



Job description	
Job title	Learning & Development Lead Knowsley Safeguarding Adults Board [KSAB]
Grade	Pay Band N
Directorate	Health & Social Care
Section/team	Safeguarding Adults Board Business Unit
Accountable to	Manager of the Knowsley Safeguarding Adults Board
Responsible for	None
Date reviewed	May 2020

Purpose of the Job

The purpose of the job is to ensure that the Knowsley Safeguarding Adults Board (SAB) is supported to deliver its statutory, strategic and assurance functions. Accountable to the Manager of the SAB, the roles will support the Board to build relationships and engagement and to ensure the Board is relevant and adds value. The role will contribute to and promote an appropriate culture within the business unit to ensure that the SAB is driven and supported to deliver on its primary function of keeping the people of Knowsley safe.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. Ensure good outcomes for adults, children, and carers by negotiating and encouraging partnerships and integrated ways of working.
2. In accordance with the Health and Safety at Work (1974) Act and relevant regulations and associated codes of practice, demonstrate responsibility for adults, carers, and colleagues.
3. To be responsible for communication and relationship management with relevant individuals and organisations within the Knowsley area and the SAB.
4. In collaboration with relevant stakeholders in the locality and in response to national and local drivers for change advise on and support relevant policies, procedures and working practices in line with SAB objectives and priorities.



5. Understand locality, Merseyside and national trends and identify the implications of these in relation to the SAB, assisting the Manager of the SAB in seeking to synergise local requirements with wider regional plans and priorities.
6. Facilitate communication across the Merseyside area with the other Locality Leads to support the development, delivery and spread of good quality services, including preventative approaches to safeguarding.
7. Communicate good practice and findings from Safeguarding Adult Reviews, relevant quality improvement work, investigation outcomes and lessons learnt to improve safeguarding outcomes for adults across the locality area of responsibility.
8. Contribute to a multi-agency performance framework in order to monitor and evaluate a broad range of measures in regard to the quality of safeguarding responses locally to ensure practice is of the highest standard.
9. To support the SAB in seeking assurance by partner organisations in that they collect and hear the views of those who use services, that this informs development and direction, and there is coproduction in the work they do.
10. Contribute to a wide framework of sub-group activity and be responsible for supporting a specific subgroup in its functions and activity.
11. Keep up to date with national guidance and policy, providing advice and support on developments in practice according to local and national issues and emerging trends.
12. Assist the Manager of the SAB in the collection and analysis of data as required.
13. To prepare and contribute to supervision and team meetings, engage in continuous development through induction and the identification of training needs to ensure effective performance. Oversee the multi-agency workforce development strategy.
14. Assist the Manager of the SAB in aligning the purpose and functions of the business unit to ensure activity and decisions are consistent with SAB objectives and priorities.
15. Assist the Manager of the SAB in collating and producing the Annual Report and Business Plan for scrutiny by Board members.
16. Make full use of IT systems, by ensuring that appropriate information is correctly inputted and that it can be accessed and analysed to inform decision making.



17. Provide reports in respect of the functions and activities of the role, ensuring mechanisms are in place that evidence that they are disseminated and embedded into practice across relevant services.
18. Contribute to the wider work of Safeguarding and Quality Improvement by supporting colleagues across the Service in responding to situations of increased demand or complexity.
19. In line with SAB and the Council's policies and procedures maintain your own and the team's awareness of safeguarding activity and developments locally and nationally.
20. Ability to travel around the Knowsley area and wider region by public or private transport and be able to work flexibly if required.
21. Represent the SAB at a range of strategic and operational multi agency forums, including meetings with adults, their families, carers, providers of services or other agencies as may be required.
22. Deputise, as appropriate for the Manager of the SAB, to a level commensurate with the level of this role.
23. Undertake such other work as may be determined by the Manager of the SAB up to a level consistent with the principal duties of the job.

Health and Safety

- To use equipment as instructed and trained
- To inform management of any health and safety issues that could place individuals in danger

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.



Knowsley Council

- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.