

Job Description

Job Title: Safeguarding Officer

Directorate of Library and Student Services

Grade: F

Role profile: SSF1

Part Time (18.5 hours per week)

Contract: 6-month fixed-term contract (FTC)

	Duties of the role
Overall purpose of the role	To take a leading role in DMU's approach to Safeguarding, in particular to ensure that DMU complies with Ofsted and OFS expectations. To ensure welfare related information pertinent to this role is kept up to date, and contributes to ensuring that high quality service provision is provided, and can be clearly articulated by staff, students and employers in line with Ofsted's triangulation requirements. To work as a member of a matrix team responding to urgent and serious student cases, and undertake individual casework as required. To contribute to the development of policies and working practices in the delivery of Student Welfare services.
Main duties and responsibilities	Understand regulatory body expectations in relation to Safeguarding, serious student issues, and student welfare, and play a leading role in ensuring DMU is in a position to meet Ofsted triangulation requirements. To take a leading role in Student Welfare casework in relation to Safeguarding, urgent and serious cases, including Students at risk, sexual and domestic violence, harassment and have a good understanding of Prevent. Provide advice and guidance to academics, students, and employers both proactively and responsively, which ensures a good shared understanding of DMU's support systems. Act as a source of advice to staff who need to embed Safeguarding in the curriculum In conjunction with relevant colleagues, e.g., the Student Welfare Training & Development Officer, develop maintain and deliver appropriate training materials. Working with other Student Welfare colleagues simplify referral mechanisms and simplify coordination of cases Ensure appropriate follow up and monitoring of outcomes is undertaken, and seek to improve these mechanisms. Provide advice to staff on what constitutes, what Ofsted refer to as 'near misses' in supporting students, which falls short of Student Welfare, Security or disciplinary involvement. Liaise with relevant internal and external individuals, for example Security, Social Services, the police and other relevant external agencies, to develop referral networks having particular regard for confidentiality

	Duties of the role
	Provide support for the operation and administration of student resources/facilities, ensuring they are managed and allocated in accordance with university procedures and set criteria Contribute to the skills development of relevant staff to enable the provision of high quality and inclusive services. Supervise staff as appropriate including line management of student advisers. Maintain the boundaries of the role by adhering to defined responsibilities and protocols. Establish and uphold clear escalation routes through the appropriate Service Manager and Operational Lead for Safeguarding to address and resolve complex issues promptly and appropriately. Support the Welfare Policy and Project Manager with the strategic development of welfare projects as required. Contribute to the development and implementation of strategies and policies to ensure the delivery of Safeguarding and Student Welfare support are appropriate. The role may require operational management of The Mandala Project and No Space for Hate including line management duties for adviser staff within these teams. Perform any other duties commensurate with the job grade as reasonably required from time to time. Be willing to work outside of core hours including evenings and weekends on an occasional basis. Treat all DMU staff, students, contractors and visitors with dignity and respect. Provide a service that complies with the Equality Act 2010, eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations with particular attention to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation. All members of staff are responsible for their contribution to improved environmental performance and in reducing greenhouse gas emissions at DMU. It is therefore required that all members of staff are aware of how the Environmental Policy relates to their own role at the University. Staff conduct must reflect the values inherent in the Environmental Policy and where required staff must cooperate with environmental compliance and conformance requirements to help minimise our emissions to air, water and land.

Person Specification

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Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
Qualifications & Training	Degree or equivalent preferably in a field of relevance to student welfare, such as social sciences	Essential		√			√
	Professional qualification in a related area such as Social Work, or Teaching		Desirable	√			√
	Training in Safeguarding, especially training related to Ofsted requirements	Essential		√			√
Previous Work Experience	Experience of working on Safeguarding related issues in an education setting for example as a Designated Safeguarding Lead.	Essential		√	√		
	Experience of managing risk for a large organisation in relation to highly sensitive issues.		Desirable	√			
	Experience of working with a range of issues affecting adults at risk and children.	Essential		√	√		
	Experience of work in relation to Prevent, preferably within an education setting.	Essential		√			
Specific Knowledge/Skills /Abilities/ Motivation/ Attitude Required	Able to take a lead role in ensuring DMU is in a good position to meet Ofsted and OfS expectations in relation Safeguarding and related issues.	Essential		√	√	√	
	Skilled in undertaking relevant casework, and collaborating appropriately with colleagues and outside agencies to achieve the best possible outcomes.	Essential		√	√		

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
	Ability to provide advice, guidance and information resources aimed at wide a variety of audiences including Student Welfare staff, academics, student and employers.	Essential		√	√		
	Understand the role of, and form working relationships with statutory safeguarding agencies, including Social Services and the police.		Desirable	√			
	Skilled in working in partnership with others, and able to contribute proactively towards meeting Ofsted triangulation requirements.	Essential		√	√	√	
	Good understanding and ability to keep abreast of developments in relevant legislation and guidance.	Essential		√			
	Ability to work collaboratively with key colleagues such as the Student Welfare Training and Development Officer to embed understanding and practice in relation to Safeguarding principles across DMU, and with partners e.g. employers	Essential		√	√	√	
	Able to respond appropriately to a range of issues such as radicalisation, mental health, domestic violence, forced marriage, and honour-based violence.	Essential		√	√	√	
	Proven ability to provide effective line management and operational service management cover as required	Essential		√	√	√	
	Good understanding of GDPR as it applies to a Higher Education provider.		Desirable	√	√		
Additional Requirements	This role is subject to a DBS check, the level of DBS check will be determined at offer stage.	Essential					√
	Willing to work out of hours including evenings and weekends on an occasional basis.	Essential		√			
	Willing to take on other roles and responsibilities commensurate with the grade level	Essential		√			

***A = Application Form; I = Interview; T = Test; D = Documentary Evidence**