



# Role Profile

Adult Support and Protection Quality Assurance and Development Officer			
Reference No.	A4639	Type	Individual
Service	Health & Social Care Partnership		
Job Family	Professional 3	Grade	FC9

Purpose
<p>The Adult Protection Committee (APC) Quality Assurance and Development Officer will support the implementation of the quality assurance functions of the APC consistent with the Adult Support and Protection (Scotland) Act 2007.</p> <p>Managed by the Co-ordinator who is accountable to the Social Work Service Manager, the APC Chairperson and the APC, the APC Quality Assurance Officer will have responsibility for supporting the development of quality assurance systems in Adult Protection.</p>

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:
<p>Developing and implementing quality assurance systems and self-evaluation processes as directed by the APC.</p> <p>Contribute to the development of a culture of continuous improvement across agencies.</p>
<p>Co-ordinate and support the work of the Self Evaluation &amp; Improvement Working Group of the APC.</p>

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Experience of developing, implementing and reviewing quality assurance systems in related discipline.	✓	
Experience of working with at risk adults		✓

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Support for and involvement in, self-evaluation and auditing activities as directed by the Self Evaluation & Improvement Working Group.	Educated to degree level Professional Qualification, with relevant registration, where pertinent (e.g. NMC, SSSC or other)	✓	
Support the development of inter-agency evaluation mechanisms in adult protection.	Knowledge of adult protection processes	✓	
Contribute to the development of performance indicators and quality assurance mechanisms in an inter-agency context.	Evidence of Continued Professional Development		✓
Assist the development of a comprehensive, efficient and effective approach to management information in relation to statistical analysis and evaluation in adult protection.	High standard of report writing Good interpersonal skills Ability to communicate with a wide range of people in a range of formats and verbally	✓	
Support the development of methodologies for the collation, analysis, interpretation and reporting of data in adult protection; including the analysis of trends of harm to adults.	Ability to provide a regular and effective service	✓	
Monitor inter-agency performance of adult protection activity and report to the Co-ordinator APC and Self Evaluation & Improvement Working Group and its Chairperson.			

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Contribute to the APC Improvement Plan in respect of quality assurance and evaluation in adult protection activity.			
Evaluate and regularly review the training delivered on behalf of the APC and design strategies and mechanisms to measure the impact of APC training and development.			
Ensure that training is fit for purpose and where appropriate contribute to the revision of training based on evaluation analysis.			
Other activities will include contributing to the development and maintenance of the APC: <ul style="list-style-type: none"> <li>• Website</li> <li>• Conferences &amp; Seminars</li> <li>• Public Awareness Campaigns</li> <li>• Other related activity directed by the Adult Protection Committee and Working Groups.</li> </ul>			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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<b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following:			
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<b>Job Title of Specialist tasks</b>			

## Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

**Before confirming appointment:** You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

<b>Additional Information</b> – the following information is available:	<b>Expected Behaviours</b> – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• <b>Howwe</b> work matters</li> </ul>	<ul style="list-style-type: none"> <li>• Take Ownership</li> <li>• Focus on Customers</li> <li>• Work Together</li> <li>• Embrace Technology &amp; Information</li> <li>• Deliver Results</li> </ul>