

Job Description

Department:	Adult Services
Division/Section:	Adults and Safeguarding
Job Title:	Senior Social Worker
Post No:	
Grade:	12
Reports to:	Team Manager
Organisation Chart: Show immediate manager and any jobs reporting to this post.	<pre> graph TD TM[Team Manager] --- SSW[Senior Social Worker] SSW --- SW[Social Worker] SW --- CSW[Care Support Worker] </pre>
Does the post involve working in regulated or controlled activity with children or vulnerable adults? CRB Check applicable?	Regulated <input type="checkbox"/> Controlled <input type="checkbox"/> Neither <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input checked="" type="checkbox"/> 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: 4 No. of indirect reports: 0
Size of budget:	Accountable for scrutinising spend up to a limited budget level.
Job Purpose:	<ol style="list-style-type: none"> To be an expert social care practitioner for vulnerable adults, including unpaid carers, providing advice, support and leadership for social care staff. To support staff to work within the legislative and Procedural framework of Peterborough City Council’s Multi Agency Safeguarding Procedures. To deputise for the Team Manager.

4 To undertake tasks delegated by the Team Manager that are about supporting the development and the delivery of Adult Social Care priorities.

5. To lead Adult Social Care within a Performance Management Framework that supports the delivery of Peterborough's plans and work programmes.

Main Duties and Responsibilities:

1. To support staff to work collaboratively to work in a person-centred way to ensure outcomes that maintain independence
2. To assist the Team Manager in the allocation of casework in accordance with statutory/regulatory and operational standards, policy and procedures for the service.
3. **To deputise for the Team Manager.**
4. To review service delivery in relation to assessment and care management, including within the adult safeguarding and NHS continuing healthcare frameworks and make recommendations for service improvement and quality and practice standards.
5. To manage the supervision, in line with Our Conversation process, personal development and career progression of individual team members including capability and disciplinary matters in accordance with PCC policies and procedures.
6. To engage in regular supervision in line with Our Conversation process with the Team Manager.
7. To be responsible for staff compliance with Legislation, National Regulations, Standards and guidance and PCC policies and procedures.
8. To represent Peterborough City Council in multi-agency networks and meetings, working jointly with partners in assessing, planning and implementing integrated care to promote independence and choice, and secure the appropriate funding stream for individuals.
9. Maintain accurate and up to date records safely and confidentially in accordance with the Authority's policies and procedures.
10. To be responsible for the collection of performance management information and to manage this information effectively to achieve the Departments objectives, and targets for improvement.
11. To be responsible for effectively communicating strategic decisions to staff through team meetings and supervision.
12. To be responsible for identifying, assessing and balancing risk to those accessing the service, employees and the organisation.
13. To take a professional lead on adult safeguarding enquiries and provide expert knowledge of safeguarding processes, policy and case law.
14. To provide more specialist social work practice skills and knowledge of Adult Services user group and to make independent decisions.
15. Case manage and undertake proportionate assessment and effective risk management of complex situations, understanding when to take positive risks as appropriate.
16. To ensure staff they are responsible for fulfilling the requirements of registration with the SWE in respect of conduct, professional development and recording CPD.
17. Develop effective partnership working with colleagues in related teams/ agencies at a strategic level to achieve positive outcomes for those accessing the service, including unpaid carer.

18. To provide induction and regular line management and practice supervision to direct reports, ensuring relevant training needs are met. Lead on the management of employee relations matters day to day and at the informal stage, ensuring these are addressed in a timely and appropriate manner, seeking advice as appropriate
19. To carry out all duties in accordance with the Council's Equal Opportunities Policy and other policies designed to protect employees and service users from harassment. It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards employees or service users. The post holder should counteract such practice or behaviour by challenging or reporting it.
20. To take a key role in promoting and developing service user empowerment and recognise diversity and anti-discriminatory practice in all professional practice in the team.
21. To comply with all Health & Safety at work requirements as laid down by the employer.

Generic Responsibilities:	<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>
Flexibility Clause:	<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>
Variation Clause:	<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:	06 November 2023	COMPLETED BY:	Philippa Avey-Walters
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Person Specification

JOB TITLE:	Senior Social Worker	POST NO:	
GRADE:		DEPARTMENT:	Adult Services
HOURS	37		
DIVISION:	Adult Social Care	DIRECTOR:	Stephen Taylor
DATE:	06 November 2023	COMPLETED BY:	Philippa Avey-Walters

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> • In depth knowledge of the Adult Social Care operational policies, procedures and legislation. • Proven knowledge, experience and understanding of needs of vulnerable adults including environmental factors and risk and protective factors • Knowledge of complaints and advocacy legislation and guidance. • In depth theoretical and operational knowledge and understanding of the current legislative framework and procedural guidance relating to the work of Adult Social Care, including the adult safeguarding and NHS continuing healthcare frameworks. • In depth knowledge and understanding of best practice and national developments and understanding of current relevant research. • Knowledge of performance management frameworks and management of information. • Ability to contribute to auditing of practice and corporate objectives. 	<ul style="list-style-type: none"> • Supervisory experience.
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Ability to communicate skilfully and effectively verbally and in writing, to a range of audiences and including adults aged 18 and above with a range of disabilities, carers, staff and professional colleagues and Cabinet members. • Ability to plan and prioritise the allocation of work to staff appropriate to their level of 	<ul style="list-style-type: none"> • Familiarity with electronic business support processes for records, calendar management, word processing etc.

	<p>experience and which effectively responds to service users, and is compliant with policy and procedure.</p> <ul style="list-style-type: none"> • Ability to ensure operational delivery of high standard of adult social care work within the service area, including a person centred, strengths based approach • A demonstrable ability to analyse information to determine and plan interventions and decide and direct a course of action with staff with case responsibility for service users. • Ability to transfer knowledge and skills to staff and colleagues through supervision, coaching, mentoring and co-working. • Some previous project/ supervisory experience. • Ability to disseminate information and facilitate consultation between staff and senior managers. • Knowledge of risk management processes and the ability to assess and manage risk professionally (Adult) and organisationally (risk to staff/resources). • Ability to prioritise tasks, manage own workload, be accountable for case work and operate in a faced paced, changing environment. 	
EXPERIENCE	<ul style="list-style-type: none"> • To demonstrate significant experience of adult social care at an operational level. Including identifying and assessing need, formulating and implementing effective Social Work interventions. • Experience of meeting challenges intrinsic to ensuring effective interagency working and being part of a multiagency team. • Prior experience of coaching/ mentoring/ co-working/ supervision/ practice teaching. • Experience of using information management systems to produce good quality data in a variety of formats. 	
QUALIFICATIONS	<ul style="list-style-type: none"> • Degree in Social Work or equivalent. • Registration with appropriate professional body. 	<ul style="list-style-type: none"> • Consolidation award • Approved Mental Health Practitioner (AMPH) • Best Interests Assessor

	<ul style="list-style-type: none"> Actively undertake a specialist role e.g. Practice Educator or AMHP or agreement to undertake within the first year. 	<ul style="list-style-type: none"> Practice Educator
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> Ability to travel between locations. 	
EQUALITY	<ul style="list-style-type: none"> Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. Ability to actively support and promote Equality, Diversity and Inclusion, both in practice and within the organisation 	
CUSTOMER CARE	<ul style="list-style-type: none"> Knowledge and understanding of effective customer care 	