


SUMMARY OF MAIN DUTIES	Local Referral Unit Manager Band D	
RESPONSIBLE TO Detective Inspector		
RESPONSIBLE FOR Safeguarding Officer and Local Referral Unit clerks.		
SPECIFIC CONDITIONS OF SERVICE		
Computer literate with experience of Microsoft applications – Experience of managing in Multi Agency and Safeguarding Environment, Data input and retrieval skills essential. Working knowledge of data protection issues. Supervisor experience.		
SUMMARY OF MAIN DUTIES <ul style="list-style-type: none"> • Risk assess and manage safeguarding referrals for adults and children prioritising progress and actions. • Assume day to day management of staff within the unit. • Responsibility for Strategy meetings and Child Protection Conferences (CPCs). • Represent SYP at Multi agency meetings in respect of Child and Adult Safeguarding ensuring that Police attendance is optimised, prioritising attendance as necessary. • Share information with partner agencies in line with the legislative framework. • Manage any decisions, on behalf of SYP, about the need for a child protection plan and /or adult risk management plan in the best's interests of the vulnerable person. • Ensure force Safeguarding policies are maintained in accordance with legislative change. • Maintain a high level of personal knowledge of current legislation and working knowledge of external agencies policies and procedures and provide professional advice where necessary. • Challenge the views of other professionals inside and outside the organisation that are clearly inconsistent with SYP values and/or contrary to the persons best interests and/or the interests of justice. • Manage any issues where there remains concern for the safety of an adult/child. • Oversee meeting minutes and quality assure actions arising from them. • Ensure appropriate crime recording and updating of records. 		