Adult Protection Lead Officer

JOB PROFILE

Incorporates

Section 1 **Post Descriptor**

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SECTION 1: POST DESCRIPTOR

1. JOB DETAILS

Job Title: Adult Protection Lead Officer	
Service Area: Mental Health, Learning Disabilities & Addictions	**Section:** Learning Disability Service
Reports to: Head of Mental Health, Learning Disabilities & Addictions	**Grade:** 9
Position Number: SW2220	**Gauge Reference:** A7497

2. JOB PURPOSE

The post holder will be responsible for the co-ordination, strategic planning and monitoring of Adult Protection work on behalf of West Dunbartonshire Adult Protection Committee (APC) and partner agencies; to promote and support all areas of work relating to public protection with staff and partners.

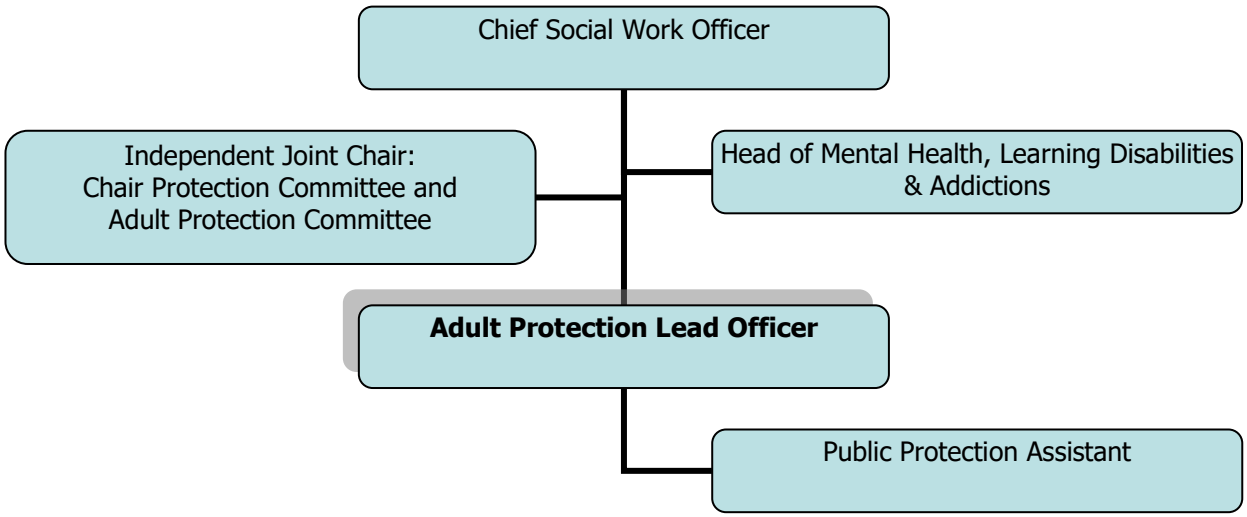
3. DIMENSIONS and SCOPE OF JOB (including budgetary and staffing responsibilities)

Budget: To monitor financial expenditure within the Adult Protection Committee budgets and ensure that best value is maintained including contributing to the budget setting process.

Staffing Direct: The post holder will line manage the Public Protection Assistant alongside the child protection lead officer; they will direct work in conjunction with relevant others and provide day-to-day guidance and informal support.

Staffing Indirect: The post holder will be expected to provide support and guidance to staff across services and key agencies in respect of training and staff development.

4. ORGANISATIONAL CHART
(shows levels directly above and below this post and includes grades of posts)



5. ROLE OF SERVICE AREA/SECTION

The primary function of this role is to co-ordinate the development of policy, practice and procedures for adult protection work across all key partner agencies and to monitor and report on this area of work; to support the development and implementation by partner agencies of West Dunbartonshire Adult Protection Committee's Annual report and Business Plan and to report on progress, suggest remedial action where required, and to ensure the effective working of West Dunbartonshire's Adult Protection Committees and sub groups.

6. KEY ACTIVITIES, RESPONSIBILITIES and OUTCOMES

APC and sub groups:

- To lead the development and implementation of a framework of policies, plans, services and procedures for adult protection policies across West Dunbartonshire.
- To support the Committee in developing improvement action plans and measuring achievement to deliver on these plans.
- To represent the committee at West of Scotland Lead Officers and other key ASP local and national groups as required and reporting back to committee.
- To lead and support arrangements for participation of service users in providing feedback and contribution towards service delivery plans.
- To ensure that practice reflects national Guidance for Adult Protection Committees.
- Support workforce planning and workload management in relation to mental health officers and council officers.
- To provide reports to the Public Protection Chief Officers Group, senior managers within the HSCP and other bodies as required.
- To ensure the Council's statutory obligations are fulfilled and work within the legislative framework in relation to Adult Protection.
- To work in conjunction with the Chair of the APC, take responsibility for the drafting and dissemination of agendas and Committee papers.
- Support recording, liaison and information gathering for annual and biennial reporting requirements.
- To develop the emphasis on multi agency / disciplinary working for adult protection so that the incidence of harm is reduced.

- To ensure the accuracy of minutes produced, circulate a note of actions agreed and ensure all actions are carried out.
- To draft responses to relevant consultation papers on behalf of the Chair.
- To support the Committee to address significant issues involving interdisciplinary working, including issues arising from audits of services and individual cases.
- To support the work of the sub groups of the APC, participate as required and support agendas and papers to be agreed and circulated, minutes produced and report on relevant aspects of activity to the relevant committee.
- To provide effective communication and liaison across multi-disciplinary agencies.
- To inform HSCP responses to consultations in relation to legislation, strategies and policy in relation to mental health, adult with incapacity and adult support and protection.
- To ensure members of the Adult Protection Committee are informed of national developments, including changes to legislation policy, regulations and guidance, research evidence and best practice examples in Adult Protection.

Quality Assurance

- To ensure effective monitoring of and reporting on adult protection work through the established Performance and Assurance Reports Framework.
- To lead on the promotion of professional standards of practice and quality assurance, monitoring and audit of adult protection processes.
- Support/participate in analysis of MHO management information and data analysis alongside any other statutory adult social work service areas and provide feedback on quality issues.
- To undertake a governance, scrutiny and review role in respect of Adult Protection performance through appropriate methods such as sampling case records and developing management information both for West Dunbartonshire Council and other agencies.
- To ensure notification of significant incidents and request for significant case reviews and support arrangements for progression of these.
- To work with commissioning and other support services to ensure robust governance and scrutiny within relevant commissioned services.
- To provide reports demonstrating indicators of performance and practice standards in adult protection.
- To develop a robust management information framework for area and providing reports to Senior Management team and Heads of Service.
- To use information systems effectively in the production, analysis and presentation of management information for Adult Protection.
- To maintain an up to date working knowledge of current legislation, policies and procedures affecting ASP, AWI and MHO duties.

Training, Learning and Development

- To develop and lead on the delivery of multi-agency training for HSCP staff and staff from partner agencies on adult protection.
- To provide appropriate advice and guidance to staff and partner agencies regarding adult protection and ensure best practice and learning are reflected in partnership approaches.
- To ensure that HSCP staff and staff from partner agencies have an appropriate framework of policies and procedures to work within in order to identify, support and protection requirements to reduce risk.
- To support and contribute to effective communications between all agencies engaged in adult protection.

Public Awareness of Public Protection

- To undertake and contribute awareness-raising of adult protection within West Dunbartonshire.
- To develop, provide and maintain information for the public and access to supports and to evaluate its effectiveness.

Service Users and Carers

- To engage with services users to gauge their views, develop links with representative service users, carers and other stakeholders
- To identify the views of service users (including adult and young people) and use this information to inform practice.

Local development of public protection

- To ensure that the statutory responsibilities of the local authority and functions delegated to the HSCP in respect to mental health and other adult protection legislation are discharged.
- To support clear, effective collaboration between key groups including the Adult Protection Committee, Child Protection Committee, Multi Agency Public Protection Arrangements (MAPPA), Violence Against Women Partnership, the Alcohol and Drug Partnership (ADP) and other public protection forums.

Other professional responsibilities

- To undertake such specific remits and functions as may be appropriately delegated by the Adult Protection Committee and the Independent Chair.

7. PROBLEM SOLVING

The post holder will be required to deal with a number of potential problems in relation to many aspects of their work. There will be instances where the post holder will manage and resolve these without consultation with line manager. However, during formal and informal supervision there will be the opportunity to explore a range of problems and solutions. Departmental policies and procedures should be adhered to at all times.

The post holder will be expected to address issues arising by working collaboratively with relevant agencies and colleagues with the safety and wellbeing of service users and staff as a priority.

The post holder will be expected to become involved in wider initiatives undertaken by HSCP, insofar as it has implications for the management and/or development of their own services, e.g. Clinical and Care Governance.

8. PLANNING

Contribute to policy, planning and development.

Participate and contribute to local and national planning and implementation groups.

9. ASSIGNMENT AND REVIEW OF WORK

The post holder will undertake the tasks and responsibilities outlined above, and undertake such reasonable tasks as directed by senior managers in line with the needs of the service.

The post holder will also be expected to participate in supervision, in a positive and constructive manner in line with supervision guidelines.

The post holder will participate in personal development initiatives such as training and awareness, including a commitment to West Dunbartonshire Council's Be the Best Conversations and NHS Greater Glasgow and Clyde's iMatter programme, alongside other relevant workforce training and development programmes.

The post holder will report, in the first instance, to their immediate line manager, with whom, objectives are jointly agreed. However within this context there is a broad framework of delegated authority to develop and progress initiatives autonomously.

Furthermore, the post holder will support the independent Chair of the Adult Protection Committee in their duties including the provision of professional support as agreed with the post holder's line manager.

Responsibilities of the post can also be generated through the identification of new or amended regulatory authority to develop and progress initiatives autonomously.

Objectives will be reviewed, and performance is formally appraised annually by the post's line manager in line with the Council's Be the Best Conversations guidance.

Regular supervision meetings will take place with the line manager/Chief Social Work Officer as well as meetings with the independent Joint Chair to discuss progress against timescales and key deliverables and to ensure ongoing communication on current issues and workload.

10. COMMUNICATION AND WORKING RELATIONSHIPS

Internal communications and working relationships:

The post holder will be expected to develop and implement effective, transparent and consistent methods of communication with relevant colleagues, local authority departments, other organisations represented on the Adult Protection Committee, service users and carers. These may include, for example, local procedures to address particular issues relevant to their own staff team such as rotas, timing of staff annual leave regular care reviews for services users; staff meetings, training and awareness sessions etc.

The post holder will be expected to attend and contribute to a wide range of multi-agency meetings including planning meetings, service user's reviews, single issue planning and strategic forums.

External communications and working relationships:

The post holder will adhere to the HSCP's experience of developing positive, constructive and close working relationships with all external agencies whose involvement is, directly or indirectly, linked to the safety, security and personal development of staff, service users and their carers.

Liaison and joint working with a range of staff and other professionals from eg: Scottish Government, partnership agencies, local authority and health services, will also be required.

11. DECISION MAKING

The post holder will have a pivotal role in providing professional guidance to registered social workers and managers, assisting crucial decision-making and will have oversight of decision-making where there is significant risk to adults. The post holder will be available to practitioners and managers for consultation on such decisions.

The post holder will be expected to undertake the tasks assigned to this role in a timeous, effective, informed and practical manner.

They will form their decision-making through an awareness of all relevant legislation, best practice guidelines (e.g. National Care Standards), policies and procedures.

The post holder will make appropriate use of all management and advisory resources and respond positively in relation to feedback on decision making and reflection on practice.

12. MOST CHALLENGING PART OF THE JOB

The most challenging part of this job is to effectively engage all partners with a responsibility for public protection, ensuring that opportunities are taken forward to improve practice, development and delivery through awareness-raising, training and development and dissemination of national developments and policy initiatives as they relate to public protection.

Furthermore, the post holder will have an important role in guiding and supporting decisions directly affecting adults at risk and their families, and must ensure that their knowledge of legislation and statutory duties is continually kept up to date and informed regarding best practice and policy to support decisions around risk.

13. GENERAL

Disclosure/PVG membership: The post holder will be subject to PVG membership – Adults.

Politically Restricted Post: Not applicable to this post.

The duties and responsibilities contained within this Post Descriptor are neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties commensurate with the level and grade of the post without changing the general character and nature of the post.

The Post Descriptor may be subject to revision, depending on the future needs of the post and the organisation, following appropriate consultation.

14. WDC TRAINING

West Dunbartonshire Council – Operates Skills Passports for all employees, which details the training available and timescales for undertaking courses. Skills passports are available via the Council's Intranet Organisational Development & Change

- Skills Passport A – New Entrant Employee Passport

Includes WDC Induction; Equality & Diversity; Data Protection (GDPR) & Security Awareness and relevant i-learn modules;
Policy Reading: Code Of Conduct; ICT Information Security Policy and Acceptable Use Policy

- Skills Passport B – WDC Employee Passport

Includes relevant i-learn modules

15. ROLE SPECIFIC TRAINING

Training specific to the role will be derived from national participation in adult protection lead officers meetings, working with the independent Chair of the Adult Protection Committee and Head of Service, training via national organisations and in-post training.

Post Descriptor Prepared by: Jonathan Hinds, CSWO **Date:** 20 July 2020

SECTION 2: PERSON SPECIFICATION

Essential	Desirable
Qualifications/Professional Membership	
DipSW or equivalent	
Registration with SSSC	
Training	
	Post qualifying training in adult protection
Experience	
Post qualifying experience in public protection	
Experience of assessment and care planning	
Experience in the developments of policies, procedures and standards	
Experience of multi-agency working and reporting	
Knowledge and Skill	
Good working knowledge of public protection and related legislation	
Developing and analysing range of performance data	
Robust understanding of self evaluation and service improvement approach	
Disposition	
Excellent communication and inter-personal skills	Driving licence
Flexibility of approach	
Ability to influence others positively	
Ability to use initiative and work independently	
Enthusiastic	