

SEFTON METROPOLITAN BOROUGH COUNCIL

JOB DESCRIPTION

Department: Adult Social Care

Location: ASC

Division: Adult Social Care

Post No: 018489

Section: **Adult Social Care**

Job Evaluation Number:

Post: Lead Practitioner

Grade: J (SCP42-46)

Responsible To: Team Manager

Responsible For: Qualified and unqualified team members

JOB PURPOSE

To support the Team Managers in the management, development and leadership of the social work team in order to deliver high-quality assessments and support plans which address the needs of vulnerable Sefton residents. To support people with assessed care needs through the commissioning of individual packages of care that lead to improved outcomes and personal wellbeing, whilst managing the reputation of the Service and the Council.

To support social workers in managing complex caseloads and depending on local circumstances, the post holder may carry an agreed workload of complex or specialist cases as required.

To deputize where required in the absence of a Team Manager and manage own project areas.

MAIN DUTIES

Practice

1. Ensure the Council meets its statutory obligations to safeguard adults, complying with legislation, policy and procedures and relevant frameworks.
2. Work within safeguarding frameworks to investigate and manage risk of significant harm.
3. Ensure that the assessment, support planning and reviewing process leads to the effective commissioning of personalised packages of care and the efficient use of resources.
4. Ensure that all information is gathered to inform risk assessments and critically analysed to inform plans.
5. Hold and effectively manage a complex and varied caseload with appropriate supervision, guidance and support, in accordance with policy, procedures, guidance and legislation.
6. Ensure that casework decision making of both self and others is robust by providing challenge and critical reflection with detailed analysis informing professional judgements
7. Encourage and ensure that vulnerable people and significant others are involved in and contribute to assessment planning, interventions, decision making and reviews, whilst meeting statutory responsibilities and ensuring views and wishes are heard and recorded accurately.

8. Work collaboratively with internal and external colleagues to co-ordinate service delivery. To chair/contribute to meetings and multi- agency discussions.
9. Undertake work within legislative frameworks including the preparation of written statements and representation to the judiciary at Court hearings.
10. Demonstrate a critical knowledge of the range of theories and models for social work intervention with individuals, families, groups and communities, and the methods derived from them
11. Have delegated responsibility for the supervision and development of team members, including Assessed and Supported Year in Employment (ASYE) and social work students, ensuring high quality standards of performance and practice.
12. Model effective communication skills appropriate to the role and communicate effectively in highly charged or challenging circumstances.
13. Ensure both own reports and those of others are up to date, of a high quality and submitted according to appropriate timescales and standards.
14. Maintain own Continuous Professional Development and develop a high level of professional knowledge through research, and reading, providing a source of expertise and developing specialist knowledge as required. To develop the required management knowledge and expertise.
15. Promote innovative, creative, best practice across the team and with other colleagues.
16. Ensure that client information data is lawfully gathered, accurate, up to date and only divulged in accordance with the UK General Data Protection Regulation (GDPR) and Data Protection Act 2018 (DPA) and the local government common law duty of confidentiality. Failure to apply these duties can lead to the individual or the Service facing court proceedings.
17. Undertake any other duties, as directed from time to time, to meet the exigencies of the service.

Resources

1. Be involved in decision making in relation to budgets and resource allocation, service delivery, closure of work and all day to day operational matters whilst achieving the best value and outcome in the way those services are delivered.
2. Ensure that resources are used to optimum efficiency including effective management of budgets.
3. Actively engage in risk management policies, procedures and practice and to advise the Team Manager of resource shortfalls and recommend improved methods of working where appropriate.

Performance Management

4. As a member of the leadership and management team to contribute to the strategic and policy developments in the area of work/service.
5. Contribute to performance targets and performance management including supporting the manager in the development and monitoring of team plans; the delivery of effective personal professional supervision and mentoring; performance development reviews; management of disciplinary issues; and provision of statistical and performance management information relating to the work of the team.

6. Assist in the establishment, management and maintenance of monitoring systems for assessment and case management in order to maintain effective professional, managerial and budgetary control.
7. Model inclusive practice in relation to identity and diversity, challenging any issues of concern.
8. Use, monitor and support the use of the LAS in-house database and fully utilise the capability of the system across the team.
9. Deputise for the Team Manager in their absence ensuring high quality and effective social work practice.
10. Contribute to the professional development of the team and students.
11. Ensure that client information data is lawfully gathered, accurate, up to date and only divulged in accordance with the UK General Data Protection Regulation (GDPR) and Data Protection Act 2018 (DPA) and the local government common law duty of confidentiality. Failure to apply these duties can lead to the individual or the Service facing court proceedings.

SPECIAL CONDITIONS (if applicable)

N/A

GENERAL:

This job description is a representative document. Other reasonable similar duties may be allocated from time to time commensurate with the general character of the post and it's grading.

This job description applies to a number of jobs within Adult's Social Care, the team (and office location) that staff undertaking this job description are allocated to could change at the discretion of management following consultation with individual post holders.

In addition to his/her principal duties the post holder will be expected to contribute more widely to the overall development of the Service and the Council. You may be required to be available to contribute to the Out of Hours Service.

All employees are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.

All employees are expected to be committed to the Equality and Diversity policy and assist in removing the barriers to service delivery and employment to enhance a positive equality culture.

This post is **exempt** from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are therefore **not** entitled to withhold information about convictions which for any other purposes are 'spent' under the provisions of the Act and any failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. Any information given will be completely confidential and will be considered only in relation to the positions to which the Order applies.

Prepared by: **Name** Alisa Nile

 Designation Senior Manager

Date

October 2024

SEFTON COUNCIL – PEOPLE DIRECTORATE
PERSON SPECIFICATION

Please read the guidance notes before completing your application form. Please demonstrate, with examples, how you meet the criteria for the post, as set out below.

Job Title: Lead Practitioner **Post Number:** Various

Criteria	Essential	Desirable	Assessment Method
Qualifications	Social Work/Occupational Therapy/Nursing Degree or equivalent		C
	Current registration with Social Work England		C
Experience	Significant post-qualification experience in statutory Adult Social Care service.	Experience in supervising qualified and unqualified social workers and social care staff.	A/I
	Experience in complex case management.		A/I
	Experience of working in a multi-agency environment.		A/I
Demonstrable skills, knowledge and aptitudes	Knowledge of appropriate legislative frameworks, statutory guidance and processes for vulnerable adults and older people	Ability to demonstrate effective leadership and management skills.	A/I
	Knowledge of the assessment framework and other relevant assessment and planning tools.		A/I
	Ability to plan and organise own time, create work schedules prioritise and set schedules for self and others.		A/I
	Ability to apply effective conflict resolution skills.		A/I
	Ability to apply solution focused approaches to problem solving and make decisions of a highly complex nature with consideration of associated risk.		A/I
Demonstrable skills, knowledge and aptitudes continued	Ability to research, cascade and incorporate new guidance and procedure into work quickly and effectively and use to inform professional decision making.		A/I
	Ability to provide guidance on decision making and encourage critical reflection on practice.		
	Ability to demonstrate advanced skill level in applying needs-led assessment and planning.		A/I
	Ability to work in partnership to communicate effectively, undertake direct work with		A/I

	<p>vulnerable adults and their families and make informed person centred judgements.</p> <p>Ability to produce excellent person centred and outcome focused reports and plans.</p> <p>Ability to demonstrate strong organisational skills and ability to prioritise and manage fluctuating caseloads of self and others</p> <p>Ability to follow through on agreements and demonstrate client empathy.</p> <p>Ability to take advantage of, and support others in the effective use of information technology, including IAS.</p> <p>Ability to work within professional and ethical standards.</p>		<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
Special requirements	<p>This post is registered as exempt from the Rehabilitation of Offenders Act 1974 and in accordance with the Police Act; the successful candidate must be able to obtain satisfactory Enhanced Disclosure and Barring Service (DBS) check in order to be appointed to the post. In this respect a criminal record check will be undertaken prior to confirmation of appointment.</p>	<p>This post is designated casual car user.</p>	<p>C</p>
Other	<p>Ability to understand and demonstrate a commitment to equality and diversity.</p> <p>Ability to demonstrate commitment to own professional development and that of other colleagues.</p> <p>Must be legally entitled to work in the UK.</p> <p>The Council operates a no smoking policy. Employees are not allowed to smoke in the workplace or to take smoking breaks during work time.</p>		<p>A/I</p> <p>A/I</p> <p>C</p>