

JOB DESCRIPTION

JOB DETAILS:

Job Title:	Director of Safeguarding
Band:	8D
Directorate:	CNO Team, Trust Management
Department:	Trust Management
Base:	County Hall, Taunton
Responsible for:	<p>Strategic leadership and oversight of all safeguarding activity including Safeguarding Adults, Safeguarding Children, PREVENT, MAPPA, MARAC, Domestic Abuse, CPIS.</p> <p>Strategic leadership and operational management of external contract with Public Health to provide safeguarding services for public health nursing.</p> <p>Provide strategic provider leadership into Somerset Safeguarding Children Partnership, Somerset Safeguarding Adults Board and Exec Group, Safer Somerset Partnership Board, ICB Health Partnership Boards and the Integrated Care System.</p> <p>Directly leading the Integrated Trust Safeguarding Service (40 colleagues).</p> <p>Directly Manage the Head of Safeguarding, Named Midwife for Safeguarding, Named Nurse for Safeguarding Children, the Lead Professional for Safeguarding Adults, The Named Doctor for Safeguarding Children, The Lead Consultant for Safeguarding Adults and the Named Nurse for Safeguarding Children (Public Health) Duty Manager, L&D Lead.</p> <p>Chairing and good governance of the Safeguarding Committee.</p> <p>Reviewing and regularly updating the Trust Safeguarding Strategy.</p> <p>Managing the jeopardy associated with safeguarding work and to put systems, policies, and processes in place to minimise risks to the citizens of Somerset and to our colleagues.</p> <p>To work in partnership with key statutory and non-statutory agencies at a strategic level to ensure services are delivered in the spirit of Working Together 2023 and the Care Act 2014, providing constructive but clear challenge where necessary to ensure agencies uphold their safeguarding responsibilities.</p> <p>Manage safeguarding allegations involving SFT colleagues under the SFT protocol Managing Allegations involving SFT colleagues that constitute a safeguarding concern.</p>
Responsible to:	Chief Nurse, Executive Lead for Safeguarding

JD updated:	April 2024

Job Purpose:

To ensure:

The Safeguarding Service has a confident and competent well trained and supported team that provide a safeguarding duty team and other specialist roles in supporting all Trust services and any external contractual arrangements.

That the trust meets all its statutory requirements and duties in relation to safeguarding and complies with all national, regional, and local guidance.

Ensure that the safeguarding strategy is formulated, understood by all stakeholders, and is delivered utilising all available resources efficiently and effectively.

Proactive management of the key clinical risks and issues associated with ensuring appropriate actions are taken to mitigate and respond.

Developing colleagues in regard to service change and pressures in order to meet demand in an ever-changing environment, in accordance with local and national requirements.

The Safeguarding Service provides assurance to the Trust Board that our 12,500 colleagues have a competent level of safeguarding training and supervision to be able to fulfil their roles safely and without emotional detriment.

Optimisation of evidence-based practice to reflect child and adult protection legislation and guidance to ensure that this forms part of the learning and development offer for all staff.

Using a safeguarding QA framework to drive improvements and targeted workstreams through the strategic leads and across the safeguarding workforce, including leading and participation in audits both internally and with strategic partners.

Establish and maintain partnerships and collaborative relationships internally and with ICB colleagues, Somerset Safeguarding Children Partnership, Somerset Safeguarding Adults Board, Somerset Safer Somerset Partnership Board, Avon and Somerset Police, Somerset Children and Adult Social Care and other agencies working across Somerset safeguarding our residents.

Representation at Regional and National level working groups and events.

To provide a breadth of evidence as assurance to regulators, the Integrated Care Board, internal Board sub-committees and others that the Trust Safeguarding Service provides a robust service to all staff to protect our patients, carers and the citizens of Somerset.

Manage all the budgets for safeguarding, including the identification of savings and efficiencies, spending every pound as if it were your own.

Clear direction and coordination for managing allegations involving colleagues that have a safeguarding element, thus ensuring that all individuals are kept safe, protected, and supported. In fact-finding and investigation, we will use our just culture and compassionate



leadership so that those involved are able to reflect and identify learning as appropriate to the case detail.

Work collegiately with other leaders to support staff in delivering best outcomes for patients and service users by use of reflection and feedback as an informative tool to develop better quality and value services.

Promotion of the Trusts' Safeguarding Service at national conferences and events.

Provide mentoring to other safeguarding leaders nationally where services are less developed.

Identify and generate external training income stream opportunities with key partners.

Ensure training for SFT colleagues is up to date reflecting changes in legislation, policies, and national findings. That it is proportionate to individual roles and responsibilities.

Support department leads in identifying areas for development to ensure patients are provided with the best care to safeguard and thrive.



Duties and Responsibilities



Communication and Key Working Relationships

- The post holder will need to be able to communicate effectively with staff at all levels of the Trust and with all stakeholders and external partners.
- To represent the Trust at a senior strategic level.
- To work by and promote the values of the Organisation.

Planning and Organisation

- Ensure that the Safeguarding Service provides a highly skilled, professional, robust, and efficient service that represents best value for money.
- To lead an innovative service that continually seeks to develop and improve. To reconfigure services to meet need when required.
- To identify CIP and savings whenever possible.

Analytics

- To ensure that the safeguarding service provides quality assurance of all referrals to external agencies and court reports in relation to the Trust safeguarding duties and responsibilities.
- To promote work to eradicate health inequalities.

Responsibility for Patient / Client Care, Treatment & Therapy

- To ensure that the safeguarding Service provides all Trust colleagues with the skills, knowledge, confidence, and competence to safeguard our patients, carers, and the citizens of Somerset.

Policy, Service, Research & Development Responsibility

- To ensure that the numerous safeguarding policies and standard operating protocols remain current and are regularly reviewed to reflect a continual learning and development culture.
- To ensure that audit and research is utilised to create and inform a culture of continual learning and development.
- To publish best practice in local, regional and national forums including journals and conference posters.
- To provide mentoring to other Trusts across the country seeking to integrate safeguarding services.

Responsibility for Finance, Equipment & Other Resources

- To manage the safeguarding budgets, the combined budget currently exceeds £2 million.
- Be responsible for all mobile devices issued to the post holder.

Responsibility for Supervision, Leadership & Management

- To provide compassionate and clear leadership that upholds policies and principles on the promotion of equality.



- Work within and promote the Trust Values.
- To create an inclusive working environment where diversity is valued, everyone can contribute, and everyday actions ensure we meet our duty to uphold and promote equality.
- To review the service through the inclusion lens both in terms of those employed within the team and by those who use our services.
- Lead the safeguarding service to build a collaborative working environment and an innovative culture.
- Provide direct supervision to all the Named Professionals and the Head of Safeguarding.
- Motivate and inspire staff throughout the strategy to role model leadership and innovation.
- Provide supervision, performance management and appraisal for all direct reports. To ensure that safeguarding leaders and their teams have access to leadership and professional development opportunities.

Information Resources & Administrative Duties

- To ensure that the Safeguarding Service has a comprehensive and robust internet and intranet presence that provides all the necessary information and resources to staff across the Trust.

Any Other Specific Tasks Required



Review of this Job Description

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description is to be reviewed in conjunction with the post holder on an annual basis.

General Information

At all times promote and maintain the safety of children by working according to the Trust's Child Protection Policy and supporting guidance. Being pro-active and responsive to child protection concerns by early reporting, recording and referral of issues according to Trust arrangements. Attending child protection training that is appropriate to your role.

Confidentiality

The post holder will maintain appropriate confidentiality of information relating to commercially sensitive matters in regard to Trust business, and also to personal information relating to members of staff and patients. The post holder will be expected to comply with all aspects of the Data Protection Act (2018), the Staff Code of Confidentiality and the IT Security and Acceptable Use Policy.

Equality & Diversity

Somerset NHS Foundation Trust is committed to achieving equality of opportunity for all staff and for those who access services. You must work in accordance with equal opportunity policies/procedures and promote the equality and diversity agenda of the Trust.

Safeguarding

All employees have a duty for safeguarding and promoting the welfare of children and vulnerable adults. Staff must be aware of the Trust's procedure for raising concerns about the welfare of anyone with whom they have contact.

Risk Management / Health and Safety

Employees must be aware of the responsibilities placed on them for ensuring the safety of our patients, service users, visitors and colleagues under the Trust's Risk Management Strategy and policy and under the Health & Safety at Work Act 1974. All employees are expected to be familiar with and comply with the Trust's risk and health and safety policies and procedures and all other policies and procedures relevant to their role.

Records Management

The post holder has responsibility for the timely and accurate creation, maintenance and storage of records in accordance with Trust policy, including email documents and with regard to the Data Protection Act, The Freedom of Information Act and any other relevant statutory requirements.

Clinical Governance

The post holder will be expected to participate in clinical governance activities to assist the Trust to provide high quality services.



Prevention and Control of Healthcare Associated Infection

The post holder is expected to comply with Trust Infection Control Policies and conduct themselves at all times in such a manner as to minimise the risk of healthcare associated infection.

Policies & Procedures

Trust employees are expected to follow Trust policies, procedures and guidance as well as professional standards and guidelines. Copies of Trust policies can be accessed via the staff intranet or external website or via your manager.

Sustainability Clause

Somerset NHS Foundation Trust is committed to creating a sustainable business. Staff employed by the Trust, are required to think about their actions in the course of their work and make positive steps to reducing, reusing and recycling wherever and whenever possible.

Review of Job Description

This job description is not an exhaustive list of duties, but is intended to give a general indication of the range of work undertaken within this new role. Work will vary in detail in the light of changing demands and priorities, and therefore the duties identified will be subject to periodic change/review, in consultation with the post holder. All employees have a responsibility to abide by all Trust Policies.



Person Specification

Requirement	Essential / Desirable	How Assessed
<u>QUALIFICATIONS & TRAINING</u> Registered health, social care, education or police professional educated at graduate level. Post graduate studies relevant to the role or equivalent experience.	E D	Interview & Application form
<u>KNOWLEDGE</u> An expert, operational and strategic level of understanding of Safeguarding Adults, Children, Domestic abuse and MARAC.	E	Interview & Application form
<u>EXPERIENCE</u> Significant post qualifying experience of specialist safeguarding practice at a senior strategic level with some experience in the NHS.	E	Interview & Application form
<u>SKILLS & ABILITIES</u> Excellent written and verbal communication skills Ability to enthuse others and lead innovative practice	E E	Interview & Application form
<u>COMMUNICATION SKILLS</u> Evidence of a good standard of Literacy / English language skills	E	Interview & Application form
<u>PLANNING & ORGANISING SKILLS</u> Highly organised and conscientious approach to own and others work	E	Interview & Application form
<u>OTHER</u> Willingness to use technology to improve standards of care and support to our patients	E	Interview & Application form
<u>SUPPORTING BEHAVIOURS</u> To carry out this role successfully the post holder needs to be fully aware of and adhere to Trust values. <ul style="list-style-type: none"> • Kindness • Respect 		



- Teamwork

SUPPLEMENTARY INFORMATION

Physical Effort	Yes	No	If yes – Specify details here - including duration and frequency
Working in uncomfortable / unpleasant physical conditions		N	
Working in physically cramped conditions		N	
Lifting weights, equipment or patients with mechanical aids		N	
Lifting or weights / equipment without mechanical aids		N	
Moving patients without mechanical aids		N	
Making repetitive movements	Y		Typing
Climbing or crawling		N	
Manipulating objects		N	
Manual digging		N	
Running		N	
Standing / sitting with limited scope for movements for long periods of time	Y		When in meetings
Kneeling, crouching, twisting, bending or stretching		N	
Standing / walking for substantial periods of time		N	
Heavy duty cleaning		N	
Pushing / pulling trolleys or similar		N	
Working at heights		N	
Restraint ie: jobs requiring training / certification in physical interventions		N	
Mental Effort	Yes	No	If yes - Specify details here - including duration and frequency
Interruptions and the requirement to change from one task to another (give examples)	Y		
Carry out formal student / trainee assessments	Y		



Carry out clinical / social care interventions	Y		
Analyse statistics	Y		
Operate equipment / machinery	Y		IT equipment
Give evidence in a court / tribunal / formal hearing	Y		
Attend meetings (describe role)	Y		
Carry out screening tests / microscope work		N	
Prepare detailed reports	Y		
Check documents	Y		
Drive a vehicle	Y		For attending off-site meetings or to be based in an off-site office.
Carry out calculations	Y		
Carry out clinical diagnosis		N	
Carry out non-clinical fault finding	Y		
Emotional Effort	Yes	No	If yes - Specify details here - including duration and frequency
Processing (eg: typing / transmitting) news of highly distressing events	Y		
Giving unwelcome news to patients / clients / carers / staff	Y		
Caring for the terminally ill		N	
Dealing with difficult situations / circumstances	Y		
Designated to provide emotional support to front line staff	Y		
Communicating life changing events	Y		
Dealing with people with challenging behaviour	Y		
Arriving at the scene of a serious incident	Y		
Working conditions – does this post involve working in any of the following:	Yes	No	If yes - Specify details here - including duration and frequency
Inclement weather		N	
Excessive temperatures		N	
Unpleasant smells or odours		N	
Noxious fumes		N	
Excessive noise &/or vibration		N	



Use of VDU more or less continuously	Y		For most of each working day
Unpleasant substances / non household waste		N	
Infectious Material / Foul linen		N	
Body fluids, faeces, vomit		N	
Dust / Dirt		N	
Humidity		N	
Contaminated equipment or work areas		N	
Driving / being driven in Normal situations	Y		
Driving / being driven in Emergency situations	Y		
Fleas or Lice		N	
Exposure to dangerous chemicals / substances in / not in containers		N	
Exposure to Aggressive Verbal behaviour		N	
Exposure to Aggressive Physical behaviour		N	

The Knowledge and Skills Framework (KSF) outline for this post which demonstrates the skills and competencies required once in post should be considered in conjunction with this document.

Job Profile Agreement

Agreed and Signed:	(Manager)	Date:	
Agreed and Signed:	(Post Holder)	Date:	
Date Role Description is Effective From:			

