



Job Description

Title: Safeguarding Partnership Manager

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| Post Number: | HH254 |
| Grade /Scale: | PO34 £37,074-£39,942 (SCP 31-34) |
| Weekly Hours: | 37 |
| Department: | Child and Adult Vulnerability Hub Manager Adult |
| Location Work Base: | Wigston |
| Status: | Established |
| Responsible To: | Child and Adult Referral Team Staff |
| Job Role/Purpose: | To manage the effective and efficient performance of the Child and Adult Referral Team ensuring legislative requirements are adhered to. To represent the force at Safeguarding Board for Adults and Children in Leicestershire and Rutland. To identify and manage vulnerability and associated risk to children, young people and adults. To work with police and partner agencies to reduce that vulnerability risk. To work towards reducing the number of repeat risks. To work with partners at senior strategic level to consider safeguarding practice and effectiveness from a multi-agency perspective, ensuring that both children and adults are adequately protected within the community. |
| Health and Safety: | To comply with the health and safety policy and its associated procedures and co-operate with your manager and the force to protect your health and safety and that of other people. To comply with the relevant risk assessments for your job role and report accidents, incidents and near misses. |
| Contacts: | Police Chief Officer Team, senior management and directorate heads, senior managers and senior strategic leads within partnership agencies, counterparts in other forces. Officers and police staff of all ranks/grades. Inspectorate bodies such as Ofsted, CQC and HMICFRS.. |
| Equality and Diversity: | Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people. |

Person Specification

Knowledge, Skills & Abilities

Essential Criteria

A clear definition of the necessary criteria.

Knowledge/ Education (including qualifications):

- To be educated to degree standard in a relevant subject or equivalent and/or be able to demonstrate ability at that level.

Work Experience:

- Experience of managing a diverse team requiring leadership and motivation.
- Experience of planning and implementing where control tasks have been essential.
- Experience of undertaking up to date research and /analytical techniques.
- Experience of successful project management, delivering timely outcomes within strategic frameworks.
- Improve organisational performance in a partnership approach or multi-agency/ similar working environment.
- To organise, plan and chair strategy discussions between multi-agency partners and internal police teams when required.
- To be responsible for and create policy and procedures for Child and Adult Safeguarding.

Personal/Interpersonal Skills, Aptitudes:

- Ability to prepare and influentially present multi-faceted detailed reports for a strategic audience at Executive level – both internally and at multi-agency partnership and National bodies.
- To be able to demonstrate a detailed working knowledge of I.T software including Microsoft Word, Excel and Power Point.
- To be able to collate and release confidential information to affect robust safeguarding procedures as well as ensuring data security.

Special Skills:

- Hold a full driving licence and have use of own vehicle for work purposes *
- Demonstrate by example awareness of diversity issues appropriate to this role and the ability to respect others' views.

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Desirable Criteria

Where available, elements that contribute to improved / immediate performance in the job.

Knowledge/Education (including qualifications):

- Demonstrate awareness and understanding of strategic partner's aims and objectives.

Work Experience:

- Have a working knowledge of Leicestershire Police safeguarding procedures.

Personal/Interpersonal Skills, Aptitudes:

- To have experience of receiving reports at a board level and apply challenge where necessary to ensure the needs of the organisation are represented.
- Demonstrates knowledge of relevant legislation, (i.e. Data Protection).
- To be prepared to sit on strategic boards which may run past the working day.

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Core Responsibilities/ Accountabilities

Operational:

To assist in the development and update of safeguarding practices, causing internal change and adoption of practice.

To work at a multi-agency executive level to develop safeguarding policies and procedures from an LLR perspective.

To actively contribute and challenge partners in multi-agency inspections and facilitate feedback where necessary to internal departments and multi-agency partners.

To be responsible for and create policy and procedures for Child and Adult Safeguarding within Leicestershire Police force. Also implement new ways of working in reaction to internal and external reviews such as IMR's, SCR's or DHR's.

To support safeguarding boards for children and adults across Leicestershire Leicester and Rutland.

To supervise and be accountable for the activities undertaken by the Child and Adult Referral Team to ensure an optimum service is provided at all times.

To carry out performance management of the CRT/ART to include target setting, assessment of individual performance and developmental needs, in line with the PDR system.

To be responsible for identifying feedback for relevant department leads across the Force to ensure that relationships amongst multi-agency colleagues are assured and positive.

To ensure that all referrals received are evaluated and risk assessed and appropriate action is taken to reduce vulnerability and risk, to be accountable if this does not take place.

To ensure referrals are dealt with in a timely manner in order to reduce vulnerability and risk and assure the SMT of a victim focus led department.

To provide advice and guidance to police officers/staff and partner agencies in respect of safeguarding legislation and best practice.

To promote the role of the CRT/ART and the importance of safeguarding to partner agencies and the public.

To deliver presentations internally and to multi-agency partners across the whole safeguarding agenda.

To ensure that the CRT/ART supports multi-partners with multi-agency and single agency investigations.

To be responsible for the submission of police information and data to the LSCB & LSAB Safeguarding Effectiveness Group in Leicester city.

To be responsible for the submission of police information and data to the LSCB & LSAB Safeguarding Effectiveness Group in Leicestershire & Rutland.

Pro-actively seek ways to improve the Safeguarding Department strategically in order to optimise efficiency and effectiveness.

To organise, plan and chair strategy discussions between multi-agency partners and internal police teams when required. Also chair programme groups on behalf of LSCB & LSAB's in order to show Leicestershire Police's commitment to Safeguarding Boards.

Delegate aspects of Research and Development activities, collating information, analysing and reporting findings.

Management/Leadership:

Work with partners to investigate the causes of any variance from strategic aims and proactively contribute to the implementation of solutions.

Provide coordination of and participate in relevant internal and external working groups and provide project advice, expertise and support where requested.

To undertake robust and detailed benefits realisation to support success of projects.

To support improvements to current management information, analysing, reporting, suggesting and implementing procedures to enhance decision making processes.

Work with multi-agency partners to develop and implement data collection that will provide accurate and timely data, analysis and reporting on agreed areas of work.

Contribute to the review and development of existing information management systems and contribute to the development of an integrated approach to, service or project management.

Communication:

To be prepared to present information and issues, explaining highly complex issues, to a wide range of internal and external stakeholders.

To undertake presentations as appropriate to senior managers/partners.

To undertake report writing in respect of delivery of information and policies and procedures.

To develop partnership working with areas connected to safeguarding through influence and negotiation, while maintaining constructive relationships with a broad range of internal and external stakeholders across the partnership.

Develop, maintain and assure senior strategic relationships with partner agencies to Leicestershire Police in order to assure good working practices internally and externally.

Participate in relevant internal and external working groups/projects, services and initiatives to provide, information and analytical advice and expertise.

Administration:

Contribute to the strategic planning of Safeguarding priorities and projects, identifying interdependencies across projects/functions, potential impacts on partners, resource requirements and building in contingency and adjustments as necessary.

Demonstrated capability to plan over short, medium and long-term timeframes and adjust plans and resource requirements accordingly.

Contribute to the development of key performance indicators for the assessment of safeguarding pressures within the Force.

General:

Actively promote equality of opportunity, work towards eliminating discrimination and promote good relations between all groups of people.

Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job.

This role description should develop along with the changing demands of policing reflected in Force Objectives and priorities.

Be flexible in terms of working location and be prepared to work temporarily at other locations within the Force area, undertaking a similar role.

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Personal Values /Competencies

The competency and values framework set out nationally recognised behaviours.

The framework has 6 Competencies – each competency can be split into 3 levels to fit around policing and non-policing roles see here: [Competency and Values framework](#)

We analyse critically
We are innovative and open-minded
We are emotionally aware
We take ownership
We are collaborative
We deliver, support and inspire

All competencies are underpinned by 4 Values that should underpin everything that we do:

Integrity
Impartiality
Transparency
Public Service

Other

Security Check Levels refer to vetting for the specific levels that relate to this job role:

1) Management Vetting (MV) Security Check (SC)

Please note: Applicants must have 5 years continuous residency within the UK at the time of application.