

North Bristol NHS Trust

Job Description

Job Details

Job Title: Director of Safeguarding

Grade: 8d

Department: Safeguarding

Directorate: Corporate Clinical Governance

Location/Base: BNSSG-wide Acute Hospital Trust Services (Bristol and Weston-Super-Mare)

Job Summary

This senior strategic position has overall accountability and responsibility for the identification, monitoring, implementation and ongoing review of the all-age safeguarding agenda across the acute hospital healthcare services (North Bristol Trust (NBT) and University Hospitals Bristol and Weston (UHBW)) within the BNSSG Integrated Care System and works in partnership with senior safeguarding colleagues across the ICS system towards facilitation of improved integrated safeguarding partnership arrangements.

The postholder is accountable to the Deputy Chief Nursing Officer as delegated by the Chief Nursing Officer at NBT and ensuring the Deputy Chief Nursing Officer at UHBW (who will maintain delegated responsibility from the Chief Nurse and Midwife for the safeguarding service) is equally appraised, and provides the senior leadership for the acute provider Trusts, providing escalation where necessary and ongoing assurance around safety and effectiveness of the system to both Acute Trust Boards of Directors and Executive Teams.

To take a strategic lead on behalf of UHBW and NBT to ensure robust processes are in place to safeguard adults at risk and children from harm, and to identify, report and act when risks are escalated by the safeguarding team leadership using professional knowledge and experience gained across a wide range of practice and working environments.

Director of Safeguarding will provide relevant expertise and support to the

executive leads for safeguarding and the wider executive teams across both acute provider NHS Trusts.

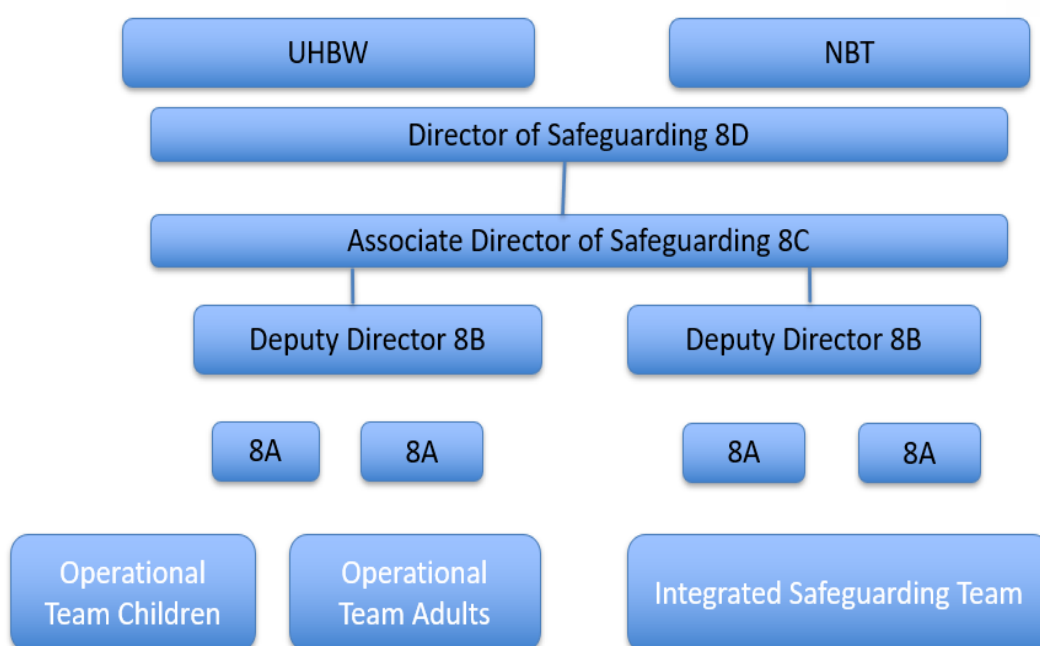
The role will represent UHBW and NBT on the relevant Statutory Safeguarding Boards and Partnerships across BNSSG (all-ages), delegating portfolios to the senior safeguarding leadership team where appropriate and ensuring wide representation on the subgroups and workstreams for adults and children, ensuring oversight, engagement and ownership of workstreams and actions.

The post holder will lead and co-ordinate safeguarding statutory, best practice and Regulatory requirements within the organisations, working with external key partner health, social care and commissioning organisations. The post holder will provide highly specialised advice and expert knowledge to both Trusts and where relevant to the local health economy on all safeguarding matters relating to acute hospital healthcare services.

Director of Safeguarding will reflect both Trusts' values at all times.

The job description and person specification are an outline of the tasks, responsibilities and outcomes required for the role. The job holder will carry out any other duties as may reasonably be required by their line manager and may be reviewed on an ongoing basis in accordance with the changing needs of the Department and the Organisation.

Organisation Chart/Accountability



Knowledge, Training, Experience And Skills Required

- Hold a professional Registration (e.g. NMC, SWE).
- Possession of, or evidence of working towards, a Master's degree and evidence of equivalent demonstrable experience.
- Post-graduate qualification in a leadership or management
- Significant evidence of both professional and managerial skills which meet NMC CPD requirements.
- Training qualification or equivalent experience

Experience:

- Significant health and social care experience across a wide range of clinical settings.
- Experience of managing an all-age safeguarding service
- Significant experience of safeguarding leadership and protection.
- Experience of providing support and supervision to a range of disciplines
- Experience of leading the development, delivery and evaluation of training programmes for multi-professional staff groups at a senior management level including Executive and Non-executive Board members.
- Significant experience of system and strategic service change management
- Advanced theoretical and practical knowledge of safeguarding.
- Proven track record of multi-agency working.
- Experience of leading and managing teams effectively
- Significant understanding of regulatory processes and frameworks and CQC Regulations as relates to safeguarding.
- Significant relevant experience and proven experience in a senior role with ability to understand, analyse, use and direct highly complex information to achieve successful outcomes.
- Experience of cross-partnership delivery and development across multi-agency services at a strategic level.
- Advanced use of I.T. and keyboard use, possess highly developed accuracy skills.

Main Duties & Responsibilities Of The Post

Clinical responsibilities

The postholder will ensure an accountable person is in place as the Named Nurse for Safeguarding Children/Professional for Safeguarding Adults and its statutory functions, as delegated by the Deputy Chief Nursing Officers.

The post holder will lead and co-ordinate safeguarding statutory, best practice and regulatory requirements within the organisations, working with external key partner health, social and regulatory organisations. The post holder will provide highly specialised advice and expert knowledge to both Trusts and to the local health economy where relevant on all safeguarding matters relating to acute hospital healthcare services.

Responsible for the development of safeguarding practice across the Trusts, ensuring that it supports the national and local best evidence/practice guidelines and corporate strategy/annual plans.

Communication and co-ordination

The post holder will require negotiating, persuasive, motivational and empathetic skills. There will at times be barriers to gaining agreement, acceptance or understanding that will need to be addressed through collaboration and strong relationships with partners, including Integrated Care Board and Local Authority colleagues.

The postholder will keep the relevant executives for safeguarding briefed in respect to responsibilities to safeguard children and adults at risk. A key part of this role is focused on developing relationships with multi-agency partners (including police and Local Authorities across BNSSG) and across the newly developed Integrated Care Boards (ICB's).

Collaborate with other safeguarding lead professionals to ensure robust systems and processes are in place and regularly reviewed to safeguard and protect the wellbeing of children and adults at risk., managing and reconciling professional differences and where there are significant barriers to acceptance or understanding throughout a statutory process.

Effectively network with professionals, providers and partners on a local, regional and national level (for example Safeguarding Adults National Network (SANN) in the pursuit of improved relationships and links with other stakeholders.

To maintain close and effective working relationships at a regional level with the NHS England safeguarding team and all partner agencies to ensure the acute hospitals are meeting their multi-agency requirements.

To be able to clearly articulate risk and communicate effectively at all levels.

Participate in strategic partnerships across BNSSG, providing an 'acute health' perspective, voice and context to any strategic safeguarding developments and complex safeguarding adults issues.

Leadership and Management

Communicate service-related information to senior managers, staff, external agencies. Negotiate and motivate others, give formal presentations and manage or

reconcile conflicting views where there are significant barriers to acceptance or understanding.

Providing the vision and direction in alliance with key partners across the Integrated Care System.

Daily management of highly complex facts or situations requiring analysis, interpretation comparison of a range of options.

Strategic and operational planning of service development including formal business planning.

The role requires ability to think at a strategic level and begin the process of short and longer-term system change and transformation. The postholder will ensure the Board receives reliable assurance.

Responsible for managing the budget holder for the service.

Provide line management for the senior leadership across the service both acute Trusts and ensure robust support and line management structure is in place.

Setting, monitoring and ensuring the delivery of objectives through agreed arrangements.

Determining skill-mix and workforce plans necessary to deliver the services; ensuring that these plans are reviewed, modified and updated to meet the evolving and dynamic changes across the safeguarding agenda.

The effective operation of, and compliance with, relevant internal/external policies and procedures.

Developing and implementing, when necessary, organisational change including reengineering the delivery structures to ensure that they remain fit for purpose.

The post holder will communicate using a range of highly complex, sensitive and potentially contentious information about the scope and performance of the service to a range of audiences including other senior managers, staff, external commissioners and regulators.

The post holder will demonstrate highly developed analytical and judgement skills for analysing and reporting against annual reports, Safeguarding Board and Partnership priorities and developing business plans/cases, service planning (pathways, capacity and demand, etc.), regulatory and governance reporting involving highly complex, sensitive and potentially contentious information.

In addition the post holder will require suitable analytical and judgement skills to provide effective managerial leadership.

The post holder will develop the service business strategy which must align with both Trust's overall sustainability and improvement strategies.

The post holder is responsible for developing and implementing policies, delegating where appropriate.

This post holder will directly influence patient care by providing expert and complex advice to professionals.

Implement any service changes or developments to ensure that the Trust is compliant with national and local standards in regard to Safeguarding children and Adults at Risk.

Ensure positive clinical engagement from across the system in both the business planning process and in the strategic development of existing and new services.

Monitor the efficient allocation of safeguarding resource within the service to protect vulnerable groups and escalate any shortfall in capacity or service through identified performance/management routes.

Support the Associate Director of Safeguarding to lead on implementing relevant actions and recommendations from Child Safeguarding Practice Reviews (CSPR), Domestic Homicide Reviews (DHR), Safeguarding Adult Reviews (SAR) or in cases where there are “lessons to learn” where necessary.

Ensure the duty of candour is applied in relation to safeguarding adults and children.

In conjunction with the Associate Director of Safeguarding, provide assurance that both Trusts have responded and acted accordingly to changes in national guidance and legislation, multiagency case reviews and domestic homicide reviews.

The postholder will support the Associate director of Safeguarding in the delegation of responsibilities in the safeguarding around Section 42 enquiries (Care Act 2014).

Demonstrate effective leadership by ensuring that Trust clinical colleagues are aware of their responsibilities in relation to safeguarding adults and children and that they carry out their duties, accordingly, acknowledging the ethos that safeguarding is everyone’s responsibility.

Demonstrate a working knowledge of confidentiality, consent to treatment, informing governance legislation and Disclosure & Barring Service (DBS)

To ensure that all specialist safeguarding practitioners, Operational Leads and named professionals and wider safeguarding team members have appropriate professional objectives and personal development plans.

Education, Training and Supervision

Ensure and delegate appropriately the development and provision of training programmes for children and adults at risk

Act as a professional role model, providing evidence-based teaching and research, exhibiting advanced practice and clinical practice knowledge which enhances policies and Procedures.

In conjunction with the Associate Director of Safeguarding and Operational Leads, review and maintain the safeguarding training strategy annually within the Trusts meeting mandatory and statutory training requirements.

Monitor quality assurance of compliance with NHS England Prevent Training and Competencies Framework and national reporting to NHS England/NHS Improvement. Ensure there is a Single Point of Contact and onward referral process for concerns raised regarding radicalisation under the Prevent agenda.

Audit, Monitoring and Research

Ensure the ICB are receiving data that is collated, validated and submitted within agreed timescales.

Be accountable for producing data for the Trusts safeguarding activity and effectively manage with operational colleagues any risks that may emerge.

Critically appraise the outcomes of safeguarding research, using findings to inform the strategic direction of safeguarding services and advising colleagues of up-to-date evidence-based practice.

To participate in multi-agency research and evaluation, practice and service development.

Quality Governance

To ensure the safeguarding service across the acute healthcare providers complies with their duty under related safeguarding legislation including the Care Act (2014), the Human Rights Act (1998), Mental Capacity Act (2005), Equalities Act (2010) and Safeguarding Vulnerable Groups Act (2006), Domestic Abuse Act (2021), Working Together (2018), Crime & Victims Act (2004) and Trust policies and procedures, to recommend any changes necessary during service redesign.

The post is largely autonomous, reporting to the Deputy Chief Nursing Officer at NBT and ensuring the Deputy Chief Nursing Officer at UHBW (who will maintain delegated responsibility from the Chief Nurse and Midwife for the safeguarding service) is equally appraised; and the postholder will be expected to prioritise their own workload, whilst working collaboratively. The postholder is expected to demonstrate high level analytical skills and be able to use their judgment in complex situations or with complicated data.

To deliver complex reports to agreed timescales.

Required to interpret overall new health policy and legislation related to safeguarding and translate into local policies and procedures.

Generate reports that can demonstrate trends, interprets changes in performance and produces analytical data in a range of formats for a variety of audiences.

Working with senior colleagues internally, the post holder will ensure quality and contractual arrangements are met, that will provide assurance that adults at risk and children are safeguarded, delegating where indicated.

To be accountable in identifying gaps in service or resource which impact on safeguarding and escalate via agreed routes within each Trust.

To lead in the identification of safeguarding risks, ensuring these are entered onto the corporate or divisional risk registers appropriately ensuring they are escalated, reviewed and updated as required.

Effectively manage the service budget and plan accordingly with regards to identifying savings or opportunities accordingly.

Act as the safeguarding lead in cases of staff allegations, working in conjunction with the Trust and the Local Authority PiPoTs officers.

Provide the safeguarding advice to support recruitment and selection.

Provide support for disciplinary and grievance procedures involving safeguarding allegations or concerns as part of the Divisional Management Team. Specifically, advising on all safeguarding issues and being part of any panel, which considers such professional procedures at a divisional level.

Project-manage as appropriate.

Working Conditions / Effort

Physical, Mental and Emotional Demands of the Post:

- To act in accordance with the Code of Conduct for NHS Managers
- To ensure that confidentiality is maintained at all times.
- To work flexibly as appropriate in order to meet critical short term and long-term deadlines.
- To act sensitively
- Exposure to distressing or emotional circumstances is common.
- Due to nature and demands of the post, the jobholder may find that at certain times, demands placed on them within tight timeframes could cause a degree of pressure.
- Frequent requirement for concentration, including checking documents, analysing statistics, and managing conflicting priorities.

- Work pattern can be unpredictable, and the post holder will need to balance competing priorities to meet deadlines, which will require periods of prolonged intense concentration, with possible unplanned interruptions.
- The post holder will be required to manage detailed discussions and meetings in a confident manner. These discussions may be of a complex and contentious nature, which will require good communication and negotiating skills.
- The post holder is required to attend various high-level meetings and will be required to answer/explain issues on behalf of acute hospital services.

NBTCARES



NBT Cares. It's a very simple statement; one which epitomises how everybody across our organisation goes the extra mile to ensure our patients get the best possible care.

NBT Cares is also an acronym, standing for caring, ambitious, respectful and supportive – our organisational values.

And our NBT Cares values are underpinned by our positive behaviours framework – a framework that provides clear guidance on how colleagues can work with one another in a constructive and supportive way.

Improving the patient experience through your work

Patients are the most important people in the health service and are at the centre of what we do. Patients and carers are the 'experts' in how they feel and what it is like to live with or care for someone with a particular illness or condition. The patients' experience of our services should guide the way we deliver services and influence how we engage with patients every day in our work.

All staff should communicate effectively in their day-to-day practice with patients and should support and enable patients/carers to make choices, changes and influence the way their treatment or care is provided. All staff, managers and Board members should work to promote effective patient, carer and public involvement in all elements of their work.

We have a duty to involve, engage and consult with patients, carers and families about plans for health facilities and the provision of our services. North Bristol NHS Trust wholeheartedly embraces the principles of patient partnership and has made clear its commitment to involve patients in key aspects of its work.

Infection control

Compliance with all infection control policies and procedures will form an integral part of the practice of all staff working in a clinical environment. Each staff member will be responsible for familiarising themselves with the Infection Control Manual in the clinical areas and on LINK the Trust's Intranet site. Staff must keep up to date with new policies and subsequent implementation in practice.

Staff must seek support and advice from Infection Control in all instances where cross infection is likely to have occurred or when managing situations involving patients with infections where guidance provided in the Policies is not applicable.

All staff must contact the Occupational Health Dept if they are suffering from any form of infection which may put patients and other staff at risk.

Commitment to health and safety, no smoking, equal opportunities and harassment and bullying.

Health and Safety/Security

It is the duty of every employee to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.

Commitment to health and safety, no smoking, equal opportunities and harassment and bullying (cont.)

No-Smoking Policy

As an NHS employer, the Trust has a duty to its staff and patients to protect them from the health hazard that smoking represents. Consequently, in line with the public health white paper, *Choosing Health*, the current policy will be that smoking will not be permitted anywhere on Trust property including all buildings, grounds and within leased/owned vehicles of the Trust. This applies to all staff, patients and visitors of the Trust. Failure by staff to comply with this requirement may result in recourse to the disciplinary procedure. Employees also have a responsibility to remind members of the public, visitors and other staff to refrain from smoking on Trust premises and to inform the appropriate manager if they witness repeat non-compliance.

Equal Opportunities

North Bristol NHS Trust has given its full commitment to the adoption and promotion of the key principles of equal opportunities contained within current legislation and the Trust's Equal Opportunities Policy.

All staff hold personal responsibility for the application of this policy on a day-to-day basis and should not undertake any acts of discriminatory practice during the course of their employment. Similarly, all staff have a responsibility to highlight any potentially discriminatory practice to their line manager, human resources department or trade union/professional associations.

Copies of the Equal Opportunities Policy are available in the Personnel Policies and Procedures file in every department and on the intranet.

Harassment and Bullying

We believe that all people, whether staff, patients or visitors, are entitled to an environment in which the dignity of the individual is respected.

We are also firmly committed to promoting an organisational culture which values diversity and equality of opportunity and to preventing discrimination in all aspects of its employment practices and services. We regard harassment and bullying as totally unacceptable forms of behaviour that will not be tolerated or condoned.

Confidentiality and freedom of information

Information relating to patients' records, diagnosis and/or treatment of patients, staff records, or information concerning contracts, tenders and other commercially sensitive matters etc. are considered to be **confidential** and must not be divulged without prior authority other than in accordance with the provisions of the Trust's Policy on raising concerns about Health Care Services as may be amended from time to time. Breaches of confidentiality will result in disciplinary action and may result in dismissal. Managers are also required as a condition of this Contract to represent the views of the Trust in any dealing they may have with Trust employees, their representatives, the media, public or other organisation in which he/she may come into contact.

However, as a public body, the Trust has a requirement to publish particular information. Therefore, in addition to the above confidentiality requirements you must also comply with all aspects of the law concerned with information handling. For this purpose, the relevant legislation is the Freedom of Information Act 2000. This Act places a legal duty on all staff to comply with the rights of the public to access information. Any altering, destroying, or concealing of information held by the Trust with the intention of preventing the legitimate disclosure of all or part of that information will result in disciplinary action, and may result in dismissal.

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Safeguarding

North Bristol Trust are committed to safeguarding and promoting the welfare of children, young people and adults and to protecting them from all risks of harm. The organisation expects all staff to work to national and local children and adult safeguarding policies and procedures. The trust expects all staff and volunteers to be dementia aware and to support the care of people with dementia. All staff are expected to share this commitment and meet the competencies relevant to their role.

Job Description Agreement

Completed by.....

Authorised by..... Date.....

This job description is a guide to the duties you will be expected to perform immediately on your appointment. It is not an exhaustive list, and such duties may well be altered from time to time to meet changes in the Trust's requirements. Any such changes will be commensurate with the grade of the post and will be discussed with the postholder prior to the changes being made