

## **Job Description**

<b>DIRECTORATE:</b>	Social Services & Wellbeing
<b>DEPARTMENT:</b>	Adult Social Care / Safeguarding & DoLS Team
<b>POST:</b>	Safeguarding Liaison Officer
<b>GRADE OF POST:</b>	GR08
<b>RESPONSIBLE TO:</b>	Team Manager – Safeguarding and DoLS

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### **JOB PURPOSE:**

To assess all Public Protection Notifications (PPN's) shared by the South Wales Police with Adult Services and decide the appropriate response.

To work within the Multi-Agency Safeguarding Hub (MASH) to ensure that PPNs are dealt with accordingly and the Council meets its safeguarding duties.

To support the Adult Safeguarding Team by dealing with routine information-sharing requests made by MASH partner agencies and by the Domestic Abuse Multi-Agency Risk Assessment Committee (MARAC).

To contribute to the strategic development of work in this area of work.

To promote and ensure the safeguarding of adults at risk.

You will actively promote our 'Strengths-Based Model of Practice-Working to Achieve Outcomes'.

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### **PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:**

- To assess all PPN's that are shared by police with Adult Social Care and make decisions as to the appropriate course of action (e.g., no further action, signpost to another agency or pass to relevant team for further action).
- To consult with multi-agency partners where further information is required, in order to make accurate decisions and where necessary appropriate signposting.
- To liaise with multi-agency partners to provide support and where appropriate, information on services available from Adult Social Care.
- To resolve conflict with partners, where partners believe that the PPN requires a social care response and after assessment of the PPN, it is assessed as not eligible.
- To represent the Council in relation to the PPN process for Adult Social Care, this will include working with representatives from the Police and from other partners – where it may be required to take a lead role in further developing the process to ensure that outcomes are achieved for the individual.

- To work with operational staff when they challenge the initial risk assessment of a PPN, through negotiation, explaining the PPN process and clear justification of the initial assessment of information.
- To manage the expectations of operational staff and partners in relation to the PPN process.
- To be aware of the relevant processes and procedures that underpin Adult Social Care, including the principles of the Social Services and Wellbeing (Wales) Act 2014.
- To be aware of the third sector organisations or other schemes/programmes to which it may be appropriate to signpost people as a preventative measure.
- To provide information to daily domestic abuse discussions in MASH and screen MARAC lists.
- To provide partner agencies with relevant information held by Adult Services when it is proportionate and necessary to do so.
- To engage in the monitoring and auditing of safeguarding work.
- Promote good communication and liaison arrangements with other agencies, including the Police and Local Health Board.
- To take responsibility for professional learning and development, and to take part in any training considered relevant to this role.
- Any other duties commensurate with the grade, or occasional duties that are mutually agreed with the Head of Service through the line manager as a development opportunity.

## **GENERAL DUTIES**

### **Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

### **Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

### **Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

### **Review and Right to Vary**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

### **Criminal Records Check**

This post requires criminal records check through the Disclosure & Barring Service (DBS).

### **Police Vetting**

This post requires South Wales Police Non-Police Personnel Vetting Level 2.

**Person Specification**  
**Safeguarding Liaison Officer**

The following attributes represent the range of skills, abilities, and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (Yes).

Attributes	Requirements	Essential	Method of Evaluation/ Testing
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>• QCF Level 3 or equivalent or able to demonstrate competence through experience.</li> <li>• Firm Commitment to achieving an appropriate vocational qualification.</li> </ul>	Yes	Production of original Qualification Certificates and application form.
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Thorough working knowledge of the relevant care management and WCCIS applications.</li> <li>• Knowledge of the Social Services &amp; Wellbeing (Wales) Act 2014.</li> <li>• Experience of identifying individual need/risk.</li> <li>• Experience of working with individuals and carers.</li> <li>• Knowledge of the PPN process.</li> <li>• Knowledge of services provided by the Council, other agencies, and the voluntary sector.</li> <li>• An understanding of safeguarding issues.</li> <li>• Knowledge of risk assessment processes.</li> <li>• Knowledge of assessment and care management functions.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form, and selection process.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
	<ul style="list-style-type: none"> <li>• Experience of working in a multi-disciplinary team.</li> <li>• Experience of working with individuals.</li> <li>• Experience of analysing management information.</li> </ul>		
<b>Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>• A proven track-record of excellent communication skills for a range of different purposes and audiences and in different settings.</li> <li>• Ability to work effectively independently but also as a part of an operational team.</li> <li>• Ability to develop and maintain effective relationships with internal and external stakeholders.</li> <li>• Ability to produce clear and accurate reports and maintain records effectively.</li> <li>• IT literate with knowledge of Microsoft IT suite of applications, in particular Microsoft Excel.</li> <li>• Good analytical and problem-solving skills.</li> <li>• Ability to contribute to operational improvements to the service.</li> <li>• Ability to work flexibly and proactively and prioritise workloads in pressure situations.</li> <li>• The ability to communicate through the medium of Welsh.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Interview, application form, and selection process.</p>