JOB ADVERTISEMENT

POST TITLE: Protection of Vulnerable Adults Co-ordinator

PERMANENT

POST ID: SAS217


HOURS: 30 Hours per Week

LOCATION: Mardy Park Resource Centre Abergavenny. This may be subject to change and you could be relocated in the future as per the needs of the service for which a disturbance payment will not be payable.

DESCRIPTION OF POST:

We have an exciting opportunity for the right person to join our newly formed adult safeguarding team. We have a combined model which relies on a central specialist team composed of a manager and two co-ordinators and 2 admin support and a virtual Designated Lead Manager team made up of adult services managers and senior practitioners

We are looking for someone who is committed to finding solutions for vulnerable people to ensure that they are able to lead their own lives. This will require skills and knowledge but also a value base which puts people at the centre.

We are a busy service managing approx. 300 referrals a year. We have the additional responsibility of two secure hospitals on the patch which brings its own interesting work stream.

We are partners at the Gwent Adult Safeguarding Board and keen to use this newly resourced team to take on some innovative practice around the prevention agenda in Monmouthshire.

This is an exciting time for the service having successfully sourced additional permanent LA funding to double the size of the team. We are going to build a committed professional team who will be supporting the wider workforce and community to deliver an adult safeguarding service to be proud of.
Should you require any further information regarding this post, please contact:

Bernard Boniface, Adult Protection Team Manager

Tel: 0781 800 8474
E-mail: BernardBoniface@monmouthshire.gov.uk

Closing Date: 12 noon on 20 March 2015

Application forms can be completed online or downloaded via: http://www.monmouthshire.gov.uk/home/education/jobs-and-employment/how-to-apply-for-council-jobs/

Completed paper application forms should be returned to the following address:-

Employee Services, Monmouthshire County Council, PO BOX 106, CALDICOT, NP26 9AN

Please Note that we are not able to accept CV’s

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to an Enhanced Disclosure Check.

Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community. All posts are open to job-share.
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LOCATION: Mardy Park Resource Centre Abergavenny

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RESPONSIBLE TO:

Adult Safeguarding Manager

- You will be joining a small newly created Team that seeks to coordinate the work of protecting vulnerable adults in Monmouthshire. The Team, comprises a Manager, 2 Coordinators and 2 POVA Administrators.

Our Purpose:

- The Team seeks to ensure the protection of vulnerable adults in Monmouthshire both through preventative measures and an effective response to reported abuse. The core Team is supported by a virtual team of Managers and Senior Practitioners who act as DLMs and undertake POVA duty. The team will work to implement the South East Wales interagency policy, procedures and guidance, ‘Protecting Vulnerable Adults’ in Monmouthshire and also to develop the new procedures required by Social Services and Well-being Act (Wales) 2014.

The Purpose of this Role:

1. To take a lead role in working with all partners to implement the South East Wales interagency policy, procedures and guidance, ‘Protecting Vulnerable Adults’ in Monmouthshire.
2. To ensure appropriate training and development opportunities are in place and coordinated for staff within Social & Housing Services and work with partners to deliver these on a multi-agency basis.

3. To lead and coordinate the collection of data and research to ensure adequate monitoring and evaluation processes are in place to inform the Annual Report of the Adult Protection Committee.

4. To undertake the DLM role with particular responsibility for those placed in Monmouthshire by other funding bodies.

**Expectation of this Role:**

You will be expected to:

1. To participate in the review of the Protection of Vulnerable Adults procedures and implement any changes that flow from this.

2. To act as a departmental resource in relation to implementation of the Guidance to Managers and staff in Social & Housing Services, providing expertise, advice, guidance and consultation to staff, as appropriate.

3. To coordinate any large scale/complex investigations, consistent with the South East Wales policy and procedure.

4. To regularly review progress and practice of protecting of vulnerable adults in Monmouthshire, based on the South East Wales policy and procedures.

5. To support the local Area Adult Protection Committee (AAPC).

6. To prepare annual reports on Vulnerable Adults’ work within Monmouthshire on behalf of the Adult Protection Committee.

7. To oversee the collection of data for annual submission of WAG report.

8. To coordinate the distribution of information to all partners and the general public about Protection of Vulnerable Adults in Monmouthshire.

9. To coordinate the multi-agency training programme for all care staff and partners in Monmouthshire, in liaison with Training Managers in Social & Housing Services and other agencies.

10. To work with the Resources and Performance Management section of the Department to ensure data on the Protection of Vulnerable Adults is collected and regularly monitored; and regular management reports are available to Departmental Managers and the Adult Protection Committee.
11. To work with teams to ensure data collection is reliable and accurate and that regular activity information is available for them.

12. To be responsible for a small information budget for the ‘Protection of Vulnerable Adults’.

13. To keep up-to-date with legislation, policies and research development in relation to Adult Protection; so these can be applied and implemented locally.

14. To coordinate and chair the multi-agency practice exchange on a quarterly basis.

15. To participate in supervision, the employee review process, training and development opportunities.

16. To promote anti discriminatory practice and actively support and implement the principles and practices of equality of opportunity.

17. To maintain safe working practices for self and others, in accordance with the Authority’s policy statement on Health and Safety at Work.

18. To be able to work flexible hours, where appropriate.

19. To act as DLM and lead development of practice amongst DLM team and partner agencies.

Here’s what we can provide you with:

- The opportunity to be at the forefront of implementing service development
- The opportunity to work within a dynamic team
- The chance to help shape future provision for service users
- Regular supervision.
- Access to a range of training opportunities
- Regular employee reviews to discuss progress, development and future objectives.

What else you need to know…..Monmouthshire Values are:

Openness: We aspire to be open and honest to develop trusting relationships.

Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.

Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.

Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.
And this role, will work with Monmouthshire to achieve these.

**In addition:**

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.
How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:

**MONMOUTHSHIRE COUNTY COUNCIL**  
**SOCIAL & HOUSING SERVICES**  
**PERSON SPECIFICATION**

**JOB TITLE:** Protection of Vulnerable Adults Coordinator  
**AREA/TEAM:** Care Management and Assessment (Adult Services)

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<tr>
<th>REQUIREMENTS</th>
<th>WEIGHTING</th>
<th>HOW TESTED</th>
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<tbody>
<tr>
<td><strong>1 EDUCATION/QUALIFICATIONS/ KNOWLEDGE</strong></td>
<td></td>
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<tr>
<td>1.1 Dip SW, CQSW, CSS or equivalent or significant experience in appropriate protection services (eg. Police)</td>
<td>High</td>
<td>Application Form, sight of documents</td>
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<tr>
<td>1.2 Knowledge of relevant legislation, strategies and research relating to vulnerable adults</td>
<td>High</td>
<td>Application Form and Interview</td>
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<td>1.3 Knowledge and understanding of Adult Protection procedures</td>
<td>High</td>
<td>Application Form and Interview</td>
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<td>1.4 Knowledge of Risk Assessment and Risk Management frameworks</td>
<td>High</td>
<td>Application Form and Interview</td>
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<td><strong>2 EXPERIENCE</strong></td>
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<tr>
<td>2.1 Relevant experience of working with vulnerable people</td>
<td>High</td>
<td>Application Form</td>
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<td>2.2 Relevant experience of working in a Health or Social Care setting</td>
<td>High</td>
<td>Application Form</td>
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<td>2.3 Experience of managing staff and resources</td>
<td>High</td>
<td>Application Form and Interview</td>
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<td>2.4 Experience of working in multi-agency settings</td>
<td>High</td>
<td>Application Form and Interview</td>
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<td>2.5 Organising and chairing multi-agency meetings</td>
<td>High</td>
<td>Application Form</td>
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<td>2.6 Experience of performance monitoring and service audits/review</td>
<td>Medium</td>
<td>Application Form and Interview</td>
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<td>2.7 Experience of conducting investigations</td>
<td>Medium</td>
<td>Application Form and Interview</td>
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<td><strong>3 APTITUDE AND SKILLS</strong></td>
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<td>3.1 Ability to communicate and negotiate effectively with a</td>
<td>High</td>
<td>Application</td>
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<td>Variety of organisations and personnel, including conflict resolution</td>
<td>Form and Interview</td>
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<td>3.2 Ability to use IT to enter information and produce reports</td>
<td>Medium</td>
<td>Interview</td>
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<td>3.3 Ability to define and work to targets, objectives and priorities within a quality framework and to an agreed timescale</td>
<td>High</td>
<td>Application Form and Interview</td>
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<td>3.4 Ability to analyse and present information to a multi-disciplinary audience (written and spoken)</td>
<td>High</td>
<td>Application Form and Interview</td>
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<tr>
<td>3.5 Ability to coordinate training and development opportunities for staff</td>
<td>High</td>
<td>Application Form and Interview</td>
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<tr>
<td>3.6 Ability to organise one’s own workload in an effective manner</td>
<td>High</td>
<td>Application Form</td>
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### 4. CIRCUMSTANCES

| 4.1 Possess current full driving licence | High | Application Form |
| 4.2 Ability to work flexibly when appropriate | High | Interview |

### 5. EQUAL OPPORTUNITIES

| 5.1 Understand and demonstrate a willingness to promote Equal Opportunities. | High | Application Form and Interview |

Appointment to this post is subject to an Enhanced Disclosure Check with the Criminal Records Bureau.

**Criminal Records Disclosure Checks**

The position for which you are applying is exempt under the Rehabilitation of Offenders Act 1974, and therefore we require you to disclose all convictions including those classed as ‘spent’. A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned.

Where a Disclosure is a requirement of the post, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the process. Failure to reveal relevant information could lead to withdrawal of an offer of employment.

At interview, or in a separate meeting, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the post.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Monmouthshire County Council complies with the CRB Code of Practice and undertakes to treat all applicants fairly. It undertakes not to discriminate.
unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

Please contact the Personnel Department if you require a copy of the CRB Code of Practice. Alternatively you can view the document on the CRB website www.cr.gov.uk

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

**Should you require any further information regarding this post, please contact:**

Bernard Boniface, Adult Protection Team Manager

Tel: 0781 800 8474  
E-mail: BernardBoniface@monmouthshire.gov.uk

**Closing Date: 12 noon on 20 March 2015**