

OXFORDSHIRE COUNTY COUNCIL

JOB DESCRIPTION

Designation: Independent Chair of the Oxfordshire Safeguarding Adults Board (OSAB)

Reports to: Oxfordshire Safeguarding Adults Board

Main Purpose of the job:

Ensuring that the OSAB effectively discharges its responsibility to safeguard adults at risk, as defined by the Care Act 2014, accompanying guidance and the local Multi-agency Adult Safeguarding Policy and Procedures.

Provide independent leadership and strategic vision, ensuring that the Board has an independent, objective and authoritative identity.

To chair both the Oxfordshire Adults Safeguarding Board and the Board's Executive.

Promote best practice in making safeguarding personal, leading a learning and improvement culture free from hindsight bias.

Summary of Responsibilities and Personal Duties:

1. To chair programmed meetings of the Oxfordshire Safeguarding Adults Board and any extraordinary meetings as required.
2. To chair the Oxfordshire Safeguarding Adults Board Executive.
3. Chair the annual Oxfordshire Safeguarding Adults Board Business Development Day.
4. Chair the OSAB in an effective and professional manner including; setting agendas; approving minutes; providing chair's reports and assisting in the preparation of other reports where needed; and management of associated business.
5. Liaise with the Oxfordshire Safeguarding Adults Board Manager and Oxfordshire Safeguarding Adults Board Business Support Officer to ensure timely management of the Board's business.
6. Meet with Council Members, the Chief Executive, the Director of Adult Social Services, the Assistant Director of Adult Social Services or representatives as agreed.
7. Ensure that the Board works effectively, with good collaboration between its members, encouraging and supporting the development of partnership working between partner agencies, including any sub-groups of the Board.
8. Provide assurance that the Board operates independently of its member agencies and that any conflicts of interest are appropriately managed.
9. Oversee the development and implementation of an overall strategy and business plan, maintaining a clear focus on outcomes for adults at risk and their carers.
10. Oversee the completion of the OSAB Annual Report, the OSAB strategy, business plan and work plan and promote an awareness of safeguarding adults throughout Oxfordshire.

11. Develop the Board members' ability to monitor, scrutinise and constructively challenge the effectiveness of the partnership's safeguarding adult's work.
12. Integrate performance management into the role and function of the Board and its subgroups, so that it evidences improved outcomes for adults at risk and their carers.
13. Hold partner organisations to account regarding funding and deployment of resources required to support and maintain the functions of the board.
14. Oversee the allocation of the OSAB's resources, financial and human, and ensure they are utilised to meet OSAB objectives.
15. Review membership of the OSAB ensuring that it is both representative and effective.
16. Decide when a Safeguarding Adult Review is warranted, ensuring that the review is undertaken in a timely manner using a methodology which clearly promotes a learning and improvement culture free from hindsight bias.
17. Lead on communication responding to public relations issues or inter-agency problems, at short notice if required, and agree any response to media enquiries, in coordination with the Oxfordshire County Council's Communications Team, with partner agencies as appropriate.
18. Investigate and seek to resolve any disputes and complaints between OSAB members. Where such complaints have reached the formal stage, to decide, in the light of available information, whether they are upheld.
19. Investigate and seek to resolve any issues of non-compliance with the OSAB.
20. Ensure that the Board addresses and incorporates national policy developments and best practice, particularly regarding making safeguarding personal, including equality and diversity.
21. Develop links and work cooperatively where appropriate with other Safeguarding Adults Boards in neighbouring authorities to further develop good practice and learn from common issues.
22. Ensure that is work undertaken cooperatively where appropriate with the Oxfordshire Safeguarding Children's Board, Health & Wellbeing Board or any other partnership board in Oxfordshire.
23. Adhere to confidentiality in respect of Board or individual member agency business.
24. Respond to complaints or concerns made to OSAB regarding the conduct of safeguarding adults work in Oxfordshire.
25. Maintain up-to-date knowledge of accountability and good governance practice.
26. Not take on other responsibilities which may compromise or conflict with the work of OSAB.
27. Undertake any other duties as may be needed from time to time as necessary and appropriate to the role.

PERSON SPECIFICATION

JOB TITLE: Independent Chair of the Oxfordshire Safeguarding Adults Board

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked '**S**' will be used especially for the purpose of shortlisting.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

Equal Opportunities

1. Commitment to implement the Council's Equal Opportunities policies.
2. Awareness of Equal Opportunities issues.

Knowledge

1. Developments in integrated working across relevant statutory agencies, including legislation, guidance & research, underpinning safeguarding adults work.
2. Understanding of safeguarding and promoting the welfare of vulnerable adults S
3. Knowledge of commissioning a Safeguarding Adults Review
4. Appropriate corporate governance frameworks. S
5. Structure and functioning of large organisations. S
6. Performance management and quality assurance systems, applicable in a multi-agency strategic and operational environment. S
7. Funding and accountability in the public independent and voluntary sectors.
8. Knowledge of the wider safeguarding duties for a local Safeguarding Adults Board of the key drivers and influences on public services and partners. S
9. Knowledge of the Care Act 2014. S

Aptitude

1. Enthusiasm, commitment and a determination to carry forward a complex agenda.
2. Commitment to improving outcomes for vulnerable adults.
3. Ability to enthuse and gain the commitment of others.
4. Commitment to principles of promoting equality and respecting diversity.
5. Acting in accordance with accepted Human Rights principles.
6. Empowering vulnerable adults and respecting their right to self-determination.

Skills

1. Communication skills: interpersonal, presenting, media relations, maintaining a positive public and professional profile, sufficient to represent the SAB effectively to the media & other forums as required.

2. Ability to influence key stakeholders and decision makers in a multi-agency environment.
3. Assertive, clear thinking and able to negotiate.
4. Ability to generate and develop good working relations across partnership board member organisations.
5. Problem solving skills: ability to identify issues and areas of risk, and lead partners to effective resolution and decision.
6. Chairing skills: ability to organise, coordinate and follow through on key decisions; manage competing or differing views, and positively challenge to achieve the desired outcome.
7. Skills in negotiating to assist in managing and resolving conflict between agencies.
8. Ability to recognise discrimination in its many forms and promote Equal Opportunities policies within the operation of the Board.
9. Ability to ensure high standards of confidentiality in terms of individual cases and sensitive cross-organisational matters.
10. Self-motivating and able to operate outside of a single agency hierarchical structure.
11. Ability to influence senior personnel and liaise with political representatives in order to further safeguarding activity.
12. Conversant with and able to use information technology systems.

Experience

1. Chairing complex professional meetings at a senior level and ability to chair in an efficient manner. S
2. Experience of motivating and stimulating discussions at meetings.
3. Leading and managing in large public or independent, or voluntary sector organisation at a senior level to command respect with a multi-agency committee of senior agency representatives. S
4. Sufficient experience of the operational context of safeguarding work to enable well-rounded contributions to considering case issues e.g. complaints or Serious Case Reviews.
5. Working across agency and professional boundaries and collaborative and partnership working. S
6. Working with members of the public in order to improve services.
7. Managing strategic and operational change. S
8. Experience of resolving disputes and complaints between professionals at a senior level. S

General Education

1. Relevant professional qualification of sufficient standing to command professional respect within the multi-agency Safeguarding Adults Board. S
2. Educated to degree level.
3. Excellent levels of literacy and numeracy

Personal Qualities

1. Takes responsibility for own learning and seeks new sources of knowledge and development.
2. Demonstrates creativity in solving problems, identifying new opportunities and producing innovative proposals, ideas and structures, within appropriate limits
3. Constantly strives to achieve customer satisfaction; including the wishes and feelings of adults with care and support needs.