

Waverley is an ambitious authority, committed to being one of the leading Councils in the country at a time of major change by developing a high performing, highly engaged staff team to share the organisation's values and deliver our corporate objectives.

JOB DESCRIPTION	
<b>Job title:</b>	<b>Operational Safeguarding Coordinator</b>
<b>Service:</b>	Community Services
<b>Team:</b>	Communities
<b>Location:</b>	The Burys, Godalming, Surrey, GU7 1HR
<b>Reporting to:</b>	Community Services Manager
<b>Responsible for:</b>	N/A
OUR ORGANISATIONAL VALUES	
<b>Openness</b>	In Waverley we value <b>openness and honesty</b> where <b>communication</b> is <b>clear and constructive</b> and actions are <b>transparent</b> .
<b>Excellence</b>	In Waverley we value <b>excellence</b> , working in a <b>consistent</b> and <b>professional</b> way to achieve the highest standards possible, taking the time to recognise and <b>celebrate success</b> .
<b>Fairness</b>	In Waverley we value <b>fairness and respect</b> , working with <b>integrity</b> to ensure that everyone is treated well and has <b>equal access</b> to the <b>opportunities</b> available.
<b>Team Work</b>	In Waverley we value <b>team work and collaboration</b> , with <b>approachable</b> staff <b>actively contributing</b> to our shared corporate goals.
<b>Taking Ownership</b>	In Waverley we value taking <b>ownership</b> , where everyone feels <b>personally committed</b> to issues at hand and is working towards a <b>positive outcome</b> .
PRINCIPAL PURPOSE OF THE ROLE	
<p>The purpose of this role is to support the Council in delivering their safeguarding duties set out <a href="#">Working Together To Safeguard Children 2018</a> framework and <a href="#">The Care Act 2014</a> for vulnerable adults.</p> <p>As Safeguarding Coordinator you will be responsible for instigating and coordinating safeguarding concerns and enquiries to ensure that there is a clear audit trail of our key decisions and actions in response to safeguarding concerns.</p>	

As part of your role you will

- monitor and review cases
- ensure appropriate training and development of staff is up to date
- organise and administer safeguarding case meetings.

#### MAIN DUTIES AND ACCOUNTABILITIES

In conjunction with the Community Services Manager you will:

- coordinate the delivery of the council's Safeguarding Children, Young People and Vulnerable Adults Policy and annual Action Plan.
- monitor and review all safeguarding concerns from services across the council and advise officers on appropriate action and recording.
- coordinate and administer safeguarding case conferences with relevant partners and organisations in attendance.
- complete the Surrey Safeguarding Childrens Partnership Section 11 Audit, Surrey Adults Safeguarding Quality Assurance Audit and the council's safeguarding Audit as requested.
- support the Learning and Development Officer and Service Managers to establish and coordinate a programme of training on all aspects of safeguarding and deliver basic awareness training if required across the council.
- coordinate and administer the councils central safeguarding operational group whose primary role is to review all safeguarding cases across the council on a monthly basis and share good practice.
- administer all referrals from The Multi Agency Partnership (MAP) within the timescales requested.
- provide written reports to the Internal Safeguarding Board and Safeguarding Operational Board.
- deliver excellent service to all customers in line with published service standards
- accurately maintain the referral and monitoring data in compliance with GDPR and retention schedules
- comply with all Health and safety legislation for your area of work, ensuring that risks are identified, managed and monitored as required

#### DIMENSIONS OF THE ROLE

- Support the Councils operational safeguarding responsibilities in line with Waverleys Safeguarding Children, Young People and Vulnerable Adults Policy and annual Action Plan and apply new legislation and learning.
- Work closely with the services / officers across the organisation on safeguarding issues and concerns.
- Deliver basic Safeguarding Awareness Training.
- Work closely with statutory partner agencies, such as Surrey County Council Children's Services, Adult Social Care, Health Professionals and Mental Health Services on safeguarding cases.

#### AREAS OF ACCOUNTABILITY/PROBLEM SOLVING – DECISION MAKING / SCOPE FOR IMPACT

The post holder will

- assess and monitor the risk on safeguarding referrals and cases reported to the council.

- coordinate and organise multi agency professional meetings, ensuring the relevant organisations play an active role to problem solve and manage the safeguarding risk.
- Negotiate at an appropriate level to grade, to secure the best outcomes for vulnerable residents at risk and experiencing abuse.
- provide regular updates to the Internal Safeguarding Board, Safeguarding Operational Board, Community Service Manager and Executive Head of Communities.

## PLANNING/ORGANISING/CONTROLLING

The post holder will

- Organise their own workload
- Oversee a variety of cases at any one time; meeting all deadlines.
- Coordinate and organise multi agency professional meetings.
- Have significant contact with, Surrey County Council Children's Services, Adult Social Care, Health Professionals, Mental Health Services, Surrey Police and other key partners and stakeholders.
- Manage the security and confidentiality of personal data in relation to safeguarding referrals and cases.

## CUSTOMERS AND CONTACTS

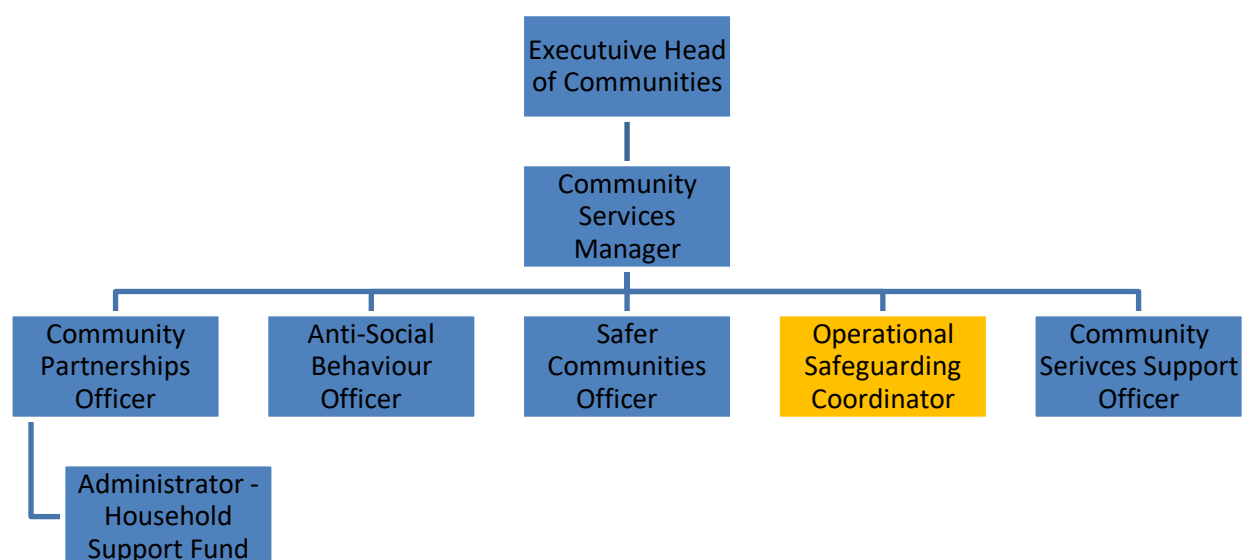
### INTERNAL

- All staff – including Directors and Heads of Service

### EXTERNAL

- Statutory partner agencies, such as Surrey County Council Children's Services, Adult Social Care, Health Services, Mental Health Services and the Police
- Voluntary and Third Sector Organisations
- Public

## SERVICE/TEAM STRUCTURE



## PERSON SPECIFICATION

Candidates must be able to demonstrate, giving examples, **all essential criteria** marked as A, A/C or A/I within their application form to be shortlisted for this role.

	PERSON SPECIFICATION			
	ESSENTIAL CRITERIA	How ASSESSED	DESIRABLE CRITERIA	How ASSESSED
<b>QUALIFICATIONS/ EDUCATION / TRAINING / EXPERIENCE</b>	Qualification or experience in working in health and Social Care with Children / Young People or Adults with an emphasis on safeguarding	<b>A/I</b>	Social Work Degree / The Social Worker Diploma, level 5 or equivalent experience	
	Experience in working with statutory organisations to manage complex safeguarding cases	<b>A/I</b>	Train the Trainer qualification	
	Good knowledge in safeguarding legislation for children, young people and or vulnerable adults and how to apply in practice.	<b>A/I</b>		
<b>KNOWLEDGE /TECHNICAL SKILLS</b>	Demonstrable excellent problem solving and good negotiation skills when working with a wide range of individuals including Members, senior Council officers and key statutory organisations.	<b>A/I</b>		
	Experience of working with children, young people and or vulnerable adults in relation to safeguarding	<b>A/I</b>		
	Confident handling of personal information	<b>A/I</b>	Awareness of the General Data Protection Regulation	<b>A/I</b>
<b>COMMUNICATION</b>	Excellent verbal and written communication skills in dealing with partners organisations and stakeholders on all levels.	<b>A/I</b>	Good oral communication and presentation skills.	<b>I</b>
	Excellent skills and ability in initiating contact with key stakeholders, council	<b>A/I</b>		

	services and partner organisations and securing commitment and involvement			
	Ability to disseminate information to senior management and partner organisations in verbal and written form.	<b>A/I</b>	Ability to use the media and other channels to raise the awareness of all forms of safeguarding.	
<b>CUSTOMER SERVICE</b>	Understanding of and commitment to promoting equality and diversity in service delivery and employment.	<b>I</b>		
	Accurate spoken English is essential for the post	<b>I</b>		
	Excellent customer service and ability to communicate sensitively with vulnerable people	<b>I</b>		
<b>TEAM WORKING</b>	Experience of working effectively as part of a team	<b>A/I</b>		
	Ability to manage conflict.	<b>A/I</b>		
	Flexible and willing approach.	<b>A/I</b>		
<b>MANAGING SELF AND OTHERS</b>	Ability to manage a range of tasks/cases at the same time.	<b>A/I</b>		
	Able to work on own initiative, to plan, organise and prioritise own work and maintain accurate administrative records.	<b>A/I</b>		
	Calm under pressure, self confident, even tempered and able to work under own initiative.	<b>A/I</b>		
<b>CAN DO APPROACH / ACHIEVING RESULTS</b>	Ability to initiate contact with key organisations and secure commitment and involvement to resolve safeguarding concerns / referrals.	<b>A/I</b>		
	Achieves objectives with commitment to quality and accuracy	<b>A/I</b>		
<b>ADDITIONAL SPECIFIC REQUIREMENTS</b>	For business continuity purposes you are required to have access to the	<b>A/I</b>		

<b>NTS FOR THIS POST*</b>	internet at home via broadband on a PC, laptop or tablet.			
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\* Please note that Waverley Borough Council cannot guarantee to supply you with the provision of equipment such as laptop, tablet, mobile phone or pool vehicle

#### How assessed:

A = Application CV/Personal Statement  
C = Certificates/professional Registration  
D = DBS police check  
E = Exercise  
I = Interview  
M = Medical assessment

For Official Use only			
<b>Job title:</b>		<b>Post no:</b>	
<b>Service:</b>	Community Services	<b>JE score:</b>	
<b>Team:</b>	Communities	<b>Pay band:</b>	
<b>Location:</b>	The Burys Godalming, Surrey GU7 1HR	<b>Position type:</b> (if part time, working pattern)	Full time 37 Hours/ Five day week
<b>Competencies: (level 1 – 4)</b>	<b>Communication:</b>	<b>2</b>	
	<b>Customer Service:</b>	<b>2</b>	
	<b>Team Working:</b>	<b>2</b>	
	<b>Managing Self and Others:</b>	<b>2</b>	
	<b>Can do approach/Results:</b>	<b>2</b>	
<b>REVIEWED BY:</b>		<b>DATE:</b>	
<b>CHECKED IN:</b>	HR	<b>DATE:</b>	
<b>LAST UPDATED:</b>	Add date	<b>DATE:</b>	