

## JOB SUMMARY SHEET : Business Support Manager

<b>DIRECTORATE</b>	Commissioning, Public Health and Adult Social Care
<b>SERVICE AREA</b>	Adult Social Care
<b>SECTION</b>	Safeguarding Adults Partnership Team
<b>GRADE</b>	Grade 8

### **DIRECTORATE/SERVICE DESCRIPTION:**

Commissioning, Public Health and Adult Social Care is one of the largest Council directorates.

### **SECTION DESCRIPTION:**

[Kirklees Safeguarding Adults Board \(KSAB\)](#) brings together the main organisations working with Adults at risk including the Local Authority, West Yorkshire Police and Health Agencies.

The Board has overall governance of the policy, practice and implementation for Safeguarding. The Board has a key role in promoting the safeguarding agenda so that safeguarding is a responsibility for everyone. Safeguarding Adults means protecting an adult's right to live in safety, free from abuse and neglect. It is about working together to support people to make decisions about the risks they face in their own lives, and protecting those who lack the mental capacity to make these decisions.

The KSAB works within the framework of the law and statutory guidance to strategically assure itself that local safeguarding arrangements and partners act to help and protect adults at risk<sup>1</sup> in Kirklees in line with the requirements made in the Care Act 2014.

Within the KSAB structure is the Board itself, a strategic Delivery group, 3 further subgroups plus ad-hoc task and finish groups, all of which require input and support from the postholder alongside the Deputy and Team Manager, independent chairs and sub group chairs.

### **The Job:**

The job is varied and challenging, combining elements of engagement work, project work and business support. The main role is to support the management of the Kirklees Safeguarding Adult Board (KSAB) working to the Service Manager for the KSAB. Aiming to provide administrative, project management and data / information support to the KSAB paying particular attention to maintaining good internal and external working relationships.

The work is fast paced and can be of a nature that is sensitive and confidential with subjects that can be distressing. An understanding of safeguarding adults practice is desirable but not essential.

Time on each area of work will depend on the needs of the service. As such the role requires someone who is flexible in their approach, able to work accurately under pressure to meet challenging deadlines, liaise with multiple stakeholders and who is highly organised and able to prioritise their workload to achieve results.

You will be based in one location but may have to travel to attend meetings etc. You will get support and line management from the Deputy Manager Safeguarding Adults Partnership Team.

### **Main duties:**

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<sup>1</sup> An adult at risk is a person aged 18 or over who has needs for care and support (whether or not the local authority is meeting any of those care and support needs), and as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

- Provide clerical support for the KSAB and sub group meetings as required, including taking minutes/notes, ensuring agendas and supporting papers are distributed and ensuring action plans are monitored and reported on;
- Operate and maintain the KSAB's office filing / recording systems and implement an effective "brought forward" system that enables outstanding items to be followed up and completed;
- To raise KSAB contract payments, purchase orders and invoices and other financial forms in accordance with the Council's financial procedures and ensure that deadlines for payments and year end reports etc. are met;
- To monitor changes in legislation and guidance as well as other national and local developments relative to inter-agency working in safeguarding and provide information briefings on these;
- To support the development of effective use of data and information for the KSAB. This will include:
  - Working with agencies and other partnerships to improve the type and quality of data and information reported to the KSAB;
  - Support co-ordination and production of multi-agency and other partnerships' reports to the KSAB and its sub groups; and
  - Collating and monitoring relevant safeguarding data and trends in conjunction with the quality and performance subgroup chair.
- To undertake project work as required, including co-ordination of KSAB strategic plan actions, conferences, workshops, learning events and community events for example: supporting with audits, reviews of training and competency frameworks;
- To support the chair, board managers and statutory partners to review annually the KSAB's strategic plan and produce an annual report;
- To support work to ensure Safeguarding Policies and Procedures are updated and in accordance with national policy developments, legislation and good practice;
- To support the board manager and sub group in coordinating the process of safeguarding adults reviews;
- To ensure that the KSAB website is maintained and updated on a regular basis with latest guidance and protocols, and that changes are communicated to all partner agencies;
- Support communication amongst the KSAB partner agencies and between the KSAB and the public, including the use of social media and creating briefings and newsletters
- To maintain up to date operational safeguarding knowledge and use in approach to duties of the role;
- Whilst the post currently does not line manage staff this may change depending on the needs of the service
- Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

**Contacts:**

- Healthwatch and Lay member
- Liaising and negotiating with senior managers within the Council and partner agencies (AD level and above)
- Other agencies including GPs, NHS and the Police, Fire Service, and Coroner's office
- Other local authorities regionally and nationally
- Independent sector organisations
- Frontline workers
- Members of the public.