Job Description – Senior Manager, Safeguarding Policy and Process

About the role

This role is based in Academic Services. You will be part of the Strategy and Quality Development team and will be a subject matter expert for safeguarding policies and processes. You will work with colleagues across the University providing advice and guidance on a broad range of complex topics.

Key responsibilities

- Support the Head of Strategy & Quality Development by developing and implementing internal and external policy changes
- Drive the continuous improvement of existing safeguarding practice, policies and procedures in Student Support
- Operate as a policy and process Subject Matter Expert (SME) for the department and respond to complex queries on safeguarding policy and process.
- Handle complex safeguarding cases and follow through cases to completion.
- Proactively promote and raise safeguarding awareness by developing and delivering training and communication resources to educate colleagues across the University on issues relating to safeguarding.
- Build rapport and develop relationships with a wide range of internal stakeholders and external support agencies.
- Keep abreast of current safeguarding issues, legislation, statutory guidance and best practice

Education, skills and experience

- A degree or equivalent qualification.
- Experience in implementing effective safeguarding practices ideally but not necessarily in a Higher Education setting and up to date knowledge of safeguarding best practice, research and legislation
- Able to develop and deliver training to meet regulatory and institution policy requirements
- Safeguarding case management experience and sound understanding of the roles and responsibilities of statutory authorities
- High level of integrity with the ability to deal with sensitive and confidential matters
- Excellent interpersonal and relationship management skills
- Strong team player, who can work successfully with people at all levels of the institution.
• Staff management experience to include coaching and developing staff

All staff are expected to:

• comply with the University’s Health and Safety and Equal Opportunities policies in the performance of your duties.

• take reasonable care of the health and safety of yourself and that of any other person who may be affected by your acts or omissions at work.

• co-operate with The Open University in ensuring as far as is necessary, that Statutory Requirements, Codes of Practice, University Policies and Departmental Health and Safety arrangements are complied with.

• demonstrate a strong commitment to the principles and practice of equality and diversity.