**Safeguarding Manager**

Job description and person specification

Devon and Somerset Fire and Rescue Service

**Job description**

**Job title:** Safeguarding Manager

**Grade:** Grade 8

**Department:** Community Safety – Prevention

**Reports to:** Prevention Manager

**Line manager responsibilities:** Safeguarding Team

**Updated:** 2024

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| **Job Purpose:*** Leading the safeguarding Team across the Service, creating, implementing, improving, and maintaining high standards and giving guidance to ensure the Service is statutorily and legally compliant.
* Working to deliver objectives as guided by line manager, taking into account NFCC, HMICFRS and Fire Standards board and CRMP in line with the Community Safety Plan.
* Acting impartially and autonomously on behalf of the Executive Board and Executive Leadership Team when referring safeguarding concerns. This includes referrals related to staff personnel welfare and conduct to statutory agencies including Social Care, the Local Authority Designated Officer, and the Police.
* Providing subject matter expertise to the Service for safeguarding and the Service to embed safeguarding practices, into their policies and processes.
* Ensuring the successful management of the safeguarding and advocates through creating and delivering improvement projects and Service management of high-risk individuals and intervention programmes.

**Main Responsibilities and Duties:**  |
| 1. To provide subject matter expertise, support and advice to the leadership and wider organisation, in relation to safeguarding, including adults, children and vulnerable people.
2. To manage the performance of direct reports including allocating, instructing, directing and organising work, monitoring the quality and output of work, arranging training and development, carrying out appraisals (PPDs) and other performance management, dealing with sickness, leave and other absence.
3. To collaborate with other teams/departments in the organisation to provide subject matter expertise and advice for safeguarding elements, acting as Deputy Chair for strategic safeguarding meetings and safeguarding steering group.
4. To be the Designated Safeguarding Lead on behalf of the Organisation in compliance with The Children Act 2004; maintaining relevant CPD, acting as the first point of contact for any safeguarding concerns and ensuring employees compliance with relevant Policies.
5. To negotiate with the Community Safety Prevention Manager for the safeguarding allocation within the Prevention Budget – overall budget managed by the Community Safety Prevention Manager.
6. Manage the data management of all sensitive and confidential information related to safeguarding of members of the public, and where applicable staff personnel, including safeguarding concerns, allegations and DBS information.
7. To ensure Safeguarding training for the Service is updated and reviewed regularly.
8. To take actions regarding the Fatal Fire reviews with regards to safeguarding concerns.
9. To take actions from the Area Manager and Community Safety Prevention Manager relating to the serious violence duty.
10. Responsibility for ensuring the Service is always up to date and informed of relevant Safeguarding legislation, policy, guidance, and best practice, embedding a Safeguarding culture within the Service.
11. Represent and negotiate Service priorities at national and local partnerships and actively promote multi-agency working, including National Fire Chiefs Council Safeguarding meetings, Adult Safeguarding Board/associated Working Parties and Channel Meetings.
12. To build collaborative working with relevant statutory agencies to ensure appropriate partnership working.
13. Share relevant safeguarding information with relevant agencies.
14. To oversee activities within the Safeguarding Team such as internal and external communication, developing training and induction material, ensuring guidance and processes are up to date and account for periods of business continuity.
15. Identify opportunities and collaborate with the Home Fire Safety Teams to support individuals in reducing their fire risk.
16. To undertake improvement and development tasks required by the Area Manager in line with subject matter expertise.
17. To attend meetings as required by the Area Manager in line with subject matter expertise.
18. To personally participate in the Personnel Performance & Development (PPD) Review process to identify personal training and development needs and to attend training events as directed.
19. To maintain security and confidentiality of information, in line with GDPR.
20. To work in a safe manner in accordance with H&S Policies and procedures.
21. To adhere to the Safeguarding Policy.
22. To actively promote the Service’s Core Values and comply with Equality and Diversity and all Service policies.
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**Our Values**

* We are proud to help
* We are honest
* We are respectful
* We are working together

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| Signed acceptance of the Core Values of the Service and agreement that the Job Description is a fair and accurate statement of the requirements of the job: |
| Job Holder |  | Date |  |
| **Job Holder’s Manager** |  | **Date** |  |
| **Designated Senior Manager (if applicable)** |  | **Date** |  |

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| **Person Specification** |
| **Grade: 8 Job Title : Safeguarding Manager** |
| **Key Competencies****Proven ability in leadership of large teams and evidence of continuous improvement** Essential and measured by application and interview**Proven ability to deliver a change agenda** Essential and measured by application and interview**Proven ability to develop innovative solutions to complex problems**Essential and measured by application, test and interview**Proven ability to effectively challenge and correct poor practice**Essential and measured by application, test and interview**Proven organisational, analytical abilities and decision making skills**Essential and measured by application and interview**Excellent level of verbal communication/presentation skills; including proven ability to influence/appropriately and effectively change stakeholders views**Essential and measured by application, test and interview**Excellent written skills including proven ability to develop strategies, improvement plans, guidance and procedures**Essential and measured by application, test and interview**Demonstrable ability to work to tight timescales and act swiftly to ensure issues of concern are promptly and appropriate dealt with**Essential and measured by application and interview**Proven ability to respect and maintain confidentiality of information both in relation to verbal exchanges and storage of information (digital and hard copy)**Essential and measured by application and interview**Ability to create, develop, implement and deliver high quality training and development activities to a range of stakeholders**Essential and measured by application, test and interview  |
| **Work Experience****Proven ability in knowing, interpreting, applying best practice and working in accordance with local and national guidelines, policies/procedures**Essential and measured by application, test and interview**Experience of working in a safeguarding environment**Essential and measured by application and interview**Experience of working in a safeguarding role within an organisation.** Essential and measured by application and interview**Qualifications/Knowledge****Graduate level or professional qualification in a related field or evidence of equivalent qualification or relevant experience.**Essential and measured by application and interview**An understanding of public sector prevention activities** Desirable and measured by application and interview**Comprehensive knowledge of both adult and child safeguarding practices**Essential and measured by application and interview**Designated Safeguarding Officer Training (to fulfil the role of lead under the Children Act 2004)**Essential and measured by application**Train the Trainer Safer Recruitment Training**Desirable and measured by application**Safeguarding qualifications, equivalent to the Devon Safeguarding Board - Children: Group 2 and Group 3**Essential and measured by application**Safeguarding qualifications, equivalent to the Devon Safeguarding Board – Adult: Levels 1 to 4** Essential and measured by application**Good working knowledge of relevant legislation and statutory guidance, including Equality Act, Child Protection Practice, Health & Safety, Data Protection Act, DBS Checks, Human Rights Act, Working Together to Safeguard Children & Young People and No Secrets**Essential and measured by application**Experience of effectively leading, developing and reviewing partnerships with other organisations** Desirable and measured by application and interview**Knowledge of legal responsibilities e.g. Health and Safety, Equalities Act, GDPR** Essential and measured by application and interview**Good level of computer literacy to include MS software packages (Outlook, Word, Excel and PowerPoint)** Essential and measured by application**Evidence of continuous personal development through attending subject relevant local and national thematic events and training sessions**Desirable and measured by application**Membership of a relevant professional body.**Desirable and measured by application |

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| **Personal Qualities and Attributes****Willingness to undergo appropriate Vetting/Screening processes in line with Devon and Somerset Fire & Rescue Service’s requirements (Enhanced DBS)**Essential and measured by application and interview**Proven ability to work effectively and efficiently both as an individual and as a member of a busy Team**Essential and measured by application and interview**Relevant leadership and management qualification****Desirable and measured by application and interview****Commitment to continuous improvement in relation to self and management of a wider Team**Essential and measured by application and interview**High level of energy, resilience and self-motivation**Essential and measured by application and interview**Participation in welfare activities**Essential and measured by application and interview**Possible occasional requirements to work outside of core hours.****Ability to work within Devon and Somerset**Essential and measured by application |