



Job Description – South Gloucestershire Safeguarding Adults Board Independent Chair

Job Title: Independent Chair, South Gloucestershire Safeguarding Adults Board

Remuneration: £500 per day (approx. 12-15 days per year with potential for additional days)

Length of Contract: 18 months, commencing Monday 2nd October 2017

Responsible to: Director Children, Adults and Health, South Gloucestershire Council

Purpose of the Job:

- To provide excellent leadership to the South Gloucestershire Safeguarding Adults Board (SGSAB) and ensure that SGSAB partner agencies collaborate effectively to safeguard adults at risk and promote their wellbeing.
- To Chair full meetings of the Board.
- To ensure the SGSAB meets its statutory responsibilities and complies with The Care Act 2014, its statutory guidance and other current or future government legislative requirements for Safeguarding Adults Boards.
- To ensure that there is appropriate challenge and scrutiny within the SGSAB and that all partner agencies are held to account for their work in safeguarding adults at risk.
- To ensure the SGSAB works effectively to achieve its vision, objectives, priorities and plans.
- To represent the SGSAB locally and nationally, and provide an independent and objective voice for the Board.

Key Job Outcomes:

- The Board operates as an independent, authoritative and strategic lead for safeguarding adults in South Gloucestershire and meets its statutory requirements.
- All local agencies are supported to work together to deliver high quality services so that adults with support and care needs in South Gloucestershire are appropriately safeguarded and that the principles of Making Safeguarding Personal are fully embedded.
- The SGSAB has agreed strategic priorities and plans that reflect local needs and such plans are carried out effectively.

Job Specific Accountabilities:

1. To be the outward facing leader of the SGSAB, including responding to external requests and correspondence and lead the continuous development of the Board.
2. To prepare for and Chair full Board meetings of the SGSAB in accordance with Board Structures, and in response to any specific needs.
3. To develop the agenda for Board meetings; agree the minutes of Board meetings; ensure their timely delivery via administrative support; and to be responsible for ensuring Board decisions are carried out in a timely way.
4. To monitor the performance of the SGSAB and its constituent parts , including sub groups

5. To work closely with senior leaders within relevant agencies in South Gloucestershire to ensure all agencies are held to account for the safety of adults at risk in South Gloucestershire.
6. To agree the work plans for the Board by overseeing the Annual Report and business plan and any action plans associated with Safeguarding Adults Reviews.
7. To have oversight of the Board's budget and ensure resources are effectively managed.
8. To represent the SGSAB at national and regional network events, public engagements and media appearances when required.
9. To prepare reports for the SGSAB, Council Cabinet, Health & Wellbeing Board and any other relevant bodies as required
10. In conjunction with lead managers and sub group chairs to ensure that key issues and national developments are brought to the attention of and considered by the SGSAB.
11. To work co-operatively with neighbouring Safeguarding Adults Boards as required and to foster close cooperation with the South Gloucestershire Safeguarding Children Board.
12. To ensure any Safeguarding Adults reviews are undertaken rigorously in conjunction with the Safeguarding Adults Review sub group; are consistent with guidance; that lessons learned are effectively communicated and that associated action plans are delivered.
13. To offer mediation when required in any disputes or disagreements between board members, and to resolve issues of non-compliance with the Board.
14. To lead the Board in ensuring that the views of service users and their families, and the wider community are incorporated in the Board's activities.
15. To ensure that the Board and its constituents work within a framework that respects diversity, challenges discrimination and promotes equality.

Personal Development

The post holder should be committed to ensuring that their development and training needs are met and to contribute effectively to their performance management and development assessment processes.

Health & Safety

The post holder is covered by all the relevant provisions of health and safety legislation and regulations and should play their part in ensuring a safe working environment.

Flexibility

This job description contains the main purposes, outcomes and accountabilities of the post and does not describe in detail all the duties required to carry them out. The post holder will be expected to work flexibly in their work pattern to allow for periods of higher activity.

Person Specification

The chair of the South Gloucestershire Safeguarding Adults Board (SGSAB) must have significant knowledge of, and experience of working within, services responsible for safeguarding adults, in order to command the respect and engagement of the Board and its constituent agencies.

The Chair of the Board must have excellent leadership skills and the ability to communicate effectively to a wide range of audiences. He/she must be able to form and develop effective strategic relationships at a senior level.

The Chair of the Board should not have been directly employed by any of the SGSAB constituent agencies in the 12 month period preceding their appointment. The post requires a DBS disclosure.

Essential (must have)	Desirable
Qualifications	
A relevant professional qualification appropriate to the post in one of the following: health care; social care; policing	Post qualifying training in management or policy development
Knowledge and Experience	
Significant experience of working within an agency with operational responsibility for the safeguarding of adults with care and support needs and the promotion of their welfare.	
Knowledge and understanding of legislation and guidance relating to the role and function of an LSAB	Experience in being involved in the functioning of an LSAB
Knowledge of operations of key safeguarding agencies	
Knowledge and experience of working with and within strategic partnerships	Relevant experience of multi-agency strategic safeguarding partnerships
Knowledge and Understanding of the decisions and functions required in relation to Safeguarding Adults Reviews	Experience of being involved in Safeguarding Adults Reviews
Experience of chairing large, complex inter agency meetings	
Experience of presenting high quality reports for a range of audiences	
Experience of working with members of the public in order to improve services	
Experience of managing strategic and operational change	
Abilities and Aptitudes	
To be able to lead and inspire excellent practice in safeguarding	
Ability to influence key stakeholders and decision makers in a multi-agency environment	
Ability to engage a wide range of diverse groups, including service users	Experience of engaging wide range of diverse groups
Able to demonstrate knowledge and/or experience of equalities and diversity issues in line with South Gloucestershire Council's Equal Opportunities Policy	
Able to analyse complex concepts and communicate these to a range of audiences	
Ability to speak with authority on safeguarding issues, including to the media	Experience of speaking with authority on safeguarding issues, including to the media
Ability to understand and oversee the management of the budget for the board	Experience of managing budgets
Excellent verbal and communication skills	
To be able to advise senior managers on areas of policy development and make proposals for change when necessary	

The ability to work jointly with service commissioners when contributing to the development of services	Experience of working jointly with service commissioners when contributing to the development of services.
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