

ROLE PROFILE Part1	Role Title	SAFEGUARDING CONFERENCE TEAM COORDINATOR			Dept /LPA	PUBLIC PROTECTION DEPARTMENT
			VETTING LEVEL	MV		
Grade/Rank	Scale 6					
Responsible To	Safeguarding Staff Manager					
Staff Line Managed	None					
Reviewed by (Manager)	11182 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. 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, PPN's 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 postholders with understanding what is expected of them in their role. Hampshire & IOW 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	Maintain personal responsibility for collection, recording, evaluation, information sharing, review, retention and disposal of information in compliance with codes of practice and Guidance in the Management of Information, Information Security Policy, procedures and legislation.					

	You will be required to undertake vetting to Management Vetting Level. To be able to work the designated shift pattern, for which the appropriate weekend enhancement will be paid. The role will attract a weekend allowance with core hours of 0800-1600 weekly and a 1 in 4 weekend. 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 to ensure the requirements of the role are met. 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 Part2 CVF Recruitment Competencies	We are Emotionally Aware Level 1 We are collaborative Level 1 We Deliver, Support and Inspire Level 1 We Analyse Critically Level 1
Education/ Qualifications	Essential: Educated to Educated to QCF Level 3 OR work experience deemed to have brought the postholder to a comparable level. Desirable: n/s
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/keyboard 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 HR	James Shardlow, Senior HR Adviser Date 10/02/20