# LEAD PRACTITIONER Applicant Recruitment Pack

Sefton is a really great place to live and work



Sefton Council

# Welcome

Hi,

We would like to thank you for your interest in the Lead Practitioner role within Sefton Council's Adult Socal Care – First Contact Team.

The post sits within Sefton's Adult Social Care Service and will work towards excellent standards and improving outcomes for residents at First Point of Contact.

You'll be fully supported by dedicated Team Managers' and a passionate and inclusive leadership team who are invested in your success and professional development.

This is an exciting opportunity to be part of something new, influence practice and make a real difference to people's lives in Sefton

As a person, if you're someone who enjoys helping others, takes pride in delivering high-quality support, and brings energy, adaptability, and a genuine passion for making a difference, we'd be delighted to hear from you.

The Job Description and Person Specification for this role are included within the job pack. If you have any questions about the vacancy, please refer to the job pack for the appropriate contact details.

If, when you've finishing reading this pack, you like what you see, and Sefton's Vision and Values align to yours then we can't wait to hear from you.

Sefton Council

# Contents

About the Borough of Sefton ..... 2
Our Vision and Values ..... 3
Our Successes and Key Projects ..... 3
An Inclusive Workplace ..... 4
Liverpool City Region Fair Employment Charter ..... 5
What We Can Offer You ..... 5
About the Role ..... 7
Top Tips on How to Apply ..... 8
Application and Selection Information ..... 9
Appendix A – Job Description and Person Specification ..... 10

## About the Borough of Sefton

Sefton is a confident and well-connected Borough, stretching from Bootle in the south to the coastal resort of Southport in the north. Home to more than 275,000 residents, Sefton encompasses a range of vibrant towns and communities, including Bootle, Litherland, Seaforth, Crosby, Formby, Maghull and Southport.

It is a fantastic place to live and work.  As the northern-most Borough within the Liverpool City Region, Sefton offers a unique blend of beautiful coastline, countryside, attractive villages, thriving industrial areas and the busy Port of Liverpool.

With 22 miles of stunning coastline, Sefton is a leading coastal destination with a growing visitor economy. It is home to the iconic Antony Gormley *Another Place* installation, expansive beaches and protected sand dunes that support several rare species.

While each town and village has its own distinctive character, it is the people of Sefton who make the Borough truly special, creating diverse, welcoming and energetic communities in which to live, work, invest and visit.

Alongside its miles of golden sands, Sefton offers those who work here access to a world-renowned racecourse, prestigious golf courses, and National Trust nature reserves, ideal places to unwind, explore and enjoy leisure time.

The Borough benefits from excellent transport links, providing easy access to major North West cities including Liverpool and Manchester, and placing the Lake District and North Wales within reach for weekend breaks.

Whether you prefer vibrant town centres, friendly commuter towns, picturesque villages or stunning rural and coastal locations, Sefton offers a place to suit everyone. With house prices and rents typically lower than in neighbouring Liverpool and Manchester, you can enjoy coastal living while still being close to the buzz of city life.

## Our Vision and Values

At Sefton Council, our vision is to deliver high-quality services that make a real difference to the lives of our residents, visitors, and communities. Everything we do is guided by a strong set of values that shape how we work and interact:



- **We put people at the heart of what we do** – ensuring our services are responsive, inclusive, and focused on improving lives.
- **We listen, value, and respect each other's views** – fostering a culture of collaboration and mutual respect.
- **We develop a culture of challenge, ownership, innovation, and improvement** – encouraging creativity and continuous development.
- **We are ambassadors for Sefton** – promoting the Borough positively and proudly representing our communities.
- **We are responsive and efficient** – delivering services that are timely, effective, and customer-focused.
- **We are clear about what we can and cannot do** – being transparent and honest in all our communications and actions.

These values underpin our commitment to excellence, inclusivity, and innovation, ensuring that Sefton remains a great place to live, work, and visit.

## Our Successes and Key Projects

Sefton Council is proud of its recent achievements and ongoing commitment to delivering high-quality services. Our Adult Social Care services were recently graded Good by the Care Quality Commission (CQC), and our Children's Services also achieved a Good rating from Ofsted. These successes reflect the dedication and professionalism of our teams and our focus on continuous improvement.

Alongside these achievements, Sefton Council is actively delivering a range of major capital projects that will transform the Borough and stimulate economic growth. These include the Marine Lake Events Centre in Southport, the Strand Shopping Centre redevelopment in Bootle, and exciting developments such as the Cove Resort and Enterprise Arcade in Southport. We are also proud to support cultural and community

initiatives like Salt and Tar, Bootle's vibrant events space, which hosts live music, comedy, and family-friendly activities, bringing people together and boosting the local economy.




These projects form part of our strategic investment programme to attract private sector-led development and create vibrant spaces for residents and visitors. We work closely with local communities to ensure these projects reflect their needs and foster a sense of ownership and pride.

For more information on these projects and to stay updated on progress, visit the Sefton Council website at www.sefton.gov.uk

## An Inclusive Workplace

We are committed to fostering an inclusive Council that reflects the diverse communities we serve. Our workforce brings a wide range of experiences and perspectives, and we value an environment where everyone feels respected, supported, and able to reach their full potential.

Sefton is proud to be the first local authority in the Liverpool City Region to achieve **Navajo** accreditation, recognising our commitment to LGBTQ+ inclusion. We are also a Disability Confident employer and continue to build a workforce that represents our communities.

We support several staff networks, including groups for Black and Ethnically Diverse colleagues, LGBTQ+ staff, women, disabled employees, and a Christian Workplace Group.

As an Equal Opportunities Employer, we base recruitment solely on skills, experience, and suitability for the role. All applicants are treated fairly, and we have also recognised 'care experienced' as a protected characteristic within Sefton.

For more information, please refer to our Equality, Diversity and Inclusion Strategy

## Liverpool City Region Fair Employment Charter

Sefton Council is proud to support the Liverpool City Region Combined Authority Fair Employment Charter, an initiative that promotes fair, healthy, inclusive, and just workplaces across the region. The Charter celebrates good employers and encourages the highest standards in employment practice, including fair pay, secure work, opportunities for progression, strong employee voice, and a commitment to staff wellbeing. By aligning with the Charter, we demonstrate our dedication to providing a fair day's pay for a fair day's work and to fostering an equitable and supportive working environment for all colleagues.

## What We Can Offer You

- A supportive and collaborative working environment.
- An agile approach to working.
- Opportunities for professional development and career progression.
- A role where your work makes a real difference across the organisation.
- Flexible working arrangements supporting work-life balance.
- A strong commitment to equality, diversity, and inclusion.

You will benefit from a comprehensive local government employment package which includes the following:

- Competitive salary in line with NJC Local Government Pay Scales.
- Membership of the Local Government Pension Scheme (LGPS), providing a secure, defined benefit pension with employer contributions.

### Annual Leave and Work-Life Balance

- Generous annual leave entitlement, 28 days annual leave rising to 33 days with 5 years continuous service.
- Additional public (bank) holidays.
- Flexible working options to support a healthy work-life balance, subject to service needs.
- Option to purchase additional annual leave.
- Sefton operate a 'Shut Down' period over the Christmas period which staff contribute four fifths of a week's pay over a 12-month period.

## Learning, Development and Career Progression

- A comprehensive induction programme.
- Access to a wide range of training, apprenticeships, learning, and development opportunities.
- Support for professional development and role related qualifications.
- Opportunities to develop your career within a large and diverse local authority.

## Health, Wellbeing and Support

- Enhanced sick pay scheme.
- Employee wellbeing initiatives and access to occupational health support.
- Policies that promote physical and mental wellbeing in the workplace.

## Family-Friendly and Inclusive Policies

Our family-friendly policies and flexible working arrangements help staff maintain a healthy work-life balance.

- Family friendly policies, including enhanced maternity, paternity, adoption, neonatal care and special leave to support with time off work to deal with issues when life events happen.
- A strong organisational commitment to equality, diversity, and inclusion.
- Reasonable adjustments and support to enable disabled employees to thrive.

## Foster Friendly Employer Commitment

Sefton Council is proud to be a *Foster Friendly* organisation as recognised by The Fostering Network. We actively support employees who are foster carers or who are applying to foster by offering flexible working arrangements, paid time off for fostering-related meetings and training, and a workplace culture that recognises the vital role foster carers play in our communities.

This commitment helps ensure carers can balance fostering responsibilities alongside career, and reflects our dedication to supporting children, families, and those who care for them.

## Additional Benefits

- Access to salary sacrifice and employee benefit schemes (where applicable).
- Opportunities to contribute to meaningful work that supports local communities.
- A supportive, values led organisational culture.
- Free parking at office bases (dependent upon the work location).

## About the Role

As Lead Practitioner, you will

- Support and guide a dedicated team of social workers
- Provide practice leadership and professional oversight
- Work closely with health, Education, and partner agencies to develop integrated, person-centred approaches
- Play a key role in shaping how services are delivered and improved
- Have the autonomy to make meaningful, practice-led decisions, alongside strong managerial support
- Contribute creatively to service development while maintaining high standards of safeguarding and quality

To develop and lead a social workers in defined areas of work in order to deliver high-quality assessments that address the needs of vulnerable people through the commissioning of individual support plans and packages of care that lead to improved outcomes, whilst managing the reputation of the Council.

To ensure that the service responds to new challenges, priorities and requirements, whilst maintaining the Council's statutory obligations and using resources in the most effective manner.

To support Team managers and Service Managers in delivering strategic outcomes

This role suits someone who is passionate and committed to maintaining high standards, and confident working both independently and collaboratively to support a skilled and safe workforce.

Please see **Appendix A (page 10)** for a full copy of the Job Description and Person Specification.

# Top Tips on How to Apply

Submitting a strong application gives you the best chance of progressing to the next stage of the recruitment process. The following guidance applies to all roles and will help you prepare a clear, compelling application:

**1. Read the Job Description and Person Specification Thoroughly**

- Make sure you understand the key duties, expectations, and essential criteria.
- Use the person specification as your guide when writing your application.

**2. Provide Clear Evidence of Your Skills and Experience**

- Show *how* you meet the criteria using specific, real examples.
- Consider using the **STAR method** (Situation, Task, Action, Result) to structure your responses.

**3. Tailor Your Application**

- Avoid generic statements. Focus on experience that directly relates to the role you are applying for.
- Demonstrate how your strengths align with the organisation's values and priorities.

**4. Highlight Your Achievements**

- Include examples of work you are proud of or significant contributions you have made in previous roles.
- Emphasise impact – improvements, efficiencies, positive outcomes, or innovations.

**5. Be Clear About Qualifications and Training**

- List all relevant qualifications and professional training, including dates and awarding bodies.
- If you are working towards a qualification, include expected completion dates.

**6. Showcase Transferable Skills**

- Skills such as communication, teamwork, problem-solving, digital literacy, and organisation are valuable across all roles.
- Provide examples that demonstrate these effectively.

**7. Check Your Application Carefully**

- Review your responses for clarity, spelling, and completeness.
- Ensure all sections of the application form have been filled in fully.

**8. Submit Your Application Before the Deadline**

- Note the closing date and allow plenty of time to prepare your application.
- Late submissions usually cannot be considered.

**9. Prepare for Potential Next Steps**

- If shortlisted, you may be invited to an interview, assessment task, or presentation.
- Be ready to discuss your experience, approach to work, and examples of how you meet the role's requirements.

**Use of AI in Applications**

- Sefton Council values authentic applications that reflect your own experiences, skills and motivations and that sound like you.
- AI tools can be used to support your application, such as helping you structure your answers or as a reasonable adjustment. However, your application should remain your own work and accurately represent your own experience and abilities.
- To ensure a fair and consistent recruitment process for all candidates, applications that appear to rely excessively on AI-generated content may not be shortlisted.

## Application and Selection Information

The closing date for this vacancy is 22.11.26.

Provisional interview dates are 30.11.26.

We are an Equal Opportunities Employer; all candidates will receive equal treatment. Our decision to appoint will be based upon whether an individual's skills, experience, qualifications, and abilities make them the most suitable candidate for the role.

All disabled and care experienced applicants will be offered an interview where they meet all essential criteria on the person specification.

**Please ensure that you meet all the essential criteria outlined in the person specification before submitting your application. Only applicants who demonstrate that they meet all essential criteria will be considered and invited to interview.**

# Appendix A – Job Description and Person Specification

**Department:** Adult Social Care

**Location:** Various

**Division:** Adult Social Care

**Post No:** Various

**Job Evaluation Number:**

**Section:** **Adult Social Care**

**Post:** Lead Practitioner

**Grade:** J (SCP436-39)

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**Responsible To:** Team Manager

**Responsible For:** Qualified and unqualified team members

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## JOB PURPOSE

To manage, develop and lead a social work team in defined areas of work in order to deliver high quality assessments that address the needs of vulnerable people through the commissioning of individual support plans and packages of care that lead to improved outcomes, whilst managing the reputation of the Council.

To ensure that the service responds to new challenges, priorities and requirements, whilst maintaining the Council's statutory obligations and using resources in the most effective manner.

To support Service Managers in delivering strategic outcomes.

## 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 refection 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 multi agency and Service meetings.

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 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

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 leading edge innovative best practice across all tiers of the team.

16. To 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 resource allocation, service delivery, closure of work and all day to day operational matters whilst achieving best value in the way those services are delivered.

2. Ensure that resources are used to optimum efficiency including effective management of devolved 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**

1. As a member of the leadership and management team to contribute to the strategic and policy developments in the area of work/service.

2. 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.

3. 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.

4. Model inclusive practice in relation to identity and diversity, challenging any issues of concern.

5. Use, monitor and support the use of the Integrated Adult's System (IAS) in-house database and fully utilise the capability of the system across the team.

6. Deputise for the Team Manager in his/her absence ensuring high quality and effective social work practice

7. Contribute to the professional development of the team, students and volunteers.

8. To 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 Adults 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** Head of Service

**Date** August 2025

**PERSON SPECIFICATION**

**SEFTON COUNCIL – PEOPLE DIRECTORATE**

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**: Team Manager **Post Number**:

| Criteria | Essential | Desirable | Assessment Method |
|---|---|---|---|
| **Qualifications** | Social Work/ Occupational Therapy/Nursing degree or equivalent<br><br>Current registration with Social Work England or equivalent<br><br>A recognised Management Qualification or commitment to work towards. | | C<br><br>C<br><br>C/AF/I |
| **Experience** | Five years post qualification experience in statutory Adult's Social Care Services.<br><br>Experience of complex case management and working in a multi-agency environment Experience of managing and supervising social workers and other social care staff.<br><br>Experience of working and reporting within a court environment. | | All elements will be assessed via application and interview |
| **Demonstrable skills, knowledge and aptitudes** | Able to demonstrate effective leadership and management skills including detailed knowledge of organisational policies.<br><br>Plan and organise own time, create work schedules, prioritise and set schedules for self and others.<br><br>Knowledge of appropriate legislative frameworks, statutory guidance and processes. | Demonstrate strategic thinking. | All elements will be assessed via application and interview |
| **Demonstrable skills, knowledge and aptitudes continued** | Knowledge of assessment frameworks and other relevant assessment and planning tools.<br><br>Knowledge of current agendas within Health and Social Care that impact on the lives of vulnerable adults and older people. | | |

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|---|---|---|---|
| **Demonstrable skills, knowledge and aptitudes continued** | Advanced theoretical, practical and procedural knowledge across the relevant legislative and statutory frameworks that underpin social work practice.<br><br>Demonstrate excellent organisational skills in planning and organising own time and creating work schedules for self and others, prioritising and managing fluctuating caseloads.<br><br>Apply solution focused approaches to problem solving and make decisions of a highly complex nature with consideration of associated risk factors.<br><br>Model and use reflective supervision and promote a culture of reflection.<br><br>Promote positive approaches to diversity and create an environment where people are safe to challenge<br><br>Apply effective conflict resolution skills.<br><br>Research, cascade and incorporate new guidance and procedure into work quickly and effectively and use to inform professional decision making.<br><br>Meet the demands of the service and produce work to a high standard within set timescales.<br><br>Take advantage of, and effectively use information technology including IAS and to ensure and manage the consistent use across the team.<br><br>Work within professional and ethical standards including the HCPC Code /Standards for Social Workers<br><br>Demonstrate commitment to own professional development and that of other colleagues. | | |
| **Special requirements** | 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. | This post is designated casual car user. | C |

| | | | |
|---|---|---|---|
| **Other** | Commitment to equality and diversity.<br><br>Must be legally entitled to work in the<br><br>UK.<br><br>The Council operates a no smoking policy. Employees are not allowed to smoke in the workplace or to take smoking breaks during work time. | | C |