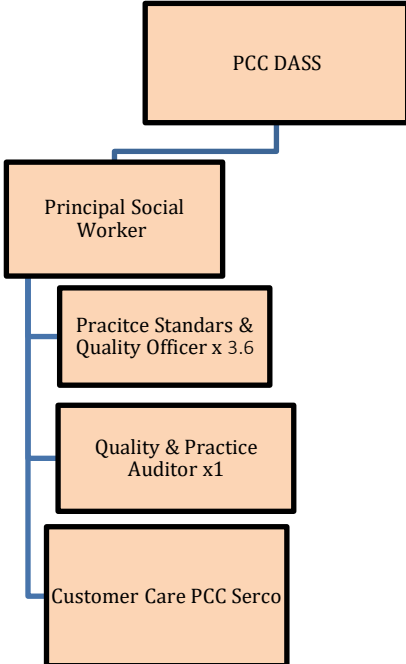


Job Description

Department:	Adult Services
Division/Section:	Principal Social Care
Job Title:	Senior Social Worker Practice Standards and Quality Team
Post No:	
Grade:	11
Reports to:	Adults Principal Social Worker
Organisation Chart: Show immediate manager and any jobs reporting to this post.	 <pre> graph TD PCC_DASS[PCC DASS] --> PSW[Principal Social Worker] PSW --> PSO[Practice Standards & Quality Officer x 3.6] PSW --> QPA[Quality & Practice Auditor x1] PSW --> CCS[Customer Care PCC Serco] </pre>
DBS Check applicable?	Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced x None <input type="checkbox"/>
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? Yes <input type="checkbox"/> No <input type="checkbox"/>
Line Management responsibility for:	No. of direct reports: 0 No. of indirect reports: 0
Size of budget:	- state whether <i>accountable</i> for (i.e. budget holder)

	or <i>accounting</i> for (e.g. monitoring)
Job Purpose:	The Peterborough City Council Quality and Practice Team has responsibility for key aspects of policy, service quality, improvement, and the transformation of adult social care, which will drive changes to policy and practice and to the requirements and expectations that will impact on service delivery and quality improvement in the future.

Main Duties and Responsibilities:

- Support the effective use and development of quality assurance systems and monitoring methods that enable the continuous improvement of assessment and service provision for adults with disabilities, (including older people, people with learning disabilities, people with physical disabilities and sensory needs and people with mental health needs) and informal carers.
- Undertake and complete the monitoring of operational practice as directed within agreed timescales, using quality assurance systems, in order to provide management information and prepare reports and presentations to disseminate the learning from monitoring activity.
- Provide advice and support to management and operational teams on matters relating to quality assurance systems and monitoring arrangements.
- Deliver presentations and provide facilitation at workshops with key stakeholders, to support the continuous engagement and improvement of adult social care practice.
- Design practice based learning materials, including Practitioner Factsheets, as directed in line with service priorities and business plans.
- Design practice based learning materials, including Practitioner Factsheets, as directed in line with service priorities and business plans.
- Positively support the implementation of change programmes that aim to achieve services capable of adapting to and supporting the changing needs of service users.
- Where appropriate, necessary and in mutual agreement with the Team Manager, undertake the line management and supervision of others within the team.

<p>Generic Responsibilities:</p>	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health & Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>
<p>Flexibility Clause:</p>	<p>Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.</p>
<p>Variation Clause:</p>	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>

DATE:4/01/2023

**COMPLETED BY:
Fran Marshall**

Version: 1	Date Issued: February 2017	Review Date: February 2019
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Person Specification

**JOB TITLE: Senior
 Social Worker
 Practice
 Standards and
 Quality Team**

POST NO:

GRADE: 11

DEPARTMENT:

HOURS 37

**DIVISION: Adult
 Services**

DIRECTOR:

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	In-depth knowledge of all applicable legislation, government policies and guidance for delivering adult social care services for safeguarding adults at risk and their carers; understanding the factors which lead to positive outcomes for people.	The use of quality monitoring processes, professional standards and audit to establish a culture of continuous improvement as part of a reflective approach to practice, raising practice standards (including professional regulation requirements) and quality of safeguarding and improving outcomes for adults at risk and their carers
SKILLS & ABILITIES	<ul style="list-style-type: none"> ● Ability to collate, analyse, write, and present complex reports and information about performance and quality of practice to diverse audiences and deliver the same information verbally in a confident manner. ● Ability to demonstrate interpersonal skills in groups, teams and one to one situations. ● Ability to collaborate with other agencies and multi- disciplinary/functional teams. ● Ability to create accessible ways of working that effectively engage and involve service users and informal carers. ● Ability to challenge others in a constructive manner. 	

	<ul style="list-style-type: none"> • Ability to prioritise issues and to make informed decisions that if challenged can be substantiated. • Ability to exercise sensitivity and clear judgement over organisational practice, service user and carer issues to arrive at a balanced view. • Ability to use the Microsoft Office suite of applications including PowerPoint, Publisher and Excel. 	
EXPERIENCE	<ul style="list-style-type: none"> • Post ASYE operational experience of working with adults with care and support needs and their carers. • The development and delivery of presentations to diverse audiences. • The development and implementation of accessible materials for learning, coaching and mentoring purposes. • The creation of accessible ways of working that effectively engage and involve service users and informal carers. 	<ul style="list-style-type: none"> • Settling standards and undertaking monitoring of quality. • Participation in quality assurance initiatives and improvement programmes. • Data collection and manipulation; including the development of data monitoring tools including graph and table production.
QUALIFICATIONS	Professional Qualification in Social Work or related profession Current HCPC Registration Completed ASYE where applicable	A recognised Quality Assurance qualification
PERSONAL CIRCUMSTANCES		
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A & I) In-depth knowledge and commitment to issues of equality, diversity, and anti-discriminatory practice	
CUSTOMER CARE	Knowledge and understanding of effective customer care (A & I)	

[At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (AI) Application / Interview, (P) Presentation, (W) Written Test.]

Version: 1	Date Issued: February 2017	Review Date: February 2019
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