JOB DESCRIPTION – DUNDEE HEALTH AND SOCIAL CARE PARTNERSHIP

IDENTIFICATION

Post Title:	Suicide Prevention Co-ordinator	Post Ref.:	
Section:	Protecting People Team	Grade:	10
Responsible to:	Lead Officer, Protecting People		
Responsible for:			

JOB PURPOSE

To provide strategic coordination and leadership for suicide prevention activity across Dundee, working collaboratively with statutory, third sector, community, and other partners.

To support the development, implementation, monitoring, and evaluation of Dundee's suicide prevention priorities, aligned with Scotland's national suicide prevention strategy and delivery arrangements, and responsive to local need, inequalities, evidence, and lived experience.

As part of the Protecting People Team, strengthen connections between suicide prevention and wider Protecting People priorities, while maintaining effective local, Tayside, and National partnerships and governance arrangements.

PRINCIPAL WORKING CONTACTS

Service Manager, Strategy and Performance

Senior Service Manager, Mental Health and Learning Disability

Officers in Dundee City Council, NHS Tayside, Police Scotland, Third and Independent Sector and other relevant partner organisations

Chairs and members of relevant committees and partnerships

Elected members

Tayside Multi Agency Suicide Review Group

Officers within the Scottish Government and other national organisations

Members of the public.

MAIN DUTIES

Develop suicide prevention strategies and plans as required to meet local need and support the delivery on national suicide prevention strategy and outcomes.

Ensure suicide prevention activity considers need across the life course, including children and young people, adults and supports appropriate connections with relevant services and partnerships.

Ensure effective links between suicide prevention strategic / actions plans and wider Protecting People plans and relevant community planning strategies.

Produce reports as required for governance groups, funders, Scottish Government, and other partners.

To take project management responsibility for development and improvement tasks.

Be responsible for reporting to relevant strategic and governance groups on matters of development and progress in relation to the national and local suicide prevention outcomes.

Take a lead role in working groups where necessary in support of strategic development and contribute/participate when necessary to the relevant strategic planning and working groups.

Take responsibility for the development, coordination, and evaluation of learning opportunities for suicide prevention across partnership agencies (paid and unpaid staff).

Use research findings about best practice to inform local policy and service development and provide leadership in disseminating this information to the workforce.

Be responsible for collating, analysing, and reporting on statistical information on matters associated with self-harm, distress/attempted suicide and completed suicide.

Support partners to utilise data for improvement and service development planning, contributing to the development of action plans as required.

Develop and support the implementation of quality assurance approaches in relation to suicide prevention approaches.

Manage a budget and monitor expenditure within agree levels. Report budget performance regularly to relevant governance groups.

To investigate funding opportunities to develop new initiatives and meet priorities, including applying and presentation of funding bids.

To assist in the commissioning and monitoring of relevant services in Dundee.

Engage effectively with key Suicide Prevention partners across Tayside and Scotland.

Engage effectively with the Tayside Multi Agency Suicide Review Group.

Contribute Dundee's experience, evidence and learning to Tayside and national suicide prevention policy, strategy, and improvement activity.

To engage effectively with elected members, stakeholders, service users, carers, and community groups.

To ensure the development of high quality and accessible communication resources and events for the public and workforce.

Contribute to public and workforce communications responses with regards to all suicide matters/concerns.

Contribute professional information and advice to Freedom of Information requests and other information requirements relating to the suicide prevention portfolio in accordance with Council procedures

Use evidence and local intelligence to understand inequalities in suicide risk and outcomes, and work with partners to ensure suicide prevention activity responds to the social, economic and wider determinants associated with suicide. Be actively involved in the development of partnership working arrangements with health, other council departments, voluntary and private sector providers and service users and carers.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all duties, and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

PERSON SPECIFICATION

POST TITLE: Suicide Prevention Co-ordinator

DIVISION/DEPARTMENT SECTION: Dundee Health and Social Care Partnership

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	Professional qualification / relevant degree or equivalent	Post graduate qualification Trained in ASIST, SMHFA or equivalent	Application
RELEVANT WORK/OTHER EXPERIENCE	Experience of multi-disciplinary working and developing positive partnerships Experience in managing projects or services Experience in service development and / or planning Experience or skills in accumulating, collating, and analysing data Working knowledge of Microsoft packages, including Office 365, Teams, Word, Excel	Experience of delivering training Working knowledge of relevant legislation Knowledge of Suicide Prevention interventions Experience of community engagement work	Application Interview
PARTICULAR SKILLS/ABILITIES	Ability to contribute to the development of strategies and plans Ability to implement and evaluate action plans Excellent organisational skills Excellent interpersonal skills Effective communication skills (written and oral) Ability to work to professional standards and within local policies and procedures	Responsibility for financial resources Commitment to ongoing effective staff support and development Demonstrate leadership and ability to motivate others Ability to produce statistical reports	Application Interview References

	Ability to lead, advise, assess, and respond to critical situations		
PERSONAL QUALITIES	Team Player and ability to work as part of a multi -disciplinary team Able to work on own initiative Empathy for others Respect for confidentiality		Application Interview References
ANY ADDITIONAL JOB-RELATED REQUIREMENTS	Able to travel out with Dundee when required Occasionally required to work out with normal working hours Member of PVG Scheme or willingness to become a member of the PVG Scheme with satisfactory Scheme Record and/or Scheme Record Update	Current driving licence. (Level 3)	References Interview