



# Role Profile

Co-ordinator (Adult Support & Protection Committee)			
Reference No.	SS1498	Type	Individual
Service	Health & Social Care Partnership		
Job Family	Team Manager	Grade	FC10

Purpose
<p>To support the application of the Adult Support and Protection (Scotland) Act 2007 and core functions of the Adult Support and Protection Committee (ASPC).</p> <p>To provide management support and leadership in relation to workers development within the ASP team, maintaining responsibility for budget and ongoing quality assurance of worker and team performance.</p> <p>To be accountable to the ASPC and reporting to the Chairperson, the Co-ordinator will be responsible for maintaining an independent overview of inter-agency adult support and protection activity and will take a lead role in ensuring continuous improvement.</p> <p>To play a key role in the promotion of good practice by assisting in the development and implementation of quality assurance mechanisms and ensuring these contribute to improved outcomes for adults at risk of harm.</p> <p>To Ensure the ASPC is informed of national developments, including changes in legislation, Scottish Government policies, regulations and guidance; research evidence and best practice examples in adult protection. With direct reporting responsibility to the ASPC the Co-ordinator will compile evidence-based reports, which reflect key indicators of performance and standards of practice in adult support and protection.</p>

E = Essential Criteria   D = Desirable Criteria

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<b>Public Information</b> The Co-ordinator will, in conjunction with the ASPC, assist in the design and implementation of any Communications Strategy, which will:	Educated to degree level	✓	
Raise awareness of adult support and protection issues within communities and among adults at risk of harm, particularly information in accessible formats for individuals with communication difficulties	Relevant Professional Qualification in Social Work, Health, Education, Law Enforcement or Legal Practice and registered with the relevant professional body.	✓	
Promote public awareness of the work of agencies in the support and protection of adults at risk of harm. Provide information about what members of the public should do if they have concerns about an adult at risk of harm.	Significant post qualifying experience in working with adults at risk of harm	✓	
<b>Continuous Improvement and Quality Assurance</b> The Co-ordinator will be responsible in conjunction with the ASPC for: Overseeing the implementation and review of inter-agency quality assurance mechanisms including auditing frameworks.	Evidence of Continued Professional Development, in particular, in relation to post graduate qualification in Adult Support and Protection.		✓
Overseeing the application of the Adult Support and Protection (Scotland) Act 2007 across and within agencies.	Experience of active participation in inter-agency support and protection of adults at risk of harm.	✓	
Contributing to an integrated system of inter-agency inspections of adult protection.	Experience of working with and across a range of professions and the ability to work positively with a wide range of partners across statutory and voluntary sectors.	✓	
Reporting key findings and lessons from inspections and self-evaluation activity to the ASPC.	Experience of carrying out work on behalf of Child and Adult Protection Committees.		✓

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<b>Guidance, Policies, Procedures and Protocols</b> The Co-ordinator will be responsible in conjunction with the ASPC for: Overseeing the development, dissemination and review of inter-agency adult support and protection guidance, policies and procedures.	Knowledge of the role and function of Adult Protection Committees.		✓
Ensuring protocols are developed in respect of key issues and review their effectiveness.	Knowledge of what works in improving outcomes for adults at risk of harm.		✓
<b>Management Information</b> The Co-ordinator will be responsible in conjunction with the ASPC for: Gaining an overview of information relating to adults at risk.	Strong written, organisation, and presentation skills.	✓	
Identifying the implications of these for service provision as related to adult support and protection and their influence in future planning.	Ability to self motivate and approach work in a positive and proactive manner.	✓	
Ensuring systems are established to report performance management information to the ASPC.	Computer Literacy.	✓	
Ensuring the analysis of trends in Adult Support and Protection.	Ability for critical analysis and independent thinking.	✓	
Ensuring that these inform inter-agency adult support and protection Strategy, Improvement Plan and Annual Report of ASPC.	Ability to compile comprehensive and evidence-based reports and to present information in a succinct and constructive way.	✓	

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<p><b>Promotion of Good Practice</b></p> <p>It is the Co-ordinator's responsibility in conjunction with the ASPC to promote good practice in adult support and protection across member agencies of the ASPC.</p> <p>Working within Social Work Services, the Co-ordinator will promote the ASPC improvement plan by:</p> <p>Acting as a critical eye in the identification of poor practice and the promotion of good practice across agencies.</p>	<p>Experience in continuous improvement; public engagement; and use of legal framework is required.</p>		✓
<p>Supporting the inter-agency work undertaken by the Fife ASPC.</p>		✓	
<p>Assisting in the implementation of the inter-agency Significant Case Review system.</p>		✓	
<p>Ensuring that lessons learned from Inquiry Reports and Reviews and multi-agency Inspections are integrated into the ASPC Learning and Development Strategy and subsequently incorporated into learning and development opportunities offered by the ASPC.</p>		✓	
<p><b>Learning and Staff Development</b></p> <p>The Co-ordinator will be responsible for promoting Interagency learning and development by:</p> <p>Ensuring the implementation of the ASPC Learning and Development Strategy.</p>		✓	
<p>Overseeing the planning, review and quality of the inter-agency ASPC Learning and Development programme, including the Case Review Strategic</p>		✓	

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Oversight and Working Groups, the Chief Officers of Public Safety group, and other relevant sub groups.			
<b>Communication and Cooperation</b> On behalf of the ASPC, the Co-ordinator will: Promote effective communication and collaboration between agencies and the wider stakeholders group.		✓	
Actively contribute to the identification and resolution of problems and issues between agencies.		✓	
Develop communication systems which support the aims of the inter-agency work undertaken by the ASPC.			
Liaise with other inter-agency bodies specifically the Child Protection Committee and Multi-agency Public Protection Arrangements.			
<b>The Co-ordinator is responsible for networking with other Adult Protection Committees across Scotland, ensuring the sharing of good practice and positive developments in adult protection at a national level.</b>			
<b>Planning and Connections</b> On behalf of the ASPC, the Co-ordinator will: Co-ordinate the development and assist in monitoring the progress of the interagency ASPC Improvement Plan.			
Working with Social Work to ensure adult support and protection priorities are incorporated into Adult Services and Community Plans.			

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Liaise and share best practice with colleagues supporting the Child Protection Committee and Multi Agency Public Protection Arrangements.  <b>Engagement and participation of Adults at risk/Advocacy</b>  The Co-ordinator will support the development of inter-agency systems to involve adults at risk of harm in the development of adult support and protection practice.			
The Co-ordinator will assist in the implementation of a strategy to involve adults at risk of harm in the work of the ASPC.			
The Co-ordinator will link in with service user groups to ensure that their views are taken into account in relation to the work of the ASPC			
<b>Other responsibilities includes:</b>			
The Co-ordinator will provide management and oversight of the ASP Team to ensure all functions identified through the ASPC are supported.			
The Co-ordinator will be accountable to and managed by the Social Work Service, Service Manager, Adult Services.			
The Co-ordinator, with the direction of the Chairperson and Service Manager, will coordinate and support the various Working Groups of the ASPC.			
The Co-ordinator will provide management oversight and guidance to the Quality Assurance Officer and Engagement and Participation Coordinator			
<b>Decisions and Judgements:</b>			

Commented [HK2]: I'd delete this section. I don't know what 1<sup>st</sup> is about (see comment below)  
 I think the 2<sup>nd</sup> point relates to a SW activity and has now been superseded by the role of Service Manager with lead for ASP for that organisation? If it relates to other orgs too then it needs to be better described.  
 The third bullet already appears above

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Working within the parameters of the tasks defined in the job overview and in close liaison with the ASPC, the Co-ordinator will make daily decisions regarding work priorities. The post holder must be able to anticipate and be proactive in planning for change.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

<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 (Specialists Tasks)</b>			

<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>
<b>Before confirming appointment:</b> 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.

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**Additional Information** – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

**Expected Behaviours** – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results

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