**JOB DESCRIPTION**

**Job Title:**  Safeguarding and Public Protection Case Review Officer

**Band:** Band 7 (subject to Agenda for Change)

**Department/Ward:** Safeguarding and Public Protection Team

**Location:** Base to be agreed, and travel Trust-wide

**Responsible to:** Safeguarding and Public Protection Team Manager

Accountable to:Associate Director Safer Care

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**Main Purpose of the Job:**

The postholder on behalf of Northumberland, Tyne and Wear NHS Foundation Trust will represent the trust in respect of Local Safeguarding Children Boards (LSCB'S), Local Safeguarding Adult Boards (LSAB’s) and Safer Community Partnerships (SCP’s) – Serious Case Review, Safeguarding Adult Reviews and Domestic Homicide Review process.

The postholder will undertake the role of a Review Panel core member as well as contributing to the review process, by the submission of an Individual Management Review (IMR), which is an account of the trusts involvement in the case.

As the review author of the IMR the postholder will look openly and critically at individual and organisational practice and the context within which people were working to see whether the serious harm/death/homicide indicates that changes could and should be made, including identify how those changes will be brought about and identify examples of good practice.

**Dimensions:**

Within the Trust, assist in the identification of areas for service re-design and modernisation.

To assist the Safeguarding and Public Protection Team Manager in briefing services of recommendations and monitoring of associated action plans.

To develop and maintain a thematic learning log of all reviews which will inform future planned service improvement and re-design within the Trust.

To undertake tasks delegated by the Safeguarding and Public Protection Team

The post holder will commit to the vision and values of the Trust

VISION AND VALUES

Our Vision is: "We Strive to provide the BEST CARE, delivered by the BEST PEOPLE, to achieve the BEST OUTCOMES.”

Our Values are:-

• Caring Compassionate

• Respectful

• Honest and Transparent

OUR SHARED PURPOSE IS TO MAXIMISE OUR CONTRIBUTION TO **HIGH QUALITY, COMPASSIONATE CARE** AND TO ACHIEVE **EXCELLENT HEALTH AND WELLBEING OUTCOMES**

Safeguarding and Public Protection Team Manager

Safeguarding and Public Protection Case Review Officer.

Associate Director Safer Care

Director Safer Care

**Organisational Chart**:

**Communications and Relationships:**

* Communicate effectively to provide and receive complex, sensitive or contentious information where a significant incident has been identified.
* To attend LSCB, LSAB and CSP multi-agency authors and panel meetings
* Ensure the sharing of information between agencies
* To work with clinicians and managers to identify significant risk across clinical and nonclinical areas.
* To arrange individual conversations/interviews with practitioners involved
* To produce and deliver a report on the findings to the LSCB and CSP panel meeting.

**Knowledge, Skills, Training and Experience**

* Qualifications / Training
* To be educated to Masters level or a relevant clinical / professional qualification.
* Five years post qualification experience.
* Excellent management / leadership skills.
* Evidence of continuing professional or managerial development.
* Experience of safeguarding and public protection
* Extensive experience in a senior clinical and/or a managerial role within a complex organisation.
* NHS experience in the area of investigation and report writing
* Proven track record in partnership / collaborative working across all statutory and non-statutory agencies.
* Interpretation and implementation of national safeguarding and public protection strategies into local initiatives.
* Ability to provide specialised advice to clinical and non-clinical areas on service

development to safeguard and protect the public.

* A good working knowledge of the requirements of clinical service delivery across the Clinical Business Units. This will include the safeguarding and public protection arrangements in the trust and with local multi-agency partners.

**Skills:**

* Ability to achieve deadlines and work under pressure.
* Excellent communication skills with the ability to influence, negotiate and manage

change successfully in both clinical and non-clinical areas of the Trust and across all key partner agencies.

* Demonstrate interpersonal skills, report writing and presentation skills.
* Strong negotiating skills.
* A good team player with the ability to be self-directed.
* Project management skills.
* Enhanced IM&T skills
* To support the continuous improvement of services within the Trust.
* To have a sound understanding of all new national initiatives and the impact on the delivery of clinical and non-clinical areas.
* Influence, negotiate and manage change successfully in both clinical and non-clinical areas across the Trust and where appropriate across partner organisations.
* Ability to identify long term strategic plans across the Trust which involves identification of significant risk across clinical and non-clinical areas within the reviews undertaken.
* Ability to apply change management tools and techniques.
* Evidence of strong interpersonal communication and negotiation skills with the ability and confidence to represent specific services positively through high quality written and verbal presentations.
* Ability to work independently on complex issues whilst dealing with tight deadlines.
* Develop appropriate action plans to ensure appropriate activities are prioritised and

managed and adjusting these plans when complexities arise.

* To produce quality reports that stand up to internal, external and national scrutiny
* Numerate, with analytical skills an ability to think logically and strategically and to present information with clarity.
* To ensure that planning processes within actions from the IMR’s involve service

users and carers and that their view is at the heart of all recommendations and planned service developments.

* To improve practice by acting on learning (developing best practice) and presenting the learning to trust groups eg Learning and Improvement Group, SAPP Group, Locality Care Groups Safe Meetings.

**Analytical and Judgemental:**

* The post holder will contribute towards the decision-making situations, requiring analysis and comparison of a range of options. There will be complex situations and facts which will require analysis and assessment and may be conflicting.

**Planning and Organisational Skills:**

* Plans own work load.
* Organises multi-disciplinary meetings with internal and

external staff where there may be a need to make short term adjustments.

* Following an incident, ensure immediate remedial action will be identified and actioned in the particular area and these changes will be introduced across the Trust.
* The post holder will produce an action plan following each SCR/SAR/DHR this will be incorporated into the locality Independent Author Overview report that is

distributed to national safeguarding and public protection statutory bodies.

* The postholder will monitor action plans to completion.

**Physical Skills:**

* The post requires physical skills which you would normally obtain through experience and practice. Such skills would include general keyboard skills.

**Patient/Client Care:**

* Incidental contact with service users is anticipated. Participation in Service User and Carer consultation processes relating to proposed changes in services.

**Policy and Service Development:**

* Implements policies in own work area and proposes policy changes which impact across the organization.

**Financial and Physical Resources:**

* No responsibility for any financial or physical resources.

**Human Resources:**

* Maintain own knowledge and professional development, in accordance with JDR.
* Responsible for developing and joint delivery of a training programme of incorporated learning from associated reviews.

**Information Resources:**

* The post holder will use both manual and electronic systems and will utilize a variety of software applications such as Rio, Safeguard, Cronolaters, the internet, e-mail and Word.

**Research and Development**

* Undertakes surveys or audits, as necessary to own work.

**Freedom to Act:**

* Post holder has significant discretion to work within a defined set of parameters.
* Post holder is guided by principles and broad occupational policies or regulations.

**Physical Effort:**

* Combination of sitting, standing and walking with little requirement for physical effort.
* Use of computer.
* Able to meet the mobility requirements of the job trustwide.

**Mental Effort:**

* When meeting with staff and other agency partners to discuss highly sensitive/highly emotive and tragic incidents, this role requires occasional requirement for prolonged concentration.
* To present reports which may be contentious and challenging externally within multi-agency panel meetings.

**Emotional Effort:**

The post holder will have regular exposure to highly distressing circumstances.

**Working Conditions:**

* Exposure to unpleasant working conditions will be rare

**Safeguarding**

Every employee has a responsibility for safeguarding and protecting adults and children from abuse, regardless of the setting in which the care takes place. It is every employee’s responsibility to be aware of relevant Trust policies. All employees should take part in training in order to maintain their skills. Front line practitioners should access regular supervision and support in line with local procedures.

**JOB DESCRIPTION AGREEMENT**

**Signed:**

**(Job Holder)**

**Date:**

**Signed:**

**(Line Manager)**

**Date:**

**PERSONAL SPECIFICATION:**

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| **Factor** | **Essential** | **Desirable** |
| **Qualifications and Education** | * Relevant Professional Qualification in mental health or learning disability healthcare * Relevant management experience * Educated to degree level or equivalent experience with demonstrable evidence of extensive of post graduate training and development within specialist area of adult safeguarding to masters level or equivalent * Evidence of continued professional development. | * Masters Degree * Therapy Qualification * Teaching Qualification |
| **Knowledge and Experience** | * Demonstrate significant experience of operating within clinical services across the Trust * Advanced understanding and expert knowledge of national and local issues in relation to safeguarding and public protection * Knowledge of the implications of key legislation, national frameworks and guidance * Proven track record of: -   + Collaborative working across organisations and agencies   + Investigation work   + Report writing   + Multi agency working * Commitment to continuous training and development. * Ability to work in a consultative capacity * Knowledge and understanding of confidential information management * Significant understanding in risk management issues and the nature of significant harm * To be able to use managerial and supervisory interventions, giving constructive feedback and support to a broad range of professions and agencies * Knowledge of clinical pathways to ensure all associated with safeguarding and public protection * activity aligns to legislation demonstrating the ability to assimilate national developments or initiatives into local service | * Research skills * Good knowledge of contemporary issues * Knowledge and experience of audit processes * Able to illustrate ability to manage committee work * Multi- agency project management experience * Understanding of Mental Capacity Act, Care Act, Mental Health Act confidentiality and consent*.* * Have developed and delivered a range of educational sessions and development of associated learning materials * Analytical skills in relation to safeguarding |

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| --- | --- | --- |
|  | delivery |  |
| **Skills and Competencies** | * Proven leadership skills * Change management skills * To demonstrate motivation and commitment to the safeguarding agenda * Confidence to challenge appropriately in difficult situations * To represent the organisation in multi-agency case review panels. * Proactive crisis management * Time/resource management skills * Proven communication, negotiation and problem solving skills and experience of collaborative working * Report writing skills and experience * Develop, monitor and evaluate practice based on current policy and evidence based practice * Ability to prioritise work in response to priorities and deadlines set by others ie; Home Office * Demonstrate expertise in Safeguarding and Public Protection issues * Be fully literate and able to communicate clearly complex information verbally, in legible writing and electronically in appropriate formats * To be able to organise, plan and deliver complex activities and manage own workload and co-ordinate the workload of others * Understand multi-agency framework/assessment/ investigation/working * Knowledge of the nature of harm | * Utilise clinical audit and research processes to ensure effectiveness within safeguarding * Contribute to the case review process, including the development of associated action plans * Writing to a published standard |
| **Personal Characteristics** | * Demonstrates leadership * Flexibility * Friendly approachable manner * Motivation |  |