

## Job Description

<b>Job Title</b>	Associate Director of Safeguarding
<b>Band</b>	8d
<b>Team</b>	Nursing – Maternity and Safeguarding
<b>Responsible for</b>	Designated Nurses (adults and childrens)
<b>Accountable to</b>	Director of Nursing – Children, maternity and safeguarding Chief Nursing and Therapies Officer

### Job Summary

The ICB, as a legal entity, has statutory responsibility for safeguarding vulnerable adults, children, young people and looked after children and for children is identified as one of three statutory partners in both the Staffordshire and Stoke on Trent Safeguarding partnership arrangements.

The ICB Safeguarding Team incorporates Designated and Specialist Clinicians for Children, Looked after Children and Adults. The Associate Director of Safeguarding, under the director of the Chief Nursing and Therapies Officer and Director of Nursing, will ensure that all aspects of patient vulnerability come under the under the leadership of a single post, to improve the care of our most vulnerable patients County wide. The remit of the post covers safeguarding adults and safeguarding children, working with the Looked After Children's leads and our care home teams to provide leadership of all areas under those overarching themes, inclusive of Mental Capacity Act, Prevent and other complex safeguarding themes such as Domestic Violence and Abuse. The post holder will act as a point of expertise for all aspects of safeguarding.

### Key Responsibilities

The Associate Director of Safeguarding will work with the Chief Nursing and Therapies Officer and the Director of Nursing to lead a team of specialist safeguarding staff and to ensure that the ICB and wider system are compliant with the statutory safeguarding requirements.

The Associate Director of Safeguarding will provide expertise, leadership and direction. The post holder will be required to deputise for the Chief Nursing and Therapies Officer or the Director of Nursing as required at Safeguarding Board and other partnership subgroups, working with the statutory safeguarding partners and will be responsible for providing strategic leadership and line management to the Designated Safeguarding Team and will work in partnership with all directorates, the ICB and wider ICS to ensure that statutory duties are met.

The post holder will work with the Chief Nursing and Therapies Officer to ensure the ICBs can respond to any local or national requirements and be pivotal in the development of external relations, seeking to influence the local, regional and national safeguarding developments.

The post holder will contribute to the strategic development of all children's and adult safeguarding services, working across a broad range of organisational and agency boundaries, influencing, implementing and working with the priorities of the safeguarding partnerships.

The post holder will work with the Director of Nursing and the safeguarding team to create a modern vision for safeguarding in health care which works with the wider partnership arrangements to strengthen health contributions to this vital agenda.

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 any other duties as may reasonably be required by their line manager.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the Department and the Organisation.

### **Key Working Relationships**

Internal:	Executive Team Nursing Directorate Wider ICB Executive Team Non executive Directors All ICB directorates/teams Aligned CSU staff
External:	Safeguarding Boards and partnership groups Staffordshire Police Staffordshire County Council and District Councils Stoke on Trent City Council Primary Care Networks NHSE Safeguarding team, Directors and Managers Midlands and Lancashire Commissioning Support Unit University Hospital of North Midlands University Hospitals of Derby and Burton North Staffordshire Combined Healthcare Midland's Partnership Hospital consultants and other clinical staff Local Representative Committees Department of Health West Midlands and wider ICBs Members of the public and patients public and patient groups Voluntary organisations Hospices, Nursing Homes, Private Hospitals and Associates

### **Job Responsibilities:**

- Working within the ICB's strategic objectives, the post holder will devise, implement and monitor the strategy. Evaluate, interpret and locally implement best practice using an evidence based approach
- Provide leadership and ensure the development of the safeguarding teams within the ICB
- Expert leadership and expertise for safeguarding adults, children and Looked After Children across the health economies of Staffordshire and Stoke on Trent
- Provide leadership in the safe commissioning of effective health services related to safeguarding.
- Effective partnership working with internal and external individuals and agencies
- Lead the development and delivery of the safeguarding governance arrangements to meet internal, external and regulatory requirements and ensure they are embedded in practice
- The post holder will work the Chief Nursing and Therapies Officer and Director of Nursing to ensure the ICB can respond to any local or national requirements. The post holder will be central to the ongoing development of external relations and will seek to influence the local, regional and national safeguarding developments.
- To lead the day to day management and supervision of the safeguarding team within the ICB
- To work with designated and named professionals in all aspects of their work ensuring strong work plans are in place, regularly reviewed and that delivery against objectives is monitored.
- To lead and co-ordinate a safeguarding service to support the ICB's, providers and partners Countywide
- To ensure the provision of regular, accurate and timely reports to boards, governing bodies and sub committees on safeguarding as required

- To inform the commissioning of effective health services related to adults and children with a particular focus on safeguarding.
- To develop and influence policy and strategy based on learning from reviews.
- To influence and lead on safeguarding governance within the ICB ensuring the arrangements are robust, fit for purpose and meeting statutory requirements.
- To work collaboratively with colleagues and providers of services to ensure that effective arrangements are in place to meet the ICB's obligations under current and future relevant legislation pertinent to safeguarding children and vulnerable adults.
- With the Director, lead any response to national guidance on safeguarding on behalf of the ICB ensuring the health economy is involved and aware of responsibilities to implement and also to quality assure this implementation across the system.
- To provide expert advice and support about highly complex and unique safeguarding cases which do not have obvious solutions.
- To Chair effective multi-agency boards, sub-groups and networks in the planning and delivery of services as requested.
- To be a source of expertise for the multi-agency network in relation to the health contribution to safeguarding processes and in highly complex and highly distressing cases.
- To ensure that the ICB's programmes of work have sufficient safeguarding input and oversight.
- To be a member of various boards that require a health service strategic input in relation to safeguarding
- To ensure the ICB commission providers that meet the requirements for safeguarding and Looked after Children as set down by the Care Quality Commission through regulation and provide evidence for assurance as requested.
- To communicate at a senior level with a variety of individuals and organisations on matters relating to strategic direction and policy interpretation and implementation.
- To communicate the highly sensitive and complex findings from serious case reviews and critical incident reviews to staff and managers up to and including board level.
- To manage the safeguarding budgets.
- Implement a content management system to ensure information is properly managed and best practice is shared across the team, Directorate and the wider NHS organisations
- Take the lead in the coordination of training and development and recruitment activity across the Department and beyond as required.
- This is a strategic role but the post holder may, from time to time, be asked to pick up operational matters with partners across the system which may necessitate visits to sites outside of the CCG office base.
- The post holder will be expected to maintain their own professional registration and make arrangements for any ongoing clinical practice relevant to or required for revalidation purposes.
- The post holder will have direct line management responsibility for a small safeguarding team including the Designated Nurses for safeguarding both adults and children, a Designated Nurse for Looked after Children and will also have oversight of the line management of other team members including safeguarding and nursing home support staff and safeguarding support officers. This will include recruitment, regular review and annual appraisal, supervision as required and where necessary use of the various HR policies and procedures to undertake performance management and review.
- The post holder will support the Chief Medical Director in the ongoing management of Named GPs for safeguarding adults and children, working with the director of nursing and alongside the designated nurses to ensure they fulfil their specific role requirements.

### **Communication & Relationships Skills**

- Communicate highly complex and sensitive information at an appropriate level to colleagues, external partners and patients and their families, using a range of techniques including verbal, written and presentation skills.
- Professionally challenge the views of others and to be able to negotiate between professionals, if differences of opinion are at risk of hindering progress, through the application of local Escalation Policies.

- Write, review and/or contribute to highly complex and often sensitive reports and present at Safeguarding Board and associated sub groups and for the ICB Board and subcommittees.
- Communicate highly complex, personal and sensitive information to partners in other statutory agencies as appropriate.
- Establish and maintain multi-agency partnerships relationships

### **Analytical & Judgement Skills**

- Work with a wide range of safeguarding indicators requiring analysis, interpretation and comparison and making decisions on appropriate actions in response to findings, many of which could have significant implications for the relevant organisation or partner.

### **Planning & Organisational Skills**

- Accountable for developing the ICB Safeguarding Strategy in discussion with the Chief Nursing and Therapies Officer and working alongside the safeguarding team and wider ICS/ICBs to ensure this is delivered, including ensuring regular updates on progress are provided to the Quality and Safety Committee, safeguarding meetings and ICB Board.
- Development of a plan for the delivery of directorate objectives including identifying interdependencies, managing risks, modelling the potential impact on the team and building in contingencies where necessary.
- Chair relevant ICS/ICB meetings including ensuring timely distribution of meeting papers, minutes and action lists as appropriate.

### **Physical Skills**

- Home based but with frequent travel throughout Staffordshire and Stoke on Trent, into the wider West Midlands and occasionally nationally as required.
- Requirement to carry IT equipment including laptop computer for use in meetings and presentations.

### **Patient/Client Care**

- Accountable for ensuring the safe delivery of all aspects of care relevant to the role i.e. safeguarding assurance and improvement in standards for all aspects of safeguarding.
- Professionally responsible for care when undertaking clinical practice to support maintaining professional registration.
- Accountable for ensuring team do not undertake aspects of care delivery unless operating in a clinical capacity.

### **Policy/Service Development**

- Responsible for development of strategy, policy and procedures associated with safeguarding in line with local and national guidance/policy.
- Responsible for accessing and interpreting national policy and the subsequent development of local policies and procedures to support this.

### **Financial & Physical Resources**

- Work with other senior team members to deliver cost improvement plans.
- To manage a delegated budget and, in the absence of the director, manage the directorate budget.
- In addition to act as an authorised signatory.

### **Human Resources/Staff Management**

- Act as line manager for an identified group of senior clinical and non-clinical staff in the safeguarding teams including registered professionals. This includes recruitment, appraisal, performance management and all other aspects of line management.
- Provision of overall leadership and support to the team.
- Transfer expertise and knowledge throughout team and to other ICS/ICB staff.
- Ensure the health and wellbeing of staff within the team and make use of support services such as Occupational Health when deemed appropriate.
- Adhere to the NHS Managers Code of Conduct and all ICS/ICB policies and procedures.

### **Information Resources**

- Ensure the team and post holder work within Information Governance requirements
- Act as Deputy Caldicott Guardian for the ICS/ICBs, deputising for the guardian and ensuring compliance with all information governance and Caldicott requirements across the organisation.
- Work closely with the Performance or equivalent teams to make best use of available information to support quality.
- Responsible for management and maintenance of systems to support quality and safety management including compliance with relevant Data Protection law including the GDPR.

### **Research & Development**

- Play a lead role in the development of relevant aspects of the strategy/policy for research and development for the ICS/ICBs
- Use national and local research findings to drive improvement
- Identify potential areas for ICS/ICB research/innovation within specialist area

### **Freedom to Act**

- Operate independently, lead all aspects of team management and ensure ICB policies are implemented and adhered to.

### **Information Governance, Data Protection and Confidentiality**

All staff are expected to:

- ensure the confidentiality and security of all information that is dealt with in the course of performing your duties in accordance with the requirements of the Data Protection Act 1998 and adhere to the principles of Caldicott;
- be aware that the ICB operates a “Code of Conduct for handling personal identifiable information”. They should become familiar with the “Code” and keep up to date with any changes that are made. Breaches of the guidelines in the “Code” could be regarded as gross misconduct and may result in serious disciplinary action being taken, up to and including dismissal;
- comply with and keep up to date with the requirements of legislation such as the Freedom of Information Act 2000 and Computer Misuse Act 1990;
- ensure that your staff maintain that the confidentiality and security of all information that is dealt with in the course of performing their duties is in accordance with the requirements of the Data Protection Act 1998 and the principles of Caldicott; and
- ensure that your staff are aware of their obligations under legislation such as the Freedom of Information Act 2000; Computer Misuse Act 1990, and that staff are updated with any changes or additions relevant to legislation.

### **Equality and Diversity**

The ICB is committed to equality and diversity and works hard to make sure all staff and service users have access to an environment that is open and a free from discrimination. As a ICB we value the diversity of our staff and service users, and therefore recognise and appreciate that everyone associated with the ICB is different and so should be treated in ways that are consistent with their needs and preferences.

In support of this all staff are required to be aware of the ICB's Equality and Diversity Policy and the commitments and responsibilities the ICB has to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not

We firmly believe that it makes good business sense to have a workforce representative of the communities we serve and so encourage applications from all sections of the community.

### **Safeguarding Children and Adults**

All ICB employees are required to act in such a way that at all times safeguards and promotes the health and well-being of children and vulnerable adults. Familiarisation with and adherence to the policies and procedures of the Local Safeguarding Boards (Children and Adults) and those of the ICB is an essential requirement of all employees as is participation in mandatory safeguarding training in accordance with the employees roles and responsibilities.

### **Personal Development**

The ICB is committed to supporting the development of all staff. All employees have a responsibility to participate in the personal development process with their manager, which will provide an opportunity to:

- establish and take action towards achieving goals
- have a conversation about job role, career aspirations and personal development
- align personal aspirations with corporate objectives
- agree actions that are underpinned by the ICB's value base

As part of development, employees have joint responsibility with their line manager for the development of skills and competencies through identification and participation in training and development activities relevant to their role.

### **External Interests**

Each member of the ICB's staff is responsible for ensuring that any external interest they have does not conflict with the duties of their posts and they must disclose the external interest if this is likely to occur, or if they are in doubt about a possible conflict of interest.

### **Health & Safety**

In accordance with the Health and Safety at Work Act 1974 and other supplementary legislation, you are required to take reasonable care to avoid injury during the course of work and co-operate with the ICB and others in meeting statutory regulations.

- To comply with safety instructions and ICB policies and procedures.
- To use in a proper safe manner the equipment and facilities provided.
- To refrain from wilful misuse of or interference with anything provided in the interest of health and safety and any action which might endanger yourself and others.
- To report as soon as practical any hazards and defects to your senior manager.
- To report as soon as practical accidents and untoward incidents and to ensure that accident forms are completed.

### **Smoke Free Policy**

In line with the Department of Health guidelines, the ICB operates a strict smoke-free policy. This includes not permitting the use of E-Cigarettes on the premises.

## **On-Call**

All posts at Band 8c and above, are expected to take part in the Silver on call rota and you will be expected to be flexible over 7 days, supporting the System Control Centre, full training will be provided

## **Notes & Review**

This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties, which fall within the grade of the job, in discussion with their manager. This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.

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

## Person Specification

<b>Job Title</b>	Associate Director of Safeguarding
<b>Band</b>	8d
<b>Team</b>	Nursing – Maternity and Safeguarding
<b>Responsible for</b>	Designated Nurses (adults and childrens)
<b>Accountable to</b>	Director of Nursing – Children, maternity and safeguarding Chief Nursing and Therapies Officer

	Essential	Desirable	Assessment
<b>Experience</b>	At least five years' experience in a senior nurse leadership roll with evidence of a minimum of two year's specific safeguarding experience.		A
	Experience of working in an NHS or other health organisation at senior level in relation to safeguarding.		A
	Proven track record of strategic planning with NHS and partner organisations		A/I
	Previous experience of working in a collective decision making group such as a board or committee or high level awareness of board level working.		A
	Experience of imparting advanced specialist/complex safeguarding knowledge and skills to Boards and Senior Management Teams.		A/I
	Substantial experience of effectively managing a team of senior clinical staff and associated support staff and in undertaking recruitment and performance management where necessary and appropriate to do so.		A/I
	Good budget management skills.		A
<b>Qualifications</b>	Registered Nurse or Midwife with NMC registration and current entitlement to practice		A/C
	Educated to master's level or equivalent level of experience of working at a senior level in specialist safeguarding area		A/C
	Evidence of continuing professional development		A

	Master's Degree in relevant area		A/C
<b>Skills, Knowledge &amp; Competencies</b>	Advanced specialist knowledge in safeguarding of <u>both adults and children</u> .		A/I
	Advanced knowledge of the relationship between the Department of Health and Social care, NHS England/Improvement, regulatory bodies such as CQC and individual providers and commissioning organisations in relation to safeguarding assurance.		A/I
	Advanced knowledge of statutory and non-statutory safeguarding requirements.		A/I
	Good understanding of the Mental Capacity Act and the forthcoming Liberty Protection Safeguards		A/I
	Ability to work independently, on own initiative and to organise own workload whilst delegating appropriately.		I
	Adaptably, flexibility and the ability to cope with uncertainty and change.		I
	Ability to work under pressure and to tight, often changing deadlines.		I
	Ability to problem solve and to respond to sudden, unexpected demands.		I
	Resilience and the ability to cope with large volumes of sensitive, complex, confidential and emotive information on a regular basis.		A/I
	Highly developed communication skills with the ability to communicate on highly complex matters and difficult situations.		A
	Excellent report writing skills with a high level of attention to detail and accuracy.		A/I
	Ability to provide and receive, convey and present highly complex, sensitive and/or contentious safeguarding information to large groups, responding openly to questions to ensure full understanding and engagement.		A/I
Ability to communicate effectively with clinical, academic and all levels of staff effectively.		A/I	
High level analytical skills and the ability to accurately draw qualitative and quantitative data from a wide range of		A/I	

	<p>sources and present in a clear concise manner</p> <p>Ability to analyse numerical and written data, assess options and draw appropriate conclusions</p> <p>High level critical thinking skills.</p> <p>Ability to develop, maintain and monitor information systems to support innovation initiatives in safeguarding.</p> <p>Demonstrates sound judgements in the absence of clear guidelines or precedent in relation to safeguarding</p> <p>Ability to work on own initiative and organise workload allocating work as necessary, working to tight and often changing deadlines.</p> <p>Ability to make decisions autonomously when required, on difficult issues</p>		<p>A/I</p> <p>I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>I</p>
<b>Personal Qualities</b>	<p>Personal resilience</p> <p>Calm, confident approach to sensitive and complex issues</p> <p>Commitment to maintain own professional registration through revalidation</p> <p>Ability to maintain confidential information.</p>		<p>I</p> <p>I</p> <p>I</p> <p>A/I</p>
<b>Physical Skills</b>	<p>Car Driver/owner or reasonable alternative. It is anticipated that the use of public transport will not be suitable for the majority of this role.</p>		<p>A/I</p>

**Assessment Key**

A = Application Form, I = Interview, C = Certificate, T = Test/Assessment Centre