



JOB TITLE: National Adult Protection Coordinator

REPORTS TO: CEO

SALARY GRADE: Spinal point 43 - £50,296 (FT)

TERM: Fixed term (3 years) subject to Scottish Government funding. Secondments welcome.

HOURS: Full time (35 hours/ week)

LOCATION: Home and/or office based (Glasgow)-travel across Scotland.

About Iriss

Iriss works with people, workers and organisations in social work and social support to help them use knowledge and innovate to make positive change happen. We are a team of 13 staff working across research, evaluation, innovation, service design, digital, web and knowledge sharing and development.

A core part of Iriss' work is delivering learning, development and improvement support to the Adult Support and Protection agenda in Scotland. As a further development to this work the Scottish Government has invited Iriss to host the National Adult Protection Coordinator (NAPC) role on their behalf.

About the role

In October 2019 the Scottish Government published the Adult Support and Protection Improvement Plan to build on existing improvement activity. The plan includes workstreams on assurance, governance, data & information, legislation, policy and guidance, practice improvement and prevention. Working in close collaboration with the Adult Support and Protection Policy Team and the ASP Professional Social Work Advisor, the role leads on the Practice Improvement workstream along with contributing to the wider Plan.

The role focusses on three areas of work:

- Coordination of work across Adult Support and Protection (ASP), working closely with Adult Protection Committees, ASP leads and other relevant partners such as NHS, Police Scotland and Social Work Scotland.
- Providing advice and guidance on ASP matters to a range of relevant partners.
- Supporting learning development and improvement in ASP practice across Scotland.

Who we are looking for

We are looking for an experienced, flexible person with the **following qualities**:

- **Leading in context** - you are a skilled leader across situations where you have, and do not have, positional authority and enjoy bringing together different agencies and professions to work towards a common goal.
- **Solutions and Change**: You are confident in understanding, leading and responding effectively to change using a problem-solving mindset to generate ideas and solutions.
- **Diplomacy and customer focus**: You are focused on supporting ASP partners to make the best decisions possible and ensure they have a good experience of working with Iriss.
- **Learning and Development**: You should be able to learn new skills, software and approaches independently with minimum supervision.

You will have **skills and experience** in:

- Significant experience in ASP and adult social work/community care service delivery.
- Currently working at a senior level e.g., an Adult Protection Lead Officer, Social Work Team Leader or senior social worker, Lead Nurse or comparable level in a relevant agency (e.g., Police Scotland).
- Working across and between agencies to develop shared purpose and objectives and handle competing priorities effectively.
- Writing and speaking clearly and effectively.
- Giving engaging and relevant presentations tailored to your audience.
- Gathering, analysing, and synthesising information, knowledge, data and evidence.
- Producing clear and actionable verbal and written reports for the purposes of research, practice improvement and policy development.

You will have **knowledge of**:

- Adult Support and Protection
- Adult social work/community care
- Leading in a complex multi-organisational environments
- Scottish Government and Local Government processes and culture.

A typical week in the role

In a typical week in the role, you might be doing the following:

- Providing advice by phone to an ASP Lead on a complex matter.
- Contributing at a national level on a range of topics including training initiatives such as the NES Public Protection Training and the National Trauma Training Steering Group.
- Participating in a workshop with Scottish Government colleagues on the development of a new policy aspect in ASP.

- Giving an in-person presentation to Chief Social Work Officers on current issues in ASP and recommendations for change.
- Contributing to an induction for new ASP Convenors, ensuring they are clear on, and supported with their new role.
- Working with the Iriss Communications Manager, writing an engaging newsletter for ASP stakeholders.

Main tasks

Providing Advice and Guidance

- Provide bespoke advice and guidance on ASP matters to APC Convenors, ASP Lead Officers, and those with Lead/Senior Management responsibility from across ASP partners.
- Represent the ASP community and/or Scottish Government policy team at national events and meetings.
- Work with key partner organisations, such as the Office of the Public Guardian (OPG) and the wider ASP community to facilitate effective practice and appropriate support and protection of adults at risk of harm.
- Contribute to the drafting of national guidance and legislative changes e.g., Covid-19, Section 10 and inter area case transfers.
- Engage with a wide range of public, private and voluntary sector organisations that may come across ASP situations to provide training and advice on current ASP issues and practice. These organisations range from regulators (The Care Inspectorate, Disclosure Scotland) improvement and other intermediaries (e.g. HIS,) public sector organisations (e.g. Job Centres) and funders (e.g. ILF)
- Work with national groups and forums to drive practice improvement. These groups and forums include: The National Strategic Forum, Police Scotland Strategic Group, Social Work Scotland ASP Network, and NHS Leads Forum.
- Work with Adult Protection Committee Convenors and ASP Leads in developing and identifying approaches to reduce duplication and increase coherence in ASP practice across Scotland.
- Develop and share best practice nationally and promote joint working between Adult Protection Committees.
- Work with Scottish Government colleagues on the development and implementation of ASP policy initiatives and guidance.

Supporting learning, development and improvement

- Support induction of new ASP Convenors and Lead Officers.
- Support the identification of training needs.
- Develop and deliver training for a wide range of practitioners on current practice issues; identify and share best practice.
- Support the maintenance of the NAPC website including identifying relevant materials, news items and resources. (Please note this means developing content, Iriss staff will maintain the site itself.)
- Gather information both formally and informally and use this to provide written reports and face-to-face presentations - setting out both analysis and recommendations for future actions.

- Contribute ASP training and development ideas and resources to national groups, such as National Trauma Training Framework, NES Education Resource.
- Develop and deliver on specific thematic pieces of work
- Contribute to research development

Learning and reporting

- Working with the Iriss evaluation lead (Robert) develop a workable evaluation plan for the NAPC work.
- Provide quarterly reports to the Scottish Government on activities, outcomes, and progress.

Being part of Iriss

- Participate in monthly in- person all team sessions and online team meetings as relevant.
- Working with the Iriss ASP lead (Andreea) to ensure that the core Iriss ASP programme integrates with and complements the NAPC role where appropriate.
- Participate in learning activities within Iriss.
- Participate in regular support meetings with your line manager, including proactively identifying areas for training, development, and support.
- Contribute to quarterly and annual funder and other reporting activities.
- Attend external meetings as relevant, acting as an ambassador for Iriss.