

# Job Description

## Safeguarding Adults Board Business Manager

Service/Team	Bournemouth, Christchurch & Poole Safeguarding Adults Board (BCPSAB)
Reports to	Head of Statutory Services
Responsible for	1 x full-time equivalent Business Support Officer
Number of posts	1
Post number	P104575
Career Grade	BCP Council Grade K

**My job improves the quality of life for the people of Bournemouth Christchurch and Poole and Dorset by managing the business office of the BCPSAB and working with the Independent Chair and partner organisations to fulfil the statutory, strategic and assurance functions of the Board. I will work closely with colleagues in the Dorset Safeguarding Adults Board (DSAB).**

### Job Overview

- To support the Independent Chair and all agencies to develop the governance framework, the structures and working practice of the Bournemouth, Christchurch and Poole Safeguarding Adults Board (BCPSAB) so that it delivers national standards and local priorities;
- To develop and support the implementation of a comprehensive strategy and business planning for the Bournemouth, Christchurch and Poole Safeguarding Adults Board;
- It is anticipated that this role will be predominantly home-based with occasional travel to venues mainly across the BCP and Dorset area and to regional and national meetings as required.

### Key Responsibilities

1. To assist the local Bournemouth, Christchurch and Poole Safeguarding Adults Board to develop policies and strategies which will fulfil its responsibilities, as outlined in relevant guidance. To co-ordinate responses to Government consultation and provide briefings and advice on new legislation and guidance.
2. To provide professional advice and co-ordinate and contribute to the development and implementation of policy, procedure and good practice in relation to adult safeguarding.
3. To lead on the Annual Report and collaborate on the Three-Year Strategy and Business Plan for the Bournemouth, Christchurch and Poole Safeguarding Adults Board.
4. To contribute to the implementation and delivery of the Business Plan and Strategy.

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.

5. To undertake work, as required, from the BCPSAB to ensure vulnerable adults are safeguarded in Bournemouth, Christchurch and Poole by supporting effective interagency arrangements which bring about improved outcomes for vulnerable adults.
6. To oversee the Board's communications and awareness strategy with regards to safeguarding adults in Bournemouth, Christchurch and Poole, including updating websites in relation to safeguarding and related publicity, media and social media, and public information.
7. To drive the Board's Quality Assurance Framework for Safeguarding with all partners and work with Officers in the development, implementation and monitoring of action plans arising from audit work, inspections, Business Plans and Safeguarding Adult Reviews.
8. To compile, analyse and present reports to Senior Managers and Elected Members on performance management of cases and practice in relation to adult safeguarding work. To facilitate regular and planned Quality Assurance programmes (which will involve collating statistical information, sampling cases, case analysis and benchmarking) and provide reports.
9. To contribute to and develop a range of initiatives in relation to the safeguarding agenda.
10. To support the inclusion of the views and experiences of people who use services, their families and carers in the work of the BCPSAB through engagement with community reference groups
11. To contribute to the subgroups of the BCPSAB.
12. To set up and support the undertaking of Safeguarding Adult Reviews, critically analyse practice, give guidance for improvement to managers across the agencies and track progress of actions. Working with Community Safety Partnership and liaise (as appropriate) with regard to other processes, such as Coroners Inquests and Domestic Homicide Reviews, involving adults with care and support needs.
13. To involve all relevant agencies in the work of the local BCPSAB and to develop effective working relationships in order to contribute to Adult Services planning in regard to safeguarding.
14. To manage the business support staff for the joint SAB.
15. To work in conjunction with the Dorset Safeguarding Adults Board in relation to areas of work and subgroups which are Pan-Dorset. To work alongside relevant local authority departments and the Safeguarding Children Partnership.
16. To advise and support staff and processes responsible for working with local groups, practitioners and volunteers in relation to developing and sustaining good working practice in adult safeguarding.
17. To liaise with the Finance team to manage delegated budgets and adhere to delegated powers and use appropriate financial systems.
18. To chair working parties and multi-agency meetings in relation to adult safeguarding, as required.

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19. To undertake such training as is required to achieve and maintain high professional and management practice standards;
20. To ensure that all employees understand the policy and procedure of Bournemouth Christchurch & Poole Council on Equal Opportunities and Managing Diversity and that the services are delivered in a non-discriminatory way, which addresses the particular needs of all service users.
21. To undertake such other duties as may be required from time to time commensurate with the level of the post.
22. To comply with all decisions, policies and standing orders of the Council and any relevant statutory requirements, including the Equality Act, the Health and Safety at Work Act and Data Protection Act.

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