

Job Description

Job Title:	Safeguarding Administrator
Band:	Band 4
Responsible to:	Senior Administrator -Safeguarding
Accountable to:	Director of Nursing and Quality
Location:	The post holder may be required to work at any establishment at any time throughout the duration of their contract, normally within the location of the HWEICB - WE Place or as set out under the terms of their contract.

Job Summary

- Pro-actively support the Safeguarding Team in the delivery and coordination of the administrative function.
- Provide administrative support to a wide range of meetings and functions across the Safeguarding team. Work in partnership with the wider healthcare economy and partner agencies, as required.
- Act as the first point of contact for safeguarding children and adult enquiries, and for Looked-after children placed within the locality, dealing with complex, highly sensitive and confidential information on a daily basis.
- Coordinate arrangements for Looked-after Children placed out of county to ensure the ICB meets its statutory requirements.
- Coordinate and oversee arrangements for all safeguarding training offered by the ICB both internally and to Primary Care/ local providers, including the preparation and support with resources.
- Provide assistance to a wide variety of stakeholders as required, signposting to the Designated Professionals if necessary. Ensure work is completed in line with timescales and legal requirements, and that issues and concerns are escalated promptly.
- Maintain oversight of the safeguarding team members diaries, work plans etc., and work in partnership to coordinate and plan a variety of activities whilst also completing own work and the coordination of work of others.

- The job description and person specification are an outline of the tasks, responsibilities and outcomes required of the role. The job holder will carry out other duties as may be required by their line manager.
- The job description and personal specification may be reviewed on an on-going basis in accordance with the changing needs of the Safeguarding team.
- Contribute to quality improvement /continuous improvement and patient safety as relevant to role
- Support leadership and support on the health inequality portfolio to ensure patient outcomes and experiences are in line with required quality standards as relevant

Key Working Relationships

- Internal staff including managers, colleagues and senior management as appropriate
- External staff from partner organisations and other NHS trusts
- Non-NHS organisations
- Members of the public and service users as appropriate

Operational Responsibility

- To provide specialist administrative support to the Safeguarding Team to ensure that the service operates efficiently and cost effectively.
- To support the Team in the development and management of systems, processes and databases.
- To assist in the production of highly confidential and complex reports for the organisation and for presentation to other agencies.
- To act as a conduit with Primary Care to ensure practices are supported to fulfil their safeguarding statutory requirements, including the oversight and coordination of arrangements for ICS led safeguarding training.
- Coordinate the notification process for west Essex Looked-after Children placed out of area, ensuring the receiving ICS are notified in a timely manner.
- Maintain a database of all requests for funding for health assessments for Looked-after Children placed out of county and provide oversight of subsequent invoices received into the ICS.
- Undertake any other activities in connection with the Safeguarding team functions as mutually agreed.

- To understand how the safeguarding function for safeguarding children and adults works including knowledge of the safeguarding policies and procedures.
- Provide full administrative support for the Safeguarding Children and Adult Team with regards to case reviews, reports and audits to meet specific timescales.
- Undertake defined projects and co-ordination of work as required, with limited supervision.

Financial and Physical Resources Responsibility

- Delegated responsibility for ordering of equipment and stationary/office supplies.
- Maintain a database of safeguarding funding and expenditure.

Human Resources Responsibility

- Day to day supervision/management of staff.
- Demonstrates own activities to new members of staff
- To act as a decision loggist for the ICB as and when required, undertaking and / or renewing appropriate training at regular intervals
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Information Management Responsibility

- Use of Microsoft and other packages to support the team with administration, management of data, information.
- Maintain confidentiality in relation to all sensitive, patient identifiable information.

Planning and Organisation Responsibility

- Maintain accurate day-to-day diaries for the Safeguarding Team ensuring that all relevant correspondence is brought forward for the appropriate meetings and ensure follow up criteria is undertaken to meet deadlines.
- Prioritise day-to-day activities taking into account any specific requirements of the Safeguarding Team and any unpredictable changes due to the nature of safeguarding.
- To work collaboratively with the safeguarding team in producing complex reports and data analysis.
- Ensure preparation of materials for relevant meetings and training, making the necessary arrangements, including room bookings/ Microsoft Teams invites, as well as acting as minute taker.
- Ensure timely production of minutes and supporting documentation and any follow up action.

Policy and Service Development Responsibility

- To ensure adherence to the full range of ICB policies/procedures
- To be responsible for personal and professional development in line with safeguarding and

ICB requirements.

- To be responsive to future changes in function and structure of the health economy.

Research and Development Responsibility

- The post holder will be expected to use a variety of media, including the internet and other external sources to locate relevant data as required by the Safeguarding Team.
- The post holder will be expected to support and develop colleague's administrative skills and knowledge.
- Research and Development administrative activities, as required.

Analytical and Judgemental Responsibility

- To be able to deal with competing demands and prioritise workload.
- To be able to work autonomously at times and utilise problem solving skills.

Communication Responsibility

- To develop and maintain effective communications internally and externally to foster excellent working relationships with a wide range of colleagues and stakeholders.
- To be able to communicate effectively across a range of organisations to ensure sensitive information is understood and barriers to the effective use of the information is overcome
- Provides and receives routine information, overcoming barriers to understanding as needed. Exchanges information with internal staff, service users, and external organisations, some of which may be complicated.
- Receive complex and sensitive information relating to safeguarding incidents, ensuring that this information is relayed to the relevant senior safeguarding team members.
- To be able to maintain a professional manner and respond appropriately to what can be highly disturbing and emotional information, seeking relevant support as required.
- Ensure appropriate communication with relevant professionals and agencies to facilitate safeguarding practice across the health economy.
- To be able to converse with people at all levels observing confidentiality at all times.
- Ability to fulfil above functions when working remotely across virtual platforms.
- Forward National alerts of 'Missing Persons', as required.

<p>Safeguarding Children, Young People and Vulnerable Adults</p> <ul style="list-style-type: none"> • Safeguarding children and vulnerable adults is everyone's responsibility. Whatever your role the welfare of children and vulnerable adults should be your concern. It is your duty to report any concerns through your line manager / designated Safeguarding Lead. • All ICB staff are required to undertake safeguarding awareness training and to undertake additional training in relation to safeguarding relevant to their role, and adhere to mandatory training.
<p>Loggist Training</p> <ul style="list-style-type: none"> • When a major incident occurs in any NHS organisation, a key role within the response and recovery is the role of the Loggist. A Loggist is responsible for capturing the decision making process that might be used in any legal proceedings following an incident, as guided by a senior manager or director. • HWEICB employees are expected to undertake appropriate training which will enable them confidently and effectively log during an incident and understand the importance of decision logs and their evidential value in any post-incident legal proceedings. • Training will be provided that gives delegates an understanding of incidents and what is classified as a major incident and the roles and responsibilities of organisations within Herts and West Essex during such an event. The training will include practical exercises to allow employees the opportunity to develop their skills in logging as well as giving a broader insight into major incidents within the NHS.
<p>Physical Effort</p> <ul style="list-style-type: none"> • Combination of sitting/standing/walking: Occasional requirement for moderate effort, short periods
<p>Mental Effort</p> <ul style="list-style-type: none"> • Frequent concentration, work pattern unpredictable. • Access opportunities for own professional development, as outlined within Personal Development Plan and staff appraisal
<p>Emotional Effort</p> <ul style="list-style-type: none"> • The work can be highly emotive and challenging and therefore the post holder will be expected to proactively seek support for the emotional distress the handling of safeguarding information may cause and to attend supervision with their manager on a regular basis

Person Specification

Supporting Evidence

In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.

Factors	Description	Essential	Desirable	Assessment
Knowledge , Training and Experience	Educated to NVQ 3 level in a relevant subject or equivalent level of qualification or significant equivalent previous proven experience.	√		A/C
	Significant administrative/ secretarial experience including initiating and maintaining office systems.	√		A/I
	Demonstrable experience in dealing with the public and dealing with sensitive and confidential information.	√		A/I
	Intermediate knowledge of IT systems and software programmes such as Outlook, Word, Excel, Powerpoint and Access.	√		A/I
	Understanding of Confidentiality and Data Protection Act.	√		A/I
	Knowledge of NHS issues	√		A/I
Communication skills	Clear communicator with excellent writing, data entry and presentation skills: capable of constructing and delivering clear information/ instructions to staff and service users	√		I
	Ability to work under pressure in a busy working environment and	√		A/I

	able to multi-task			
	Effective team working	√		A/I
	Minute taking		√	A/I
Equality and Diversity	Understanding of and commitment to equality of opportunity and good working relationships	√		A/I
Autonomy	Ability to work without supervision Able to work on own initiative, organising and prioritising own and others workloads to changing and often tight deadlines	√		A/I
Other	An ability to maintain confidentiality and trust	√		I
	Professional, calm and efficient manner	√		I
	Commitment to continuing professional development			
	Positive and flexible approach to work			
<p>*Assessment will take place with reference to the following information</p> <p>A=Application form I=Interview T=Test C=Certificate</p>				