

Job Description

Department: Adult Social Care

Division/Section: Safeguarding Adults

Job Title: Best Interests
Assessor

Post No:

Grade: 12

Report to: Team Manager DOLS

**Organisation
Chart:**

Show immediate
manager and any
jobs reporting to
this post.

Head of Assessment and Care Management

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Team Manager DOLS

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Best Interests Assessor

Does this post
involve working in
Regulated or
controlled activity
with children or
vulnerable Adults?
CRB Check
Applicable?

A standard CRB check will only be required in cases where this post is to be based in any of the Community Resource Services Teams i.e at sites where there is daily face to face Service User contact and the issue of monetary transactions.

Regulated ☐ Controlled ☐ Neither ☒

Standard ☐ Enhanced ☒ None ☐

Is the post exempt under the Rehabilitation of Offenders Act 1974 in respect declaration of spent convictions?

☐ NO

**Line Management
Responsibility for:**

None, although the role would be required to support newly qualified BIA staff.

Job Purpose:

enquiries

As a member of the DOLS Team, within and as part of the function of Assessment and Care Management, to offer advice; guidance and support to

regarding Best Interest Assessment, to ensure that practice reflects current case law pertinent to the relevant legislation; to represent the authority, where necessary, at the Court of Protection; to undertake assessments in appropriate places and identify, challenge and, where possible, redress discrimination and inequality in all its forms; to respect individuals' qualities, abilities and diverse backgrounds, promote the rights, dignity and self-determination of individuals who might be deprived of their liberty and to act as signatory to authorise Deprivation of Liberty Safeguards.

Main Duties and Responsibilities:

To establish if a person is being deprived of their liberty, in the person's best interests, necessary to prevent harm to themselves and a proportionate response to the likelihood of the relevant person suffering harm and the seriousness of that harm.

To ensure that all the Deprivation of Liberty Safeguards (DoLS) assessments are completed appropriately within given timescales and to a high standard; that the relevant paperwork has been completed and that the legislative requirements are met.

To ensure that the Local Authority is operating a DoLS service which incorporates a high-quality Best Interest Assessment function across Health and Social Care and within the legislative requirements placed upon the authority.

To work with other BIAS and the Adult Social Care Teams to promote DOLS across Health and Social Care and with providers.

To ensure that the changing nature of DOLS created through case law is cascaded through and embedded in practice, policy and process.

To ensure appropriate and timely reporting on BIA Assessments for both internal and external purposes

To carry out assessments and reviews under the Deprivation of Liberty Safeguards 2007 (Amendment to Mental Capacity Act 2005).

To hold the required qualification and the necessary skills to obtain, evaluate and analyse complex evidence and differing views and to weigh them appropriately in decision-making.

To understand and hold respect for individuals' qualities, abilities and diverse backgrounds. To be able to act independently, and to establish effective relationships with service users, people lacking capacity, their carers and representatives.

To be able to make suitable and lawfully compliant recommendations and conditions, if applicable, for the authorisation to the relevant Supervisory Body to promote the least restrictive practice and maximise peoples' independence and rights to liberty.

To act in the capacity of DoLS Signatory to authorise Deprivation of Liberty Safeguards.

To deliver a high quality effective operational service to vulnerable people and develop and support quality audit mechanisms to improve the process and service.

Knowledge, ability to apply and accountability:

Knowledge of Deprivation of Liberty Safeguards 2007, Amended Mental Capacity Act 2005, Mental Health Act 1983 (amended 2007), Human Rights Act 1998, Care Standards Act 2000, Care Act 2014, national and local policy guidance and ability to apply Deprivation of Liberty Safeguards procedures to a BIA assessment role.

Ability to take accountability of decisions and judgements made in the Best Interests Assessor role.

Ability to keep appropriate records and to provide clear and reasoned reports in accordance with legal requirements and good practice.

Obtain, evaluate and analyse complex evidence and differing views and to weigh them appropriately in decision making.

Understanding the implications for people who lack mental capacity who access support and the impact on families, carers and representatives.

Work with people who lack mental capacity, their families and carers, representatives and other professionals including Independent Mental Capacity Advocates (IMCA) and staff from Managing Authorities.

Consult, liaise and negotiate with those involved in a Best Interests Assessment, including all significant parties: family, friends, those involved in the person's care, IMCA, Advocate, Representative, Attorney or Deputy, Managing Authority.

Assert a best interests perspective and make properly informed independent decisions.

Present cases at legal hearings and exercise the appropriate use of independence, authority and autonomy and use it to inform practice, together with consultation and in acceptance of supervision.

Where possible, be able to recommend someone to be appointed as the Relevant Person's Representative and be able to identify whether there is anybody suitable to take on this role.

When required, to aid delivery of the safeguarding service through completion of additional tasks, that may be set out by the DOLS Team Manager, such as applying due diligence in necessary reporting of safeguarding concerns and possible attendance at follow up meetings (Best Interests Meetings/Adult at Risk Meetings), if so required or where procedural compliance may exist.

To be able to be part of a team, to work within a performance management framework, contributing positively and effectively to meetings and teamwork, with respect for colleagues, managers, partners and the public.

To provide some training/learning support to staff/colleagues, other agencies and providers in relation to the Mental Capacity Act/Deprivation of Liberty Safeguards.

To offer guidance and support to more junior team members, including any professional supervision as appropriate and in accordance with policy, when requested by the DOLS Team Manager.

Working allocated hours in a flexible way (occasionally out of hours if necessary).

To be committed to continuous workplace learning, which may include undertaking formal training, as part of both individual and organisational development.

The above is not an exhaustive list of duties, and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

Safeguarding:

Peterborough City Council (PCC) is committed to safeguarding and promoting the welfare of children and adults at risk and expects all employees and volunteers to share this commitment.

Pre-Employment Checks appropriate to this Job Profile

PCC is committed to ensuring all recruitment is undertaken fairly, effectively, safely and in accordance with legislation.

Generic Responsibilities:

To carry out all responsibilities about the Council's Equalities Policy and Procedures and Customer Care Policy.

To comply with all Health & Safety at work requirements as laid down by the employer.

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.

Flexibility Clause:

Other duties and responsibilities expressed 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 Organisations other sections or departments.

Variation Clause:

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 post holder.

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.

DATE: 5th February 2025 **UPDATED BY:** Everton Osbourne

Person Specification

JOB TITLE: Best Interest Assessor (SSW)

POST NO:

GRADE: 12

DEPARTMENT: Adults & Safeguarding

HOURS: 37 hours per week

DIVISION: Adults & Safeguarding

DIRECTOR: Stephen Taylor

DATE: 5th February 2025

UPDATED BY: Everton Osbourne

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<p>Knowledge of Deprivation of Liberty Safeguards 2007, Amended Mental Capacity Act 2005, Mental Health Act 1983 (amended 2007), Human Rights Act 1998, Care Standards Act 2000, Care Act 2014 and national and local policy guidance and ability to apply Deprivation of Liberty.</p> <p>Safeguards procedures to a BIA assessment role.</p> <p>An in-depth understanding of the DOLS process.</p> <p>An understanding of the purpose of supervision.</p>	

SKILLS & ABILITIES	<p>A strong commitment to improving service delivery to meet the needs of people who access support services.</p> <p>Genuine commitment to equal opportunities and anti-discriminatory practice.</p> <p>Willingness and ability to work as part of a team with a commitment to sharing and working alongside staff in other organisations.</p> <p>A desire to work collaboratively with other agencies and groups in enhancing service delivery.</p> <p>Ability to work in complex situations and make autonomous decisions.</p> <p>Familiarity with and understanding of computerised information systems.</p>	
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	<p>Ability to communicate clearly both verbally and in writing.</p> <p>Ability to emphasise with people with support needs and promote those needs in relation to independence, wellbeing and choice.</p> <p>Proven ability to meet timescales and deadlines for own workload.</p> <p>Assessment and recording skills.</p> <p>Make decisions that are mutually beneficial to the customer and the authority.</p> <p>Use customer feedback to understand "what good looks like" to improve service delivery & measure performance.</p> <p>Creates an environment that promotes development, openness and innovation.</p> <p>Creates a culture through positive personal behaviours that promote inclusion and teamwork.</p> <p>Demonstrates an understanding of the political environment and ability to make appropriate decisions and take appropriate action.</p> <p>Able to communicate openly, fairly and succinctly with others to improve levels of understanding and engagement.</p> <p>Continually seeks new ways to introduce best practice to reduce duplication, bureaucracy and waste.</p> <p>Develops and implements new ways of working to stretch performance, improve efficiency and deliver value for money.</p> <p>Empowers others to innovate and challenge current practices.</p> <p>Takes ownership for the implementation of corporate initiatives to help deliver change and continuous improvement.</p>	
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EXPERIENCE	<p>Experienced in undertaking Best Interests Assessments gained over at least two years.</p> <p>Experience of working under pressure and being able to prioritise workload demands.</p>	
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	Familiarity with and understanding of computerised information systems.	Experience of using Mosaic.
QUALIFICATIONS	<p>To be qualified to practice as a Best Interest Assessor.</p> <p>To be registered with Social Work England (SWE)</p> <p>To hold evidence of post qualifying training relevant to the post.</p> <p>And one of the following:</p> <p>To be a Qualified Social Worker</p> <p>Or</p> <p>A First Level Nurse, registered in Sub-Part 1 of the Nurses' Part of the Register, maintained under article 5 of the nursing and midwifery Order 2001, with recordable qualification in Mental Health nursing.</p> <p>Or</p> <p>A First Level Nurse, registered in Sub-Part 1 of the register maintained under article 5 of the Nursing and Midwifery Order 2001, their field of practice being Learning Disabilities nursing.</p> <p>Or</p> <p>An Occupational Therapist registered in Part 6 of the register maintained under article 5 of the health Professions Order 2001.</p> <p>Or</p> <p>A Chartered Psychologist who is registered with the British Psychological Society and who holds a practising certificate issued by that Society.</p>	

PERSONAL CIRCUMSTANCES	<p>Ability to travel between sites, sometimes at short notice.</p> <p>This post will be required to undertake assessments at various locations across Peterborough city and at sites outside of Peterborough.</p> <p>An expectation to apply flexible working that includes working at Sand Martin House (SMH) as is required during the work week. (AI)</p>	
EQUALITY	<p>Candidates must demonstrate understanding of acceptance and commitment to the principles underlying equal opportunities. (AI)</p>	
CUSTOMER CARE	<p>Knowledge and understanding of effective customer care. (AI)</p>	
	<p>Uses customer insight to create an environment where customer service is valued, recognised, and seen as a priority.</p> <p>Develops and delivers effective systems that enable the delivery of a quality customer service.</p> <p>Proactively engage with our customers to deliver innovative and exceptional service.</p>	

[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.]