Role Profile

Role Profile Part 1			
Role title	Safeguarding Conference Team Coordinator	**Grade/Rank**	Scale 6
Dept/Area	Public Protection Department	**Vetting Level**	Management Vetting
Responsible to	Safeguarding Staff Manager	**Staff line managed**	None
Reviewed by (Line Manager)	Deanne Hutchinson	**Date**	19/11/2019
Purpose of Job	To work within Public Protection to enhance safeguarding and reduce risk to vulnerable victims, adults and children, through research and preparing reports across child protection, domestic abuse and adult protection, working with external agencies and through face to face contact.		
Key Accountabilities	1. To research, prepare and administrate written summaries, reports and chronologies for disclosure to partner agencies and for use by police representatives in a variety of Adult/Child safeguarding related meetings. 2. To research the histories of the parties involved in domestic abuse/child protection/adult at risk and identify the level of risk involved. To make recommendations regarding any risk assessment if appropriate. 3. To research the relevant police systems including RMS, PNC (Police National Computer) and PND (Police National Database) and intelligence concerning parties to vulnerable adults and child safeguarding enquiries and decision making as to what can be shared with external agencies, conforming with Information sharing protocols and GDPR. Maintain RMS records ensuring tasks are sent to appropriate Inspectors highlighting when Government deadlines are due to expire. 4. Attend Multi agency meetings where required, represent the organisation, including, Child Protection, Vulnerable Adults and BBR (Building Better Relationships). 5. To complete face to face contact with vulnerable applicants under Clare's Law and Sarah's Law, complete all research on both applicant and subject, identifying any immediate safeguarding needs and action where appropriate. Process those enquiries to a sufficient level for an initial decision to be made.		

Role Profile

	6. Complete any disclosures face to face with applicant in line with Government lead timelines. Complete any additional safeguarding needs following disclosure, including External safeguarding referrals, PPNs and signposting. 7. To be capable of answering enquiries from Police Staff, Officers and external agencies regarding all areas of Public Protection, including Clare's Law. 8. To liaise with partner agencies and provide/update information relating to children and adults at risk and their families/associates, in line with guidance and policy. 9. Complete BBR (Building Better relationships) process across the Force as per requirements. 10. Advise and encourage external partners to submit intelligence on community partner information forms. 11. To give regular and effective service. Note: This role profile is designed to assist post holders with understanding what is expected of them in their role. Hampshire and Isle of Wight Constabulary may ask them to undertake other duties, as required, which are not necessarily specified on the role profile but which are commensurate with the grade of the post. The role profile itself may be amended from time to time within the scope and general level of responsibility attached to the post.
Additional Requirements	Follow GDPR guidelines and Constabulary policies in relation to accessing and handling personal data. You will be required to undertake vetting to Management Vetting Level. An initial 6 month probationary period will apply on appointment to the role. All role holders will need to undergo and maintain appropriate vetting in order to carry out the full duties of the role. The role holder may be required to visit other locations within Hampshire and the Isle of Wight, and therefore needs to have the ability to travel as necessary. The role will attract a weekend allowance with core hours of 0800-1600 weekly and a 1 in 4 weekend.

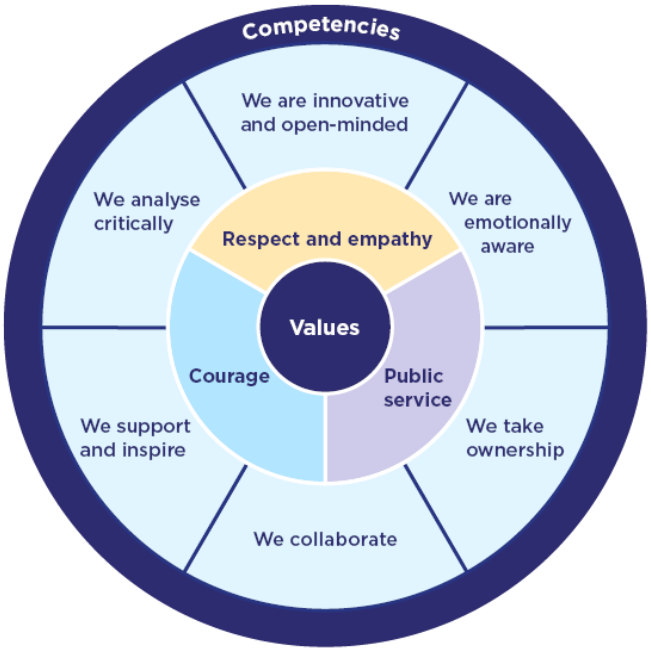
Role Profile

	May be called on to carry out fire warden duties to meet required standards if required. All officers and staff must be aware of risk in relation to their role, please view the appropriate Health & Safety Risk Assessment for the role

Role Profile

Role Profile Part 2			
Education/Qualifications	**Essential:** • Educated to QCF Level 3 OR work experience deemed to have brought the post holder to a comparable level. **Desirable:** • Not stated		
Experience and Skills	**Essential:** • Experience in an agency environment with experience of participating in multi-agency meetings. • Presenting information to meetings. • Report writing and communication skills- e.g. the production of clear, concise and accurate records and reports. • Experience in evidence gathering including that gathered in an interview type setting. • To be computer literate and a competent keyboard user. **Desirable:** • To have an understanding of data protection issues in order to ensure that information is handled and filed correctly. • Experience working in a public protection background.		
Approved by People Services	James Shardlow, Senior HR Advisor	**Date**	10/02/2020

Role Profile

Role Profile Part 3			
Competencies	All roles are expected to know, understand and act within the ethics and values of the Police Service.		
	We are Emotionally Aware	Level 1	
	We Take Ownership	Level N/A	
	We are collaborative	Level 1	
	We Support and Inspire	Level 1	
	We Analyse Critically	Level 1	
	We are Innovative and Open Minded	Level N/A	
Underpinning Values	Courage		
	Respect and Empathy		
	Public Service		
Initial Development Skills for new to role period	All staff are required to complete mandatory e-learning including annual DSE and Fire Safety plus any role-specific training required		
Continuing Professional Development	Courses and Conferences should be attended to benefit professional learning and development.		