

Job Description

DIRECTORATE:	Social Services & Wellbeing
DEPARTMENT:	Adult Social Care / Safeguarding & DoLS team
POST:	Adult Safeguarding/BIA Co-ordinator
GRADE OF POST:	GR13
RESPONSIBLE TO:	Team Manager – Safeguarding & DoLS

JOB PURPOSE:

To be responsible for undertaking Best Interest Assessments, including the assessment of needs and management of risk regarding adults who need to be made subject to the legal safeguards, while ensuring the compliance with the Deprivation of Liberty Safeguards (DoLS), including Court of Protection applications and processes.

To act as a lead contact in the provision of specialist advice for DoLS to partner agencies and high-quality professional direction across the Council to BIAs, trainees, support staff and social work assistants as and when required.

To work as part of the wider Adults Safeguarding Team, maintaining strict adherence to the relevant safeguarding procedures and associated legislation such as the Social Services and Wellbeing (Wales) Act 2014 and Wales Safeguarding Procedures.

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

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- To assist the Team Manager – Safeguarding and DoLS in undertaking the statutory functions for Bridgend County Borough Council in relation to Deprivation of Liberty Safeguards, working within policies, practices and procedures.
- To manage Mental Capacity and Best Interests assessments which fulfil the statutory requirements set within the Mental Capacity Act 2005, DoLS Codes of Practice, Regulations and associated case law; and to ensure high quality and comprehensive assessments when leading decision making for best interests on each relevant occasion.
- To apply sound expert professional decision making when assessing adults in a manner that promotes co-production, independence and choice, whilst balancing and recognising the need for safety and protection for people who lack mental capacity to make decisions about their care and support needs.
- To provide professional guidance on statutory duties, through high quality written and verbal reports which are concise, informative and

based on analysis of complex evidence which can be used within the legal context. This includes preparing court reports, attending court and Court of Protection hearings in order to provide expert advice when necessary.

- To liaise with social workers in respect of specific cases, requesting them to undertake tasks that will support the decision-making process, in line with Section 126 – Adults at Risk, of the Social Services and Wellbeing (Wales) Act 2014.
- To use a Safeguarding framework to investigate allegations and manage risks where individuals have experienced or likely to experience significant harm, which may include allegations that a person may be deprived of their liberty without lawful authorisation.
- To undertake responsibility for allocated DoLS cases within a multi-agency framework from the point of referrals, making necessary enquiries with families and other professionals including the section 12 doctor to completing the required documentation/assessment.
- To assist the Team Manager – Safeguarding and DoLS to facilitate the continuing strategic development and delivery of the “Adult at Risk” and Deprivation of Liberty policy, procedure and practice within Adult Social Care.
- To be responsible for communication across complex health and social care boundaries, for example, supervisory bodies and managing authorities.
- To undertake supervision of social work students and trainees.
- To deputise for the Team Manager – Safeguarding and DoLS when appropriate, representing the Council within multi-agency fora as the lead agency in adult safeguarding.
- To work closely with Team Managers within the Council and across partner agencies who hold lead co-ordinator responsibilities; in order to give specialist support and expert advice to ensure a robust and consistent Adult Protection process. Linking in with Cwm Taf Morgannwg Safeguarding Adult’s / Children’s Board, to ensure there is a recognised link between child and adult protection.
- To work closely with colleagues from the Contracting and Commissioning Team, sharing information and support; where cases of alleged abuse involve settings where BCBC commission the service/placement; whilst advising provider agencies in their development of policies which promote the protection and safety of vulnerable adults in their care.
- To undertake responsibility for allocated “Adult at Risk” cases within a multi-agency framework, from the point of referral through to the strategy meeting, investigation, case conference, review and finalisation stages when appropriate.
- To contribute to data collection, analysis, development and monitoring of Quality Assurance systems ensuring appropriate links to performance management outcomes.



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 a criminal records check through the Disclosure & Barring Service (DBS).

Person Specification

Adult Safeguarding/BIA Co-ordinator

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
Qualifications, Education & Training	A registered health or social care professional with a recognised professional qualification, e.g. Social Worker, an approved Mental Health Professional, Nurse or Occupational Therapist.	Yes	Production of original Qualification Certificates and application form.
	Has undertaken the Best Interest Assessment training or is willing to undertake the training once in post.	Yes	
	Has substantial experience in undertaking assessments.	Yes	
Knowledge & Experience	Significant experience of working with adults at risk, service users and carers.	Yes	Interview, application form, and selection process.
	Expert knowledge of relevant legislation, policy, procedures and guidance in respect of Adult Safeguarding.	Yes	
	Expert knowledge and application of relevant legislation, policy and guidance in respect of mental health, mental capacity and Deprivation of Liberty Safeguards.	Yes	
	- Specialist knowledge of the Mental Capacity Act 2005 with specific reference to DOLs; Mental Health Act 2007. - Experience of developing practice, policy agreements and protocols within a multi-agency environment.		

Attributes	Requirements	Essential	Method of Evaluation/ Testing
	- Significant knowledge and experience of the role and function of assessment care management. - Experience of assessing and managing risk.	Yes	
Knowledge & Experience (continued)	Experience of successful multi-disciplinary/ and or inter agency working.		Interview, application form, and selection process
Skills & Personal Qualities	- Ability to form constructive working relationships with colleagues often within competing demands and restrictive resources. - Ability to communicate clearly and effectively especially whilst taking part or chairing multi-agency meetings. - Ability to demand confidence and credibility at all levels. - Ability to demonstrate the principles of fairness and equity whilst prioritising the needs of the "Adult at Risk" at all times. - Ability to demonstrate sensitivity in emotionally charged situations. - Ability to think clearly, analyse information, identify and plan appropriate actions/decisions or innovative solutions. - Ability to work flexibly and proactively whilst under pressure, adhering to deadlines. - Ability to utilise investigation skills, to work on own initiative as well as part of a team.	Yes Yes Yes Yes Yes	Interview, application form, and selection process.



Attributes	Requirements	Essential	Method of Evaluation/ Testing
	- Ability to write reports and maintain a high standard of evidenced decision making. - Ability to demonstrate competent IT skills. - You will be expected to have a motor vehicle available for use on official journeys. - The ability to greet customers through the medium of Welsh is a requirement for this post.	Yes Yes Yes	