

## JOB DESCRIPTION & PERSON SPECIFICATION

**Director Area: Adult Care and Community Wellbeing**

**Job Ref Number: 3575**

**Service Area: Adult Safeguarding**

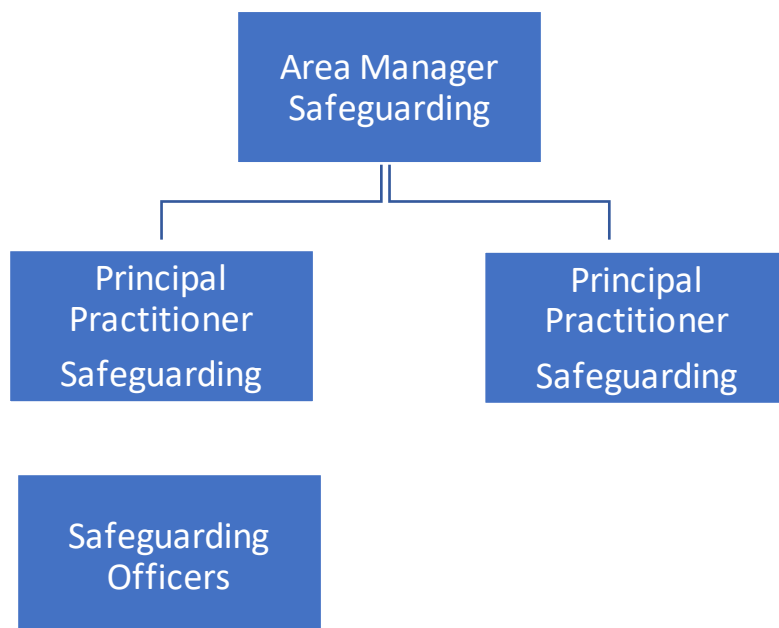
**Grade: G9 (click [here](#) for value)**

**Job Title: Safeguarding Officer**

### PURPOSE OF JOB:

Safeguarding Officers work under the leadership of Safeguarding Principal Practitioners and supported by Assistant Safeguarding Officers in performing statutory Safeguarding duties set out in the Care Act 2014 and reflected in Lincolnshire's multi agency and Lincolnshire County Council's internal Safeguarding Policies and Procedures. Officers will lead and coordinate, with other professionals, enquiries relating to adults who are experiencing, or at risk of, abuse or neglect. They are responsible for assessing and managing risk and ensuring plans are in place to promote wellbeing, safeguard and support the outcomes of people experiencing abuse or neglect. To work flexibly, with some evening, weekend and bank holiday working on a rota basis.

### TEAM STRUCTURE:



### MAIN DUTIES:

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| 1 | To ensure the principals of Making Safeguarding Personal and a commitment to identifying and supporting people to achieve their desired outcomes underpin safeguarding practice |
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2	To make enquiries into allegations of abuse which will include interviewing and taking statements from alleged adult at risk, alleged perpetrators and other witnesses.
3	To work collaboratively and to jointly make enquiries with other teams and statutory organisations, e.g. Police, Care Quality Commission, NHS Bodies, Care Providers, other LCC Teams.
4	To take responsibility to monitor and assess risk from the point of being allocated the case. To risk manage and make decisions within the legal framework and the Lincolnshire multi-agency safeguarding of vulnerable adults policy and procedures.
5	To convene multi-disciplinary planning/risk assessment meetings for individuals with complex needs and at high risk to ensure a coordinated approach to addressing safeguarding concerns and support people to meet their outcomes.
6	To gather facts, prepare and present detailed reports and present evidence at planning meetings and answer questions on the evidence at the planning meeting.
7	Ensure staff undertaking assessment activity afford due regard to issues of risk and that risk assessments are actioned as necessary, in line with the Lincolnshire County Council Adult Care policies and procedures regarding risk assessment.
8	Ensure the co-ordination, planning, monitoring and review of established care packages during the course of the safeguarding process.
9	To ensure effective communication links are in place within the County Council and partner agencies.
10	To manage confidential and sensitive information in line with the General Data Protection Regulations and Information Governance procedures whilst promoting the wellbeing of individuals through appropriate sharing of information.
11	Ensure activity is recorded accurately and appropriately in accordance with Lincolnshire Adult Care recording procedures and that records are maintained in accordance with the General Data Protection Regulations.
12	Liaise with other professionals and stake holders to ensure individual contracting, commissioning and funding arrangements are effectively working for care and support packages already established.
13	To participate in a duty rota for evening, weekend and bank holiday cover to respond to requests for urgent social care support.
14	To assess need at the point of referral and agree what actions are required, working within the policies and procedures of LCC Adult Care and ensuring compliance with the Care Act (2014), Care Act Guidance (2022) and The Care & Support (Eligibility Criteria) Regulations 2014.

#### PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Professional Qualification in Social Work, Occupational Therapy or Nursing (or equivalent) with current professional registration	A,I	✓	
At least 2 years post qualifying experience in a relevant practitioner/support role.	A	✓	
Knowledge of the Directorates policies and procedures and good practice guidelines. and the Care Act (2014), Care Act Guidance (2022) and The Care & Support (Eligibility Criteria) Regulations 2014.	A,I		✓
Knowledge of the Lincolnshire Multi-Agency Safeguarding Adult's Policy and Procedure and Process.	A,I	✓	
To be impartial and objective.	I	✓	

Demonstrate values that promote wellbeing, challenge oppression and discriminations and empower people to live well	I	✓	
Ability to manage and run the enquiry process, including interviewing, taking statements, giving feedback and presenting evidence.	A,I	✓	
To present evidence in a criminal justice context, witness in court proceedings.	I,T	✓	
The ability to be able to impart information and knowledge to a team.	I	✓	
In depth knowledge of legislation relevant to the provision of health and social care.	A,I	✓	
Knowledge of the criminal justice legislation and regulations and standards contained in the care standards act 2000.	I		✓
A thorough understanding of how to apply good practice pertaining to the protection of vulnerable adults.	I	✓	
Excellent skills in risk assessment, evaluation and outcome focused risk management that promotes and enables people to live well.	A,I	✓	
Excellent organisational, interpersonal and supervisory skills.	A,I,T	✓	
The ability to work autonomously in identifying and addressing need and risk and manage and supervise on complex case work.	I	✓	
Ability to work as part of a team, learning from and contributing to the development of others.	I		✓
Organisational administrative and IT skills necessary for managing a caseload	A, I, T		✓
In accordance with Part 7 of the Immigration Act 2016 (Fluency Duty), the ability to converse at ease with customers and provide advice in accurate spoken English	I	✓	

\*A = Application form      T = Test/Assessment      I = Interview      P = Presentation

## GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the [Lincolnshire County Council Core Values and Behaviours](#) and to carry out the duties in accordance with Lincolnshire County Council policies.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Safeguarding** - All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.