



## JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

### HMI CATEGORY CODE:

**DIRECTORATE:** Investigations

**AREA/DEPT:** PVP

### FAU:

**SECTION:** MARAC & DVDS Unit

Child Protection Conference Unit

**JOB TITLE:** **SENIOR SAFEGUARDING OFFICER**

**REPORTS TO:** Safeguarding Manager

**CURRENT RANK/GRADE:** **E**

**DATE:** Aug 2018

### 1. **JOB PURPOSE:** (Briefly state your job's overall objectives. To.....")

To be a member and supervisor of a small safeguarding team within the MARAC, DVDS or CP Conference Unit, that represents Merseyside Police in multi-agency safeguarding meetings by researching Police information and sharing it with relevant partner agencies, making decisions for the safeguarding of children and vulnerable adults, and to provide supervisory management and support to the rest of the team.

### 2. **PRINCIPAL ACCOUNTABILITIES:**

(Describe the important end results you are expected to achieve).

- a) Provide supervisory management to the remainder of the team, ensuring that each team member is providing a high quality and standardised police product to multi-agency meetings, and adhering to the same processes and guidelines, ensuring consistency across the whole of Merseyside and the 5 Local Authority areas.
- b) Supervise the management of meetings requests for the Multi-Agency Risk Assessment Conferences (MARAC), Domestic Violence Disclosure Scheme (DVDS) panels or Child Protection Conference Unit and ensure the team's attendance at all of those meetings, and ensuring that police reports are created and provided in all cases.
- c) Represent Merseyside Police at a variety of multi-agency safeguarding meetings including, but not limited to, Initial Child Protection Case Conferences, Local Authority Designated Officer (LADO) meetings, Case Allocation Meetings, Case Discussions, Strategy Meetings, MARAC and DVDS panels as required, in order

to share police information, and provide updates in respect of any ongoing police involvement in the case.

- d) Conduct research and collate pertinent safeguarding information from relevant force systems in order to create reports for multi-agency meetings, disseminate information to partner agencies during safeguarding meetings, and respond to legitimate requests from partner agencies to share information. Document all information shared with partner agencies in order to provide a professional and efficient service, and comply with Management of Police Information (MOPI), the Data Protection Act (DPA) and the General Data Protection Regulations (GDPR).
- e) Assess all information provided police and partner agencies collectively in order to make informed decisions around investigation and intervention, multi-agency risk management plans and case management, and to work collaboratively and creatively to manage threat, harm and risk to victims of domestic abuse and their children, vulnerable adults, and children at risk of harm.
- f) Ensure that meeting outcomes and follow-up actions are accurately recorded and appropriately allocated. Update force systems with any flags, markers and warning signs in a timely manner. Escalate any intelligence or information gathered during meetings that may assist in preventing harm to children or vulnerable adults in the prevention and detection of crime. Quality assure meeting minutes for accuracy.
- g) Act as point of contact for Police and partner agencies in person, telephone or email and assist with enquiries and provide advice to colleagues on child protection, vulnerable adult and domestic abuse matters, to ensure effective safeguarding.
- h) Identify crimes disclosed by third party agencies within multi-agency meetings that have not been previously reported to Police and ensure that they are appropriately recorded to comply with National Crime Recording Standards, and allocated for investigation via the Crime Demand Unit where relevant.
- i) Be accountable for all Health and Safety issues, to include necessary risk assessment of staffs roles and responsibilities, in order to fulfil the statutory obligations of the Health and Safety at Work Act 1974.

### **3(a) KNOWLEDGE AND EXPERIENCE:**

(What kind of knowledge, skills and experience are necessary to enable satisfactory performance in the job and why are they necessary?).

#### **Qualifications and Knowledge**

Extensive knowledge of Child Protection, Vulnerable Adult and Domestic Abuse offences, processes and best practices, Authorised Professional Practice (APP) on Information Management issued by the College of Policing including Home Office Code of Practice on MOPI, Data Protection Act and the Freedom of Information Act to enable decision making and provision of information to Police and partner agencies for all safeguarding cases.

Essential knowledge of the Care Act 2014, Working Together 2018 and Social Care Levels of Need to enable an understanding of the different levels of safeguarding work in order to effectively supervise staff working in this field.

A qualification in risk assessment or risk management is desirable to ensure that appropriate risk assessments in respect of roles and working environments can be completed in accordance with relevant Health & Safety legislation.

Driving Licence is essential to enable travel to attend case conferences / meetings across the Force area. Post holder must be a Police Basic Driver to enable use of Force vehicles.

#### **Experience**

Essential experience of managing staff, addressing welfare needs, and promoting self-development amongst the team via a Personal Development Review process or equivalent, and managing and challenging poor performance.

Essential experience of multi-agency safeguarding processes, involving professionals, parents or children. Ability to provide clear, balanced and unbiased information which differentiates between fact and opinion.

Experience of working in a business area of high demand and high risk. To demonstrate a record of accurately identifying pertinent information and providing a timely response to enable partner agencies to appropriately manage risk.

Experience of planning, organisational and management skills in keeping meetings and workloads running to schedule.

Experience of evaluating information and developing multi-agency risk management plans to ensure the safeguarding of children and vulnerable adults.

#### **Skills and Abilities**

Must have good communication and inter-personal skills, both written and verbal, to enable the completion of accurate and concise reports for Police and partner agencies whether email or telephone in order to provide an effective service to Police and partner agencies.

Must possess good leadership, analytical, problem solving and conflict management skills to make informed decisions and assist in performing daily tasks and be able to demonstrate high levels of self-motivation and flexibility in order to lead a team, work independently and manage high workloads when required.

Proficiency in using force IT systems such as MS Excel, MS Outlook, MS Power Point, MS Word and the ability to self-improve by gaining on-line learning from NCALT, Breeze and Virtual Training Library in any relevant courses when necessary in order to improve knowledge and skills to provide an effective service to safeguard children and vulnerable adults.

Ability to research and interrogate force systems i.e. NICHE, PNC, PND, CORVUS, STORM and VISOR in order to collate information relevant to the role on a daily basis. Post holder must also have the ability to learn and use other IT systems (e.g. partner agency systems such as Liquid Logic) to provide an effective inter agency data sharing service.

**3(b)** (Does your post require any Police Powers, and if so what are they, and why are they necessary?)

N/A

#### **4. RELATIONSHIPS:**

**(a) *Supervisory responsibilities:***

##### ***MARAC and DVDS Units***

First Line Manager to:  
2 x Constables  
2 x Safeguarding Officers  
3 x Safeguarding Researchers

##### ***CP Conference Unit***

First Line Manager to:  
5 x Safeguarding Officers  
1 x Safeguarding Administrator who will serve between both units.

**(b) *Supervision Received:***

Post holder's first Line Manager is the Safeguarding Manager and second Line Manager is the Detective Chief Inspector PVP (Investigations).

Line Managers will be available daily for guidance and support.

Regular supervision and feedback meetings to be arranged by Line Managers.

**(c) *Other Contacts:***

**(i) *Within Merseyside Police:***

Safeguarding Officers within MASH strands - daily contact  
PVPU investigators - daily contact

All contacts are required to ensure timely sharing of information and advice, to safeguard children and vulnerable adults.

**(ii) *Outside Merseyside Police:***

Safeguarding Partner Agencies – daily contact with all via multi-agency meetings

e.g. Social Care – Children and Adult  
Health  
Education  
Probation  
IDVA (Independent Domestic Violence Advocate)  
IDSVA (Independent Domestic and Sexual Violence Advocate)  
IMCA (Independent Mental Capacity Advocate)  
Social Housing Providers  
Domestic Abuse services (such as LDAS, SLDAS, SWACA)

All contacts are required to ensure timely sharing of information, and advice to be provided, to safeguard vulnerable children and adults.

## 5. CONTEXT:

(a) ***Operating Environment:*** (Services provided, work patterns, who are the customers).

First line manage a small safeguarding team, manage attendance requests for safeguarding meetings and ensure your teams attendance at those meetings.

Research, collate, and disseminate Police information to multi-agency partners for the purposes of safeguarding children and vulnerable adults and liaise with Police and partner agencies regarding the progression of risk management and multi-agency case work, within multi-agency safeguarding meetings or discussions.

Travel within the Force area and occasionally outside in exceptional circumstances, to attend Safeguarding Meetings.

The role may require the post holder to work from various satellite stations within the Force area as meeting demand dictates.

Manage team members ensuring that all have an appropriate workload to complete, which will see daily tasks being achieved.

The post holder will predominantly work with the Force Flexitime Scheme, Monday to Friday, the core hours being 0900 – 1700 hours to align with multi-agency partnership meeting times. However flexibility is required from the role holder if meetings overrun. There are no unsocial hours, weekend working or shift pattern associated with this role.

(b) ***Framework and Boundaries:*** (Policies and procedures which affect you and how these can be changed).

Merseyside Police Domestic Abuse Policy

Merseyside Police Child Abuse Policy

Merseyside Police Child Sexual Exploitation Policy

Merseyside Police Child Abduction Warning Notice Policy

Merseyside Police Adult at Risk Policy

ECHR Law

Data Protection Act and proposed Data Protection Act 2018, and General Data Protection Regulation (GDPR), MOPI, Freedom Of Information Act, National Decision Making Model, Police Driving Regulations and Merseyside Police Policies and Procedures.

Information Sharing Agreements.

Any internal Police changes that are required can be discussed with Line Managers.

Regular meetings are held with Partner Agencies to provide an opportunity to influence procedures and improve the safeguarding provision pan-Merseyside.

- (c) **Organisation:** (For each type of post that reports directly to you, outline below the posts overall responsibilities).

**For MARAC and DVDS Unit:**

**Constables** - To perform the role of Constable and specifically undertake the post of Domestic Violence Disclosure Scheme Officer, supporting domestic abuse victims, completing procedures for disclosing information to enable previous, new or existing partners of abusive individuals to make informed choices about how and whether they take forward that relationship.

**Safeguarding Officers** - To represent Merseyside Police in multi-agency safeguarding meetings by researching Police information and sharing it with relevant partner agencies, making decisions for the safeguarding of children and vulnerable adults.

**Safeguarding Researchers** - To provide a support service in research, compilation of reports and sharing information to Police, Local Authorities and other relevant agencies for the safeguarding of children and vulnerable adults.

**For CP Conference Unit:**

**Safeguarding Officers** - To represent Merseyside Police in multi-agency safeguarding meetings by researching Police information and sharing it with relevant partner agencies, making decisions for the safeguarding of children and vulnerable adults.

**Safeguarding Administrator** - To support Merseyside Police employees who attend multi-agency safeguarding meetings and manage multiple meeting diaries through liaison with safeguarding partners, ensuring attendance by appropriate team members, and ensuring meeting minutes and agendas reach the appropriate team members.

**6. DIMENSIONS:** (Indicate in quantitative terms, key areas on which your job has an impact).

**Financial:** N/A

**Staff:** Dependent upon the unit posted to, the post holder will manage:

MARAC and DVDS Unit – 7 staff

CP Conference Unit – 6 staff

**Other:** The number of customers varies on a daily basis but will always include all partner agencies pan-Merseyside and departments within Merseyside Police.

The geographic territory is Merseyside Police Force / Local Authority Boundaries and on rare occasions outside the Force Area as directed by Line Manager.

**7. JOB CHALLENGES:** (Describe the most challenging or complex parts of your job).

Managing the volume of meeting requests for the MARAC, DVDS or CP Conference Unit and ensure the team's attendance at those meetings in the timescales set. Providing leadership and guidance to the unit in order to provide an efficient and effective safeguarding service.

Researching large volumes of Police information and ascertaining what is relevant to share with partners and distilling this into an appropriate format. Ensuring the information shared is proportionate, legal, accountable and necessary and complies with Data Protection Act and General Data Protection Regulation.

Prioritisation of the large volume of research tasks required to meet demand from partner agencies, ensuring that the cases of highest risk are identified and prioritised, taking cognisance of meeting schedules and timetables.

When necessary holding to account partner agencies responses to safeguarding issues when discussing domestic abuse perpetrators and safeguarding children and vulnerable adults, by escalating issues through appropriate line management.

Being flexible to prioritise competing demands of the role including time management and travel demands.

Managing expectations of partner agencies.



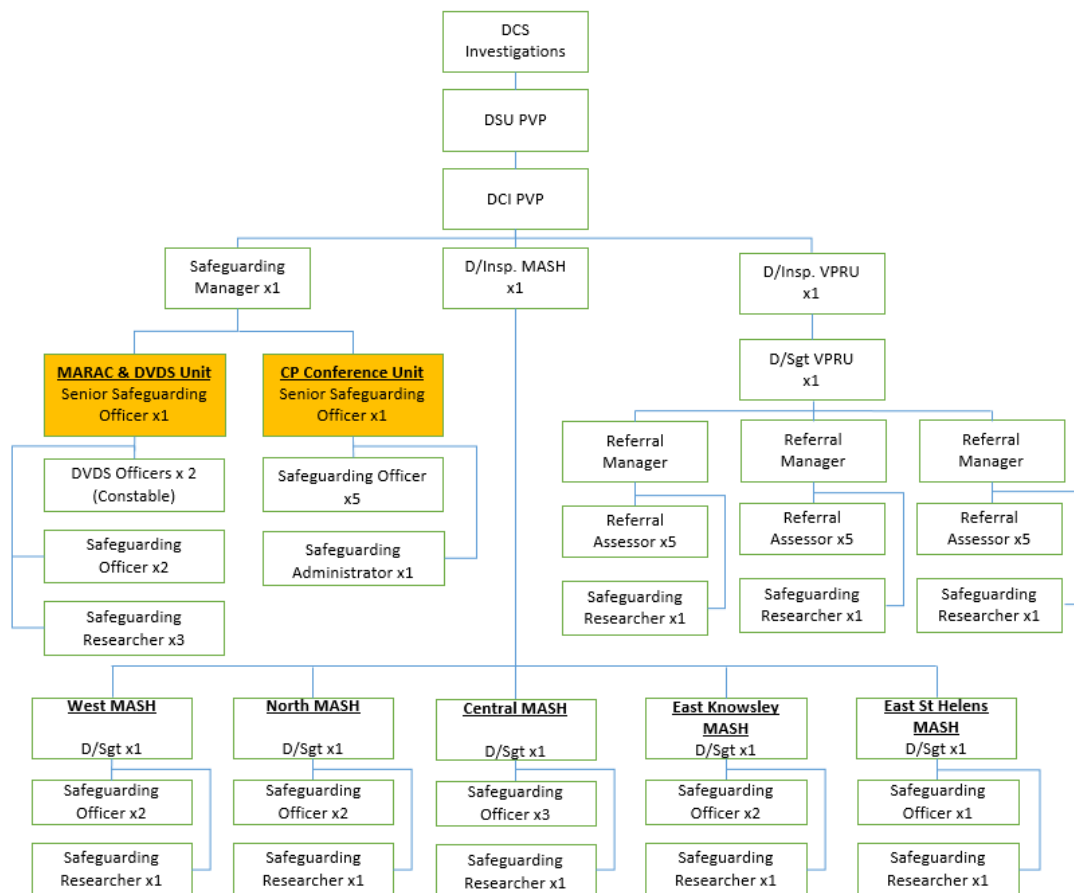
## 8. ADDITIONAL INFORMATION:

(Provide any further information, not included in your previous answers, which you consider would assist others to achieve a better understanding of your job).

N/A

## 9. ORGANISATIONAL STRUCTURE:

(Draw an organisational chart of your Department / Section, indicating the position of your post within it).



## 10. AGREEMENT OF QUESTIONNAIRE CONTENT:

(Please sign when completed)

POSTHOLDER'S NAME:

(Please print in block capitals)

POSTHOLDER'S SIGNATURE:

Date:

Extn

MANAGER'S NAME:

(Please print in block capitals)

MANAGER'S SIGNATURE:

Date:

Extn

