager – Safeguarding, Liberty Protection Safeguards (DoLS LPS) & Secure Estate when appropriate, representing the Council within multi-agency fora as the lead agency in safeguarding adults.
- To contribute to the strategic development of the team and service via task groups/project work as required.
- To perform a quality assurance role in line with the QA framework and performance management outcomes via audits/data collection and analysis.
- To contribute to the development and learning of the team, facilitating the learning of social work students and sharing best practice with BCBC colleagues and partner agencies.
- To promote public awareness of safeguarding adults at risk through various mediums such as media, seminars and publicity events.

### **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**

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

## Person Specification

### Adult Safeguarding Co-ordinator

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
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>• A recognised professional qualification e.g. social work, nursing.</li> <li>• An evidenced commitment to post qualifying training and development in line with the Social Care Wales Framework.</li> </ul>	<p>Yes</p> <p>Yes</p>	<p>Production of original Qualification Certificates and application form.</p>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Knowledge and substantial experience of the application understanding of legislation/procedures/guidance relating to: <ul style="list-style-type: none"> <li>– Adult Safeguarding.</li> <li>– Mental Health/Capacity.</li> <li>– Deprivation of Liberty Safeguards.</li> </ul> </li> <li>• Extensive level experience of Adult Safeguarding and working with adults at risk and their carers/families/advocates.</li> <li>• Experience of assessing/managing risk and complexity.</li> <li>• Experience of multi-agency working and collaboration work with partner agencies/multi-disciplinary colleagues.</li> <li>• Knowledge of the role and functions of adult social care teams in assessing and supporting individuals and their carers.</li> <li>• Experience of chairing multi-agency meetings that include individuals at risk, their family/carers and advocates.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Interview, application form, and selection process.</p>

Attributes	Requirements	Essential	Method of Evaluation/ Testing
<b>Knowledge &amp; Experience (continued)</b>	<ul style="list-style-type: none"> <li>• Experience of producing high quality, evidence based written reports.</li> </ul>		Interview, application form, and selection process
<b>Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to work effectively as a team member and form constructive relationships with colleagues/partner agencies/individuals and their family, carers and advocates.</li> <li>• Effective communicator with ability to adapt communication approach as required.</li> <li>• Able to demonstrate sensitivity in emotionally charged situations while demonstrating confidence and credibility in decision making.</li> <li>• Be able to manage workload while under pressure, meet deadlines and re-prioritise tasks as necessary.</li> <li>• Ability to define and work to targets, objectives, priorities and deadlines within a quality framework</li> <li>• Adopt a flexible approach as required and be open to creative options to safeguard adults at risk.</li> <li>• Demonstrate in their practice a commitment to taking a person-centred and co-production approach with the adult at risk: promoting the best interests of the individual having regard to and individual's dignity and wishes.</li> <li>• Recognise that individuals' rights to safety need to be balanced with other rights, such as rights to liberty, autonomy and family life.</li> <li>• Demonstrate competent IT skills applicable to the role.</li> <li>• Able to analyse complex information, identify and plan suitable actions and present</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form, and selection process.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
	such information to a multi-disciplinary audience.		
<b>Skills &amp; Personal Qualities (ctd.)</b>	<ul style="list-style-type: none"><li>The ability to communicate through the medium of Welsh.</li></ul>		Interview, application form, and selection process.