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**Independent Chair of**

**Bradford Safeguarding Adults Board**

**Job Specification**

**Role of the Independent Chair of the Safeguarding Adults Board**

1. **Main Purpose and Objectives**

1.1 To chair Bradford Safeguarding Adults Board (BSAB).

1.2 To provide independent leadership and strategic vision to the Safeguarding Adults agenda across Bradford District.

1.3 To ensure BSAB operates effectively and meets its statutory responsibilities, which include the production of an annual report, a safeguarding strategy and commission Safeguarding Adults Reviews as per Care Act 2014 criteria.

1.4 To ensure BSAB has an independent objective and authoritative identity.

1.5 To ensure BSAB promotes a high standard of safeguarding work, that safeguarding is given sufficient regard within partner agencies and to foster a culture of continuous improvement.

1.6 To ensure cross cutting themes are managed appropriately, engaging with other strategic partnerships as relevant.

1. **Accountability**

2.1 The Chair of the Safeguarding Adults Board will be accountable to the Chief Executive for Bradford City Metropolitan District Council.

**3. Key Responsibilities**

3.1 Oversee the development and implementation of an overall strategy and annual delivery plans and to ensure that this reflects learning from any Safeguarding Adult Reviews and other areas of work.

3.2 Ensure that performance management is integrated into the role and function of the Safeguarding Adults Board and its sub-groups to deliver improved outcomes for adults at risk of abuse or neglect and their carers.

3.3 Oversee the performance management of the BSAB’s work plan and ensure that the plan maintains a clear focus on outcomes.

3.4 Ensure the BSAB works collaboratively and effectively by encouraging and supporting the development of partnership working between the partner members of the Board and its sub-groups.

3.5 To promote the ability of the BSAB to independently fulfil statutory objectives of monitoring, challenging, and scrutinising the effectiveness of inter-agency adult safeguarding work.

3.6 Through BSAB, ensure that partner organisations are held accountable for the effective deployment of resources in relation to safeguarding activity.

3.8 To lead and direct the work of the BSAB sub-groups and to hold groups accountable for their outcomes.

3.9 To ensure the Board promotes an awareness of safeguarding adults in the local community and that the voice of these adults and their carers are well represented in the work of BSAB.

3.10 To ensure that the Safeguarding Adults Board operates independently of its member agencies.

3.11 To ensure the BSAB reports to all members and other appropriate governance structures (See Section 4).

3.12 To consider recommendations for commissioning Safeguarding Adult Reviews from the Safeguarding Adult Review Sub Group and retain oversight of these reviews.

3.13 To act as the public representative for the BSAB, in consultation with relevant Board Members for any media communications.

3.14 To oversee the completion of the BSAB Annual Report

3.15 Link nationally and regionally to ensure that the Board activities are aligned with national policy expectations and other developing practice.

3.16 To continually review with other agencies the membership of BSAB and its sub groups to ensure it is effective and representative.

3.17 To ensure that the work of the BSAB is managed in line with the principles of promoting equality and respecting diversity for all.

3.18 To comply with any other duties as may be jointly agreed from time to time as necessary and appropriate to the role.

**4. Knowledge**

The Independent Chair of Bradford Safeguarding Adults Board will have the following knowledge:

* Developments in integrated working across all relevant statutory agencies, including legislation, guidance & research, underpinning safeguarding adults work.
* Detailed understanding of safeguarding and promoting the welfare of vulnerable adults.
* Appropriate corporate governance frameworks.
* Structure and functioning of large organisations.
* Performance management and quality assurance systems, applicable in a multi-agency strategic and operational environment.
* Funding and accountability in the public independent and voluntary sectors.
* Knowledge of the wider safeguarding duties for Safeguarding Adults Boards
* Awareness & understanding of the key drivers and influences on public services and partners.
* Administrative processes supporting such organisations.
1. **Experience**

The successful candidate will have the following experience:

* Chairing complex professional meetings at a senior level and ability to chair in an efficient manner.
* Leading and managing in large public or independent or voluntary sector organisation at a senior level to command respect with a multi-agency committee of senior agency representatives.
* Sufficient experience of the operational context of safeguarding work to enable well-rounded contributions to considering case issues e.g. serious complaints or Case Reviews.
* Working across agency and professional boundaries and collaborative and partnership working.
* Working with members of the public in order to improve services.
* Managing strategic and operational change.
1. **Skills**

The Independent Chair of Bradford Safeguarding Adults Board will have the following skills:

* Effective communication skills including: interpersonal; presenting; media relations; and maintaining a positive public and professional profile, sufficient to represent the BSAB effectively to the media and other forums as required.
* Ability to influence key stakeholders and decision makers in a multi-agency environment.
* Assertive, clear thinking and able to negotiate.
* Ability to generate and develop good working relations across Board member organisations.
* Problem solving skills: ability to identify issues and areas of risk, and lead partners to effective resolution and decision.
* Chairing skills: ability to organise, coordinate and follow through on key decisions; manage competing or differing views, and positively challenge to achieve the desired outcome.
* Skills in negotiating to assist in managing and resolving conflict between agencies.
* Ability to recognise discrimination in its many forms and promote Equal Opportunities policies within the operation of the Board.
* Ability to ensure high standards of confidentiality in terms of individual cases and sensitive cross-organisational matters.
* Self-motivating and able to operate outside of a single agency hierarchical structure.
* Ability to influence senior personnel and liaise with political representatives in order to further safeguarding activity.
* Conversant with and able to use Information Technology systems.
1. **Qualifications/Training**

The Independent Chair of Bradford Safeguarding Adults Board will have the following qualifications:

* Relevant professional qualification of sufficient standing to command professional respect with the multi-agency Safeguarding Adults Board.
1. **Attitude/Motivation**

The Independent Chair of Bradford Safeguarding Adults Board will have:

* Enthusiasm, commitment and a determination to carry forward a complex agenda.
* Commitment to improve outcomes for vulnerable adults.
* Ability to enthuse others and gain the commitment of others.
* Commitment to principles of promoting equality and respecting diversity.
* The ability to empower vulnerable adults and respect their rights to self-determination.
1. **Availability**

The Independent Chair of Bradford Safeguarding Adults Board will:

* Have the flexibility to carry out the required tasks and duties, including working outside normal office hours.
	+ Be accessible to Board Members outside of the Board meetings within the time allowed for in the role.
* Be available to attend BSAB on the dates set.