

Model Job Description : Chair of Adult Safeguarding Board

Main Purpose:

To provide independent leadership and strategic vision to the Safeguarding Adults agenda across "*Anyplace*".

To chair the "*Anyplace*" Safeguarding Adults Board.

To ensure the Board has an independent objective and authoritative identity.

Key Responsibilities:

Oversee the development and implementation of an overall strategy and annual business plans and to ensure that this reflects learning from investigations and any Serious Case Reviews and other areas of work.

Ensure that performance management is integrated into the role and function of the Adult Safeguarding Board and its sub-groups to deliver improved outcomes for vulnerable adults and their carers.

Oversee the performance management of the Board's work plan and ensure that the plan maintains a clear focus on outcomes.

Ensure the Board works collaboratively and effectively by encouraging and supporting the development of partnership working between the partner members of the Adult Safeguarding Board and its sub-groups.

To promote the area's Adult Safeguarding Board's ability to independently fulfil statutory objectives of monitoring, challenging and scrutinising the effectiveness of inter-agency adult safeguarding work.

Through the Board, ensure that partner organisations are held accountable for the effective deployment of resources in relation to safeguarding activity.

Oversee the development of the Board and constituent sub-groups.

To lead and direct the work of the Board sub-groups and to hold groups accountable for their outcomes.

To ensure the Board promotes an awareness of Safeguarding Vulnerable Adults in the local community and that the voices of vulnerable people and their Carers are well represented in the work of the Board.

To ensure that the authority's Adult Safeguarding Board operates independently of its member agencies.

To ensure the Board reports to all members' and other appropriate governance structures (e.g. LSP) at required intervals.

To chair meetings of the Serious Case Review Panel, as required and/or oversee the management of the Serious Case Review process.

To act as the public representative for the Board, in consultation with relevant Board Members for any media communications.

To provide independent arbitration as necessary when conflicts of interest arise within the Board.

Liaise with the appropriate managers to ensure the timely and effective management of Board business within agreed budgets.

To oversee the completion of the Annual Report of the LSAB

Link nationally and regionally to ensure that the Partnership's activities are aligned with national policy expectations and other developing practice.

To continually review, with other agencies, the Safeguarding Adults Board's membership and sub groups to ensure it is effective and representative.

To ensure that the work of the Board is managed in line with the principles of promoting equality and respecting diversity for all.

To work co-operatively with neighbouring Safeguarding Adults Boards as required.

To foster close co-operation with the Local Safeguarding Children's Board.

To adhere to confidentiality and ensure the Safeguarding Adults Board business documents are kept safe and secure at all times.

To comply with any other duties as may be jointly agreed from time to time as necessary and appropriate to the role.

Model Person Specification for Independent Chair Adult Safeguarding Board

Knowledge

- Developments in integrated working across all relevant statutory agencies, including legislation, guidance & research, underpinning safeguarding adults work.
- Understanding of safeguarding and promoting the welfare of vulnerable adults.
- Appropriate corporate governance frameworks.
- Structure and functioning of large organisations.
- Performance management and quality assurance systems, applicable in a multi-agency strategic and operational environment.
- Funding and accountability in the public independent and voluntary sectors.
- Knowledge of the wider safeguarding duties for a local Safeguarding Adults Board
- Of the key drivers and influences on public services and partners.
- Administrative processes supporting such organisations.

Experience

- Chairing complex professional meetings at a senior level and ability to chair in an efficient manner.
- Leading and managing in large public or independent, or voluntary sector organisation at a senior level to command respect with a multi-agency committee of senior agency representatives.
- Sufficient experience of the operational context of safeguarding work to enable well-rounded contributions to considering case issues e.g. complaints or Serious Case Reviews.
- Working across agency and professional boundaries and collaborative and partnership working.
- Working with members of the public in order to improve services.
- Managing strategic and operational change.

Skills

- Communication skills: interpersonal, presenting, media relations, maintaining a positive public and professional profile, sufficient to represent the "Anyplace" SAB effectively to the media & other forums as required.
- Ability to influence key stakeholders and decision makers in a multi-agency environment.
- Assertive, clear thinking and able to negotiate.
- Ability to generate and develop good working relations across partnership board member organisations.
- Problem solving skills: ability to identify issues and areas of risk, and lead partners to effective resolution and decision.
- Chairing skills: ability to organise, coordinate and follow through on key decisions; manage competing or differing views, and positively challenge to achieve the desired outcome.
- Skills in negotiating to assist in managing and resolving conflict between agencies

- Ability to recognise discrimination in its many forms and promote Equal Opportunities policies within the operation of the Board.
- Ability to ensure high standards of confidentiality in terms of individual cases and sensitive cross-organisational matters.
- Self-motivating and able to operate outside of a single agency hierarchical structure.
- Ability to influence senior personnel and liaise with political representatives in order to further safeguarding activity.
- Conversant with and able to use information technology systems.

Qualifications/Training:

- Relevant professional qualification of sufficient standing to command professional respect within the multi - agency Safeguarding Adults Board.
- Educated to degree level.

Attitude/Motivation:

- Enthusiasm, commitment and a determination to carry forward a complex agenda.
- Commitment to improving outcomes for vulnerable adults.
- Ability to enthuse and gain the commitment of others.
- Commitment to principles of promoting equality and respecting diversity.
- Acting in accordance with accepted Human Rights principles.
- Empowering vulnerable adults and respecting their right to self-determination.

Availability:

- Have the flexibility to carry out the required tasks and duties, including working outside normal office hours.
- Be accessible to Board Members outside of Board meetings..