

# Children's Role Profiles

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## TABLE OF CONTENTS

INTRODUCTION.....	3
SOCIAL WORKER (HAY 7) .....	4
INTENTIONALLY BLANK .....	12
ADVANCED SOCIAL WORKER (HAY 6) .....	13
INTENTIONALLY BLANK .....	21
SENIOR SOCIAL WORKER (HAY 5).....	22

## An Introduction

This document is a single resource for all three qualified children's social worker grades being appointed to at South Gloucestershire Council.

We have developed an innovative and flexible establishment, meaning we can actively recruit any children's social work vacancy at grade 7 to 5 provided it is evidenced you are suitably experienced at that grade. This offers a greater opportunity to move into a more senior role.

Something else that is great; this initiative also applies to our internal staff wishing to progress; employees can do so through our regular internal progression panels without the need for a more senior post to be vacated. Offering you genuine career progression opportunities, stability, and a home for your social work career for many years to come.

At South Gloucestershire Council we have three distinct grades of social worker in our Integrated Children's Service.

- Social Worker (Hay 7) – See page 4
- Advanced Social Worker (Hay 6) – See page 13
- Senior Social Worker (Hay 5) – See page 22

The generic role profiles and selection criteria applicable for each grade are included within this document so that you can clearly see where your experience and knowledge may best fit within our structure. Rest assured however, for example if you are interviewed as a Senior Social Worker; you will by default be considered for the relevant grades and therefore will not be required to re-interview within the same team.

Any questions please contact [HRRecruitment@southglos.gov.uk](mailto:HRRecruitment@southglos.gov.uk) and our Recruitment Advisor for Children's Services will happily provide further advice and guidance.

Progression and development when you want it, make a difference to your own career and choose South Gloucestershire Council.

<b>Job Title</b>	<b>Social Worker</b>	<b>Post Number</b>	<b>GENERIC</b>		
<b>Department</b>	Children, Adults and Health	<b>Division</b>	Integrated Children's Services		
<b>Section/Team</b>	Social Care	<b>Reports to</b>	Team Manager		
<b>Career Family</b>	Caring Services	<b>Role Profile No.</b>	CAS07	<b>Hay Grade</b>	7

## Context

### About the role

Under the supervision of the Team Manager, the post holder will work closely with children and families, and will manage caseloads including complex cases, completing assessments in line with agreed policy and guidance.

The type of cases managed will depend upon the team that the post holder is working within Access and Response Team, Social Care Long Term service area or within the Looked After Children, Fostering and Adoption or Transition to Independence Service within the Corporate Parenting service area). The type of cases managed will depend upon the team that the post holder is working within Access and Response Team, Social Care Long Term service area or within the Looked After Children, Fostering and Adoption or Transition to Independence Service within the Corporate Parenting service area). This may include children and young people in need, who need to be safeguarded and children who are looked after. Modelling good practice, the post holder will carry out the duties and responsibilities under relevant legislation, promoting the proper care, support, safety and welfare of children at all times.

The post holder may be expected to concentrate on specific areas of work and to work within specialised areas of client groups according to organisational needs.

The post holder will take responsibility for the continuing professional development of themselves and contribute towards the professional development of others, including participating in staff development programmes and the promotion of specialist skills.

The post holder will contribute to the development of services, policies, practices which optimise life chances for children and young people by partnership working with colleagues in other Departments or agencies.

### Physical Effort and Working Environment (other than in a normal office environment)

Regular visits to the homes of service users with occasional visits to a range of settings.

### About the team

The post holder will work in the Social Care section in one of the following areas:

- Access and Response – In one of two areas covering initial preventative and social care contacts for the Integrated Children's Service and screening and assessment including Child Protection investigations.
- Social Care Long Term – working in one of four locality teams (two north and two

south) covering Child Protection and Children in Need.

- Corporate Parenting – working in one of three teams:
  - Looked After Children - Manages all children in care work and care leaver cases.
  - Fostering and Adoption - Recruitment, assessment and support of foster carers and adopters; assisting in family finding and matching of children and young people who need to be cared for outside of their family of origin.
  - Transition to Independence Service – Supporting children who are leaving care and other vulnerable young people.

#### About the wider section/function

This post sits within Integrated Children's Services, which is divided into:

- Preventative Services – Providing early intervention and preventative services; Children's Centres, Parenting & Family Support, Youth services, Common Assessment Framework (CAF), Troubled Families.
- Access and Response - Managing initial preventative and social care contacts for the Integrated Children's Service – Screening and assessment including Child Protection investigations.
- Social Care Long Term – Covering Child Protection and Children in Need.
- Corporate Parenting – Comprising; Fostering & Adoption, Looked After Children and Transition to Independence.

#### Problem solving and decision making examples

The post holder will manage their own caseload. S/he must follow criteria set out in key policies, procedures and legislation, together with own judgement based on professional experience and knowledge, to assess a range of information and circumstances, form balanced views and make decisions accordingly.

For example:

- The post holder will need to assess and balance the needs of all family members, often prioritising children's needs and wishes above those of the adults/parents/carers.
- The post holder will need to balance the legal rights of children and families, where sometimes the right to a family life has to be off-set against a child's right to live in an environment free from abuse and neglect. The post holder will need to take appropriate action where a child or young person is at risk of harm, following safeguarding procedures accordingly and informing others as required.

The post holder will receive advice and guidance from an advanced social worker, senior social worker or team manager where needed, for example for the most complex or contentious issues.

#### **Role Purpose**

To undertake the assessment of needs, devising and planning action, implementing and evaluating it in order to promote independence and deliver a high standard of personalised care.

Or

If relevant to lead or supervise a team to deliver high standards of personalised care.

### **Key Responsibilities**

Carry out assessment of needs, providing advice and guidance to service users and their carers, in order to establish care plans where appropriate, ensuring that services are effective and meet legislation, regulations and codes of practice.

Review and monitor care plans and the quality of service provision, responding to changing needs and renegotiating service provision where appropriate.

Manage own caseloads or specific projects to ensure specialist inputs are obtained and effective outcomes achieved.

If relevant: supervise a small team on a day to day basis including allocations of casework, giving guidance, advice and feedback, ensuring that clear organisation and direction is provided and that all team members receive training support and development opportunities.

Support the delivery of designated areas of work by coordinating day to day operations and contributing to developing projects and processes.

Raise awareness of a range of care issues and their implications and carry out risk assessments where appropriate, in order to ensure that needs are assessed and appropriate action is taken.

Develop and evaluate reablement programmes as part of care packages ensuring that programmes to support independence are implemented.

Liaise and work with contacts from different sectors, including health and the voluntary sector, sometimes as part of a multi-disciplinary team, ensuring that communication is effective and that knowledge and best practice are shared.

Complete and present records and reports in accordance with professional and council guidelines.

Take necessary action in accordance with Safeguarding procedures in order to protect vulnerable people.

Make recommendations for significant budget spend ensuring that maximum value is delivered for the resources deployed and contribute to budget management or directly manage a small designated budget. This will ensure that the maximum value is delivered for the resources deployed.

Represent the Council's interests ensuring that the Council's position is advocated.

### **Contacts and Relationships**

You may supervise a team and identify and address their training and development needs. You will build effective relationships with colleagues, internal and external customers. You will work in partnership with them, communicating and influencing them. You may provide care to sometimes challenging customers with specialist needs.

### **Work Planning, Procedures and Organisation**

You will carry out assessments of need and develop care packages. You may provide supervision of a distinct section in a specialist environment which may include supporting the delivery of designated work by co-ordinating day-to-day operations. You will undertake a specialist area of work which contributes to the wider service.

### **Knowledge, Skills and Experience**

1. You will hold or be working towards a professional qualification e.g. degree, NVQ 4 or equivalent
2. You will have relevant experience of working in similar service areas.
3. You will demonstrate knowledge of relevant legislation, regulations, codes of practice, processes and procedures.
4. If relevant: you will have a proven ability to supervise and allocate work to others, monitoring their performance and taking corrective action.
5. You will have well developed interpersonal and communication skills to build relationships and engage successfully with colleagues and service users.
6. You will have financial experience or training to carry out associated financial tasks.
7. You will have a good level of general IT skills and the ability to use, or be trained in the use of, appropriate specialist in-house software packages

### **Problem, Solving**

There are procedures in place which will help you to resolve problems and guide you in how you carry out your duties.

How you tackle different situations will be based on choosing the correct solution for the problem using your previous experience and knowledge. Problems tend to fall within the boundaries of your own experiences. Solutions can be tested to see whether the answer is right or wrong within a fairly short timescale.

A more experienced member of staff is usually available and can be used to refer situations or problems that are out of the ordinary can be referred.

### **Facts and Figures**

Numbers of staff managed/supervised

N/A

Size of budget directly controlled or otherwise held by the job holder (please specify in what capacity) or which the job holder has influence over (please specify)

N/A

Number of enquiries/items processed

N/A

Value of projects/contracts that the job holder manages/supervises or is involved with (state level of involvement)

N/A

Size, complexity and number of cases/number of clients allocated

To hold on average around 20 cases at any one time, however this may vary.

In the Access and Response Team this is made up of all initial contacts to integrated children's services, including short term assessments for vulnerable children and Children in Need and Child Protection investigations and enquiries.

In Long Term Social Care this is made up of Child Protection and high level Children in Need cases where there is a risk of family breakdown or risk of significant harm.

The Looked After Children team hold Children in Care or children subject of Care proceedings.

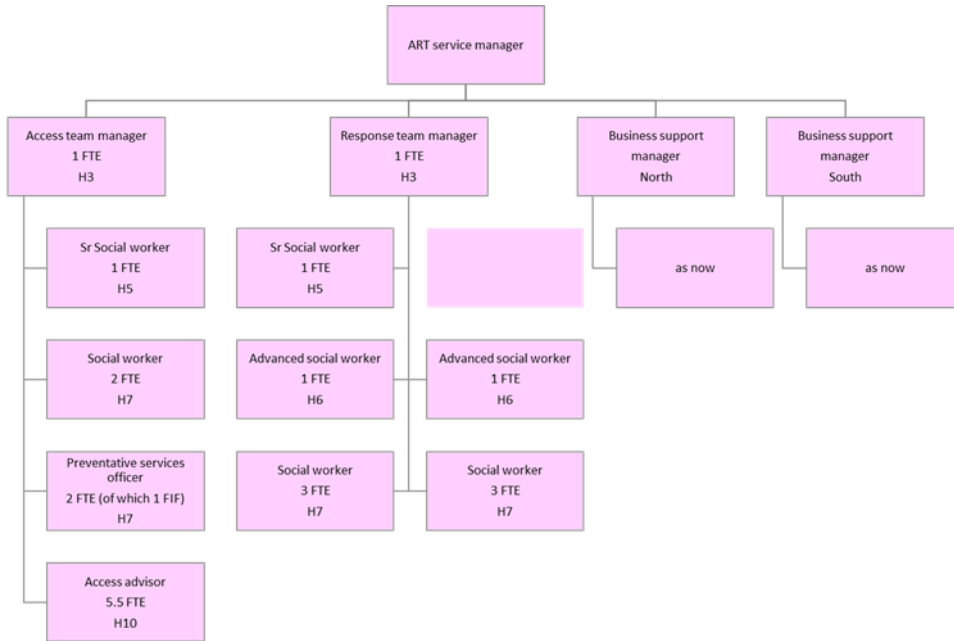
The Fostering and Adoption team holds cases covering fostering, adoption, adoption support, share the care, and special guardianship and residence order work. This team also administers and provides advisers for the Fostering and Adoption/Permanence Panels.

The Transition to Independence service provides statutory services for care leavers and vulnerable young people, aged 16 and over.

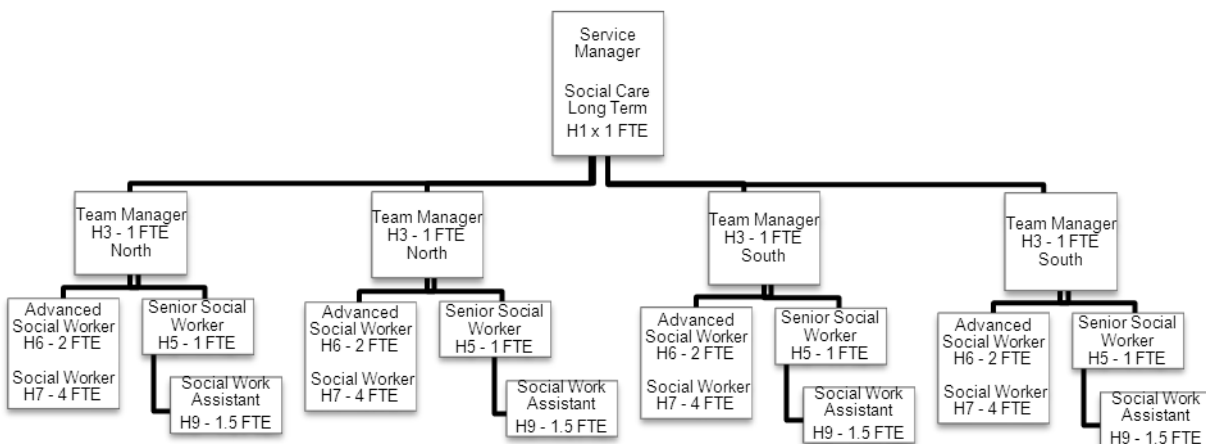


## Organisation Chart

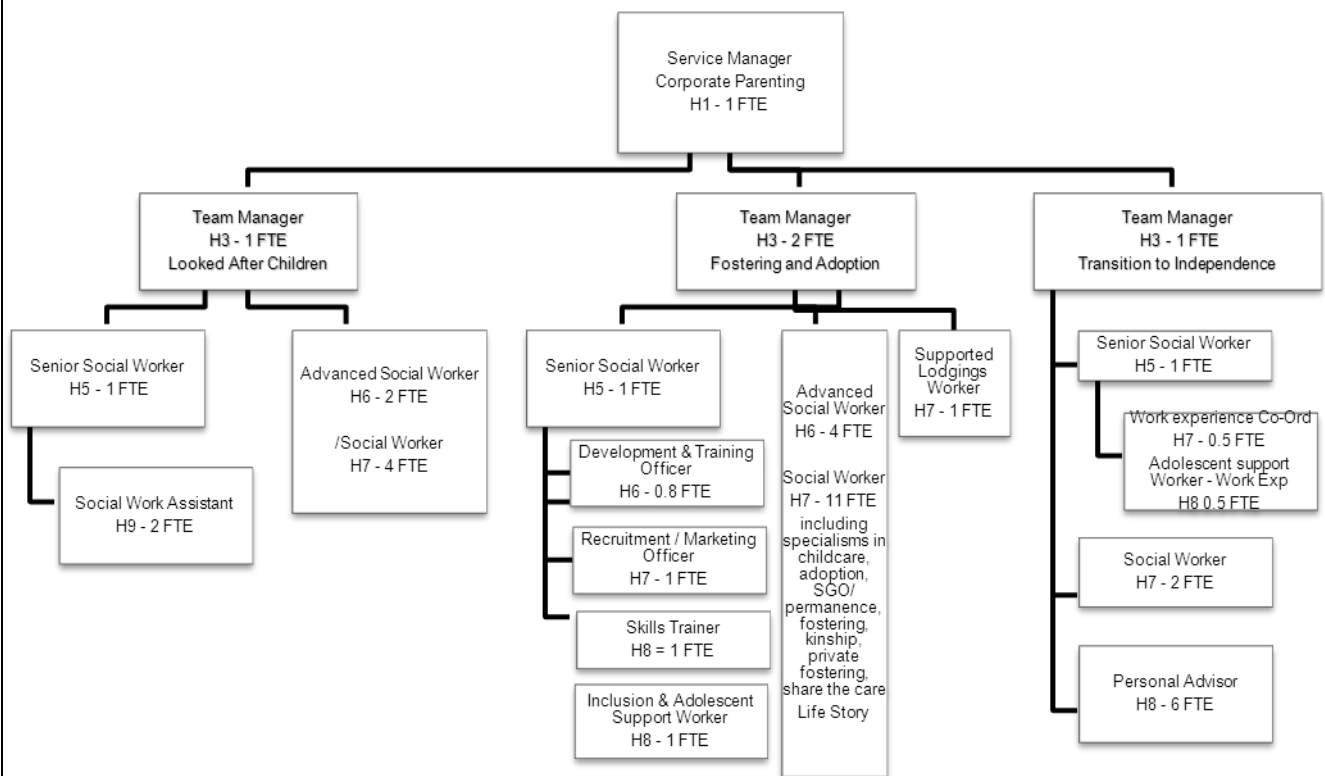
### Access and Response Team:



### Long Term Social Care:



## Corporate Parenting:



## Person Specification

Please ensure that each of the below match to a number in the knowledge skills and experience section above, and include the relevant number below.

### Essential

Degree in Social Work or equivalent (eg DipSW, CQSW, CSS or Degree in Occupational Therapy; plus completion of the Assessed and Supported Year in Employment as required, or working towards this (1)

Registration with the Health Care Professionals Council (HCPC) (1)

Experience of working with a broad range of people including families in a social care settings. (2)

Experience of, or be prepared to work in accordance with, the Council's safeguarding policies and procedures.(2)

Evidence of on-going continuous professional development and knowledge of current legislation and practice relating to children and young people's services (3)

Effective interpersonal skills, be able to carry out good quality analytical assessments and outcome focussed care plans, communicate findings and risks to families, and keep detailed and accurate records (2,3 & 5)

The ability to use the specific client data system and common software packages e.g. word, outlook (7)

Full clean drivers licence and access to a car to travel to a range of locations including home visits.

Desirable

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<b>Job Title</b>	<b>Advanced Social Worker</b>	<b>Post Number</b>	<b>CYP1065,2103,04,05,3104,05,06,07,29,4104,05,08,26,27,53,54,55,57,6201,6335,36</b>		
<b>Department</b>	Children, Adults and Health	<b>Division</b>	Integrated Children's Services		
<b>Section/Team</b>	Social care	<b>Reports to</b>	Team Manager		
<b>Career Family</b>	Caring Services	<b>Role Profile No.</b>	CAS06	<b>Hay Grade</b>	6

## Context

### About the role

Working in a team in either Access and Response Team, Social Care Long Term, or Corporate Parenting, under the supervision of the Team Manager, the post holder will be a key member of an integrated child care team delivering a high quality service to vulnerable children in need, children who are looked after and placed in public care and children who need safeguarding.

The post holder will hold a child care case-load particularly focussed upon those cases where complex and sensitive issues are at stake which require a service response from an experienced, knowledgeable and skilled social work practitioner.

Working in a multi-agency context, the post holder will ensure vulnerable children and young people are identified, protected and supported to achieve positive outcomes through the provision of well planned, integrated and coordinated services. This will include organising, chairing and participating in meetings with a wide range of other agencies and disciplines to ensure that an effective and holistic service response is provided.

The post holder will hold responsibility for a specific area of work or expertise within the team where prescribed by the Team Manager.

S/he will maintain an up-to-date knowledge of relevant child and associated legislation, policy practice and research developments both to inform practice and to contribute to the development of quality services within the team.

Under the guidance of the Team Leader and the Senior Social Worker, the post holder will provide mentoring/consultation to an integrated team of professional child care staff, ensuring that a good standard is maintained within the context of legislative requirements, Council and Departmental policies and procedures.

S/he will ensure that case records and general administration duties are maintained to a high standard that fully aligns with departmental requirements so that work can regularly be reviewed.

The post holder will participate in staff development programmes and will provide support for students and newly qualified social workers as directed by the Team Leader.

### Physical Effort and Working Environment (other than in a normal office environment)

Regular visits to the homes of service users with occasional visits to a range of settings.

### About the team

The post holder will work in the Social Care section in one of the following areas:

- Access and Response – working within two areas covering managing initial preventative and social care contacts for the Integrated Children’s Service and screening and assessment including Child Protection investigations.
- Social Care Long Term – working in one of four locality teams (two north and two south) covering Child Protection and Children in Need.
- Corporate Parenting – working in one of three teams:
  - Looked After Children - Manages all children in care work and care leaver cases.
  - Fostering and Adoption - Recruitment, assessment and support of foster carers and adopters; assisting in family finding and matching of children and young people who need to be cared for outside of their family of origin.
  - Transition to Independence Service – Supporting children who are leaving care and other vulnerable young people.

### About the wider section/function

This post sits within Integrated Children’s Services, which is divided into:

- Preventative Services – Providing early intervention and preventative services; Children's Centres, Parenting & Family Support, Youth services, Common Assessment Framework (CAF), Troubled Families.
- Access and Response - Managing initial preventative and social care contacts for the Integrated Children’s Service – Screening and assessment including Child Protection investigations.
- Social Care Long Term – Covering Child Protection and Children in Need.
- Corporate Parenting – Comprising; Fostering & Adoption, Looked After Children and Transition to Independence.

Promoting working in partnership with colleagues from Integrated Children’s Services and other agencies/partners is essential to ensure that multi-agency packages of support are provided to children and families and to ensure better outcomes for them.

### Problem solving and decision making examples

The post holder will hold a case-load where complex and sensitive issues are at stake, and will therefore need to ensure that those children most at risk of suffering significant harm, or are at risk of being accommodated, receive a service that ensures their safety and promotes their welfare. This will entail in-depth assessments and understanding of complex issues, needs and risks, as well as facilitating partnership working across teams and agencies, in order to develop and implement effective and holistic solutions.

### **Role Purpose**

<p>To provide support and supervision to a range of professionals, contributing to the development of good practice or to coordinate a specific unit or service supporting individuals, in order to deliver high standards of personalised care services.</p>
<p><b>Key Responsibilities</b></p>
<p>To supervise and coordinate the work of professionals including allocation of caseloads or other caring staff giving guidance, advice and feedback. Ensure that clear organisation and direction is provided and that training needs are identified and met.</p>
<p>Carry out specialist assessments and casework, ensuring that these are precise and effective.</p>
<p>If relevant deliver and oversee programmes of work promoting enhancing existing service delivery patterns and developing new or innovative forms of service delivery.</p>
<p>If relevant: provide specialist advice and/or financial assessments to ensure a fully supportive service provision is provided to individuals.</p>
<p>Monitor service delivery through feedback and informal complaints, ensuring that complaints are processed and rectified, and that future service delivery is adjusted as appropriate.</p>
<p>Work in partnership with internal colleagues and external contacts in other service areas This will help to ensure that service objectives and priorities are met.</p>
<p>Directly manage a budget or make recommendations for significant budget spend, and indirectly influence the wider service budget ensuring that maximum value is delivered for the resources deployed</p>
<p>Take necessary action in accordance with Safeguarding procedures in order to protect vulnerable people.</p>
<p>Present reports to Court/Tribunals and represent the Council's interests ensuring the Council's position is advocated.</p>
<p><b>Contacts and Relationships</b></p>
<p>You will supervise professionals or other caring staff.  You will consult with senior managers about service and staff development.  You will build effective relationships with colleagues, internal and external customers. You will work in partnership with them, engaging, communicating with and influencing them.  You will provide specialist and clear advice to colleagues and service users including financial assessments where appropriate.</p>
<p><b>Work Planning, Procedures and Organisation</b></p>

You will coordinate and allocate a caseload ensuring delivery of effective care services. You will be required to work flexibly and manage your own caseload as well as overseeing the caseload of others.

You will maintain a demonstrable understanding of the service and awareness of the environment in which it operates

### **Knowledge, Skills and Experience**

1. You will hold a professional qualification and where necessary a professional registration
2. You will have considerable relevant post qualifying, practical experience in similar service areas and/or to have achieved a relevant post qualifying award
3. You will demonstrate knowledge of relevant legislation, developments of social care policy, regulations, and codes of practice, systems, initiatives, processes and procedures
4. You will have an ability to supervise others
5. You will have good relationship building skills, which may involve dealing with emotive situations
6. You will have financial experience or training to carry out associated financial assessments
7. If relevant: you will have experience of care assessment
8. You will have a good level of general IT skills and the ability to use, or be trained in the use of, appropriate specialist in-house software packages

### **Problem Solving**

There are varied, established procedures and standards in place to guide your thinking in how to resolve problems

How you tackle different situations will be based on choosing the correct solution for the problem using your previous experience and knowledge. Problems tend to fall within the boundaries of your own experiences. Solutions can be tested to see whether the answer is right or wrong within a fairly short timescale.

Supervision relating to problems is available.

### **Facts and Figures**

#### Numbers of staff managed/supervised

There are no staff directly supervised by the post holder. However, the post holder will be required to mentor / provide consultation to other members of the team and to offer support to students and newly qualified social workers.

Size of budget directly controlled or otherwise held by the job holder (please specify in what capacity) or which the job holder has influence over (please specify)



There is no direct budget responsibility

Number of enquiries/items processed

N/A

Value of projects/contracts that the job holder manages/supervises or is involved with (state level of involvement)

N/A

Size, complexity and number of cases/number of clients allocated

The teams hold on average 17-20 cases per team member, it is expected that an Advanced Social Worker will hold the most complex social care cases in the team.

In the Access and Response Team this is made up of all initial contacts to integrated children's services, including short term assessments for vulnerable children and Children in Need and Child Protection investigations and enquiries.

In Long Term Social Care this is made up of Child Protection and high level Children in Need cases where there is a risk of family breakdown or risk of significant harm.

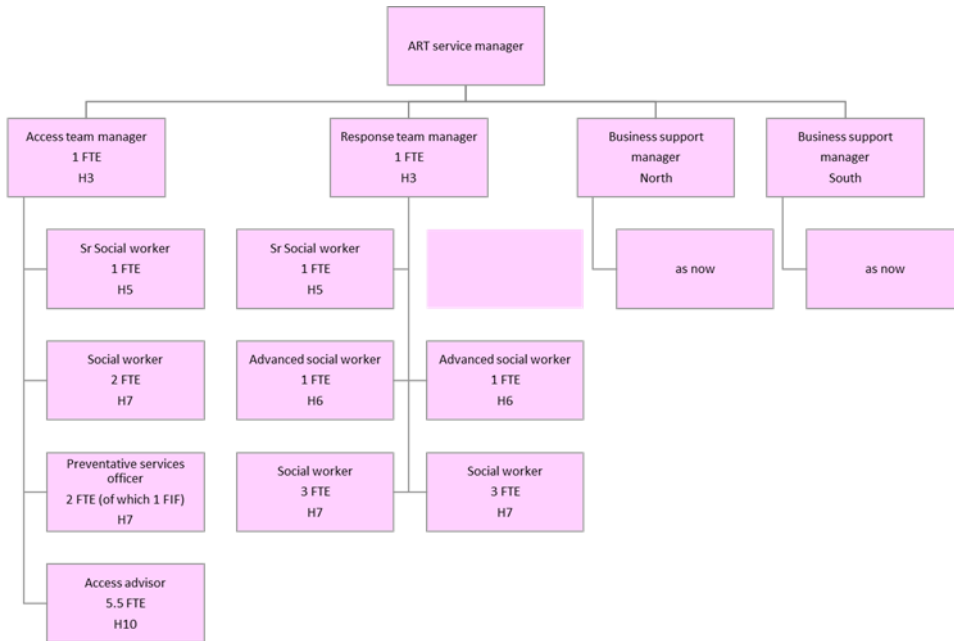
The Looked After Children team hold Children in Care or children subject of Care proceedings.

The Fostering and Adoption team holds cases covering fostering, adoption, adoption support, share the care, and special guardianship and residence order work. This team also administers and provides advisers for the Fostering and Adoption/Permanence Panels.

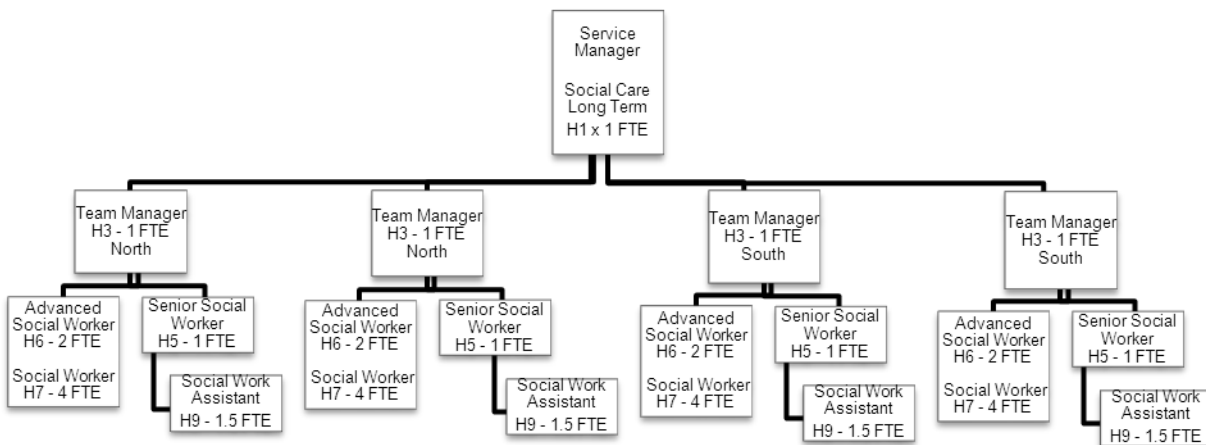
The Transition to Independence service provides statutory services for care leavers and vulnerable young people, aged 16 and over.

# Organisation Chart

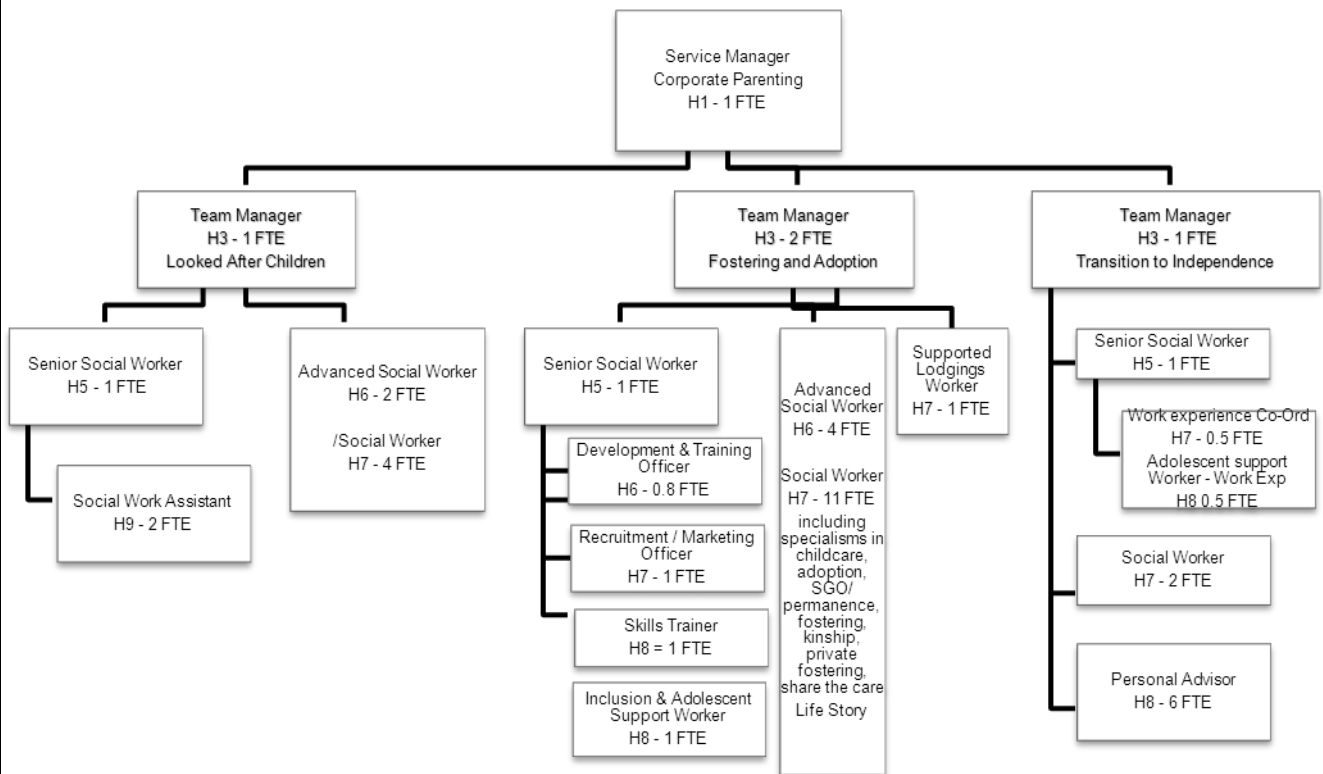
## Access and Response Team:



## Long Term Social Care:



## Corporate Parenting:



## Person Specification

Please ensure that each of the below match to a number in the knowledge skills and experience section above, and include the relevant number below.

### Essential

Recognised and relevant professional qualification e.g. DipSW, CQSW, CSS. Registered with the Health and Care Professions Council (HCPC) (KSE 1).

Considerable post qualifying (relevant) experience in a local authority child care setting (KSE 2)

Evidence of on-going continuous professional development and knowledge of current legislation and practice relating to children and young people's services (KSE 3)

The ability to mentor or supervise staff (KSE 4)

Effective communication and relationship building skills, including handling difficult and sensitive issues (KSE 5).

Excellent Assessment and Analytical Skills (KSE 7)

Effective care planning skills to produce child and outcome focussed plans for children (KSE 2 & 7)

Desirable

You will have achieved a relevant post qualifying award (KSE 2).

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<b>Job Title</b>	<b>Senior Social Worker</b>	<b>Post Number</b>	<b>GENERIC</b>		
<b>Department</b>	Children, Adults and Health	<b>Division</b>	Integrated Children's Services		
<b>Section/Team</b>	Social Care	<b>Reports to</b>	Team Manager		
<b>Career Family</b>	Caring Services	<b>Role Profile No.</b>	CAS05	<b>Hay Grade</b>	5

## Context

### About the role

Working in a team in either Access and Response Team, Social Care Long Term, or Corporate Parenting, under the guidance of the Team Manager the post holder will hold a child care case-load where complex and sensitive issues are at stake, will lead and supervise a small team, and will deputise for the Team Manager when required, with support and guidance from other Team Managers. It is expected that this will usually be for a maximum of four weeks at any one time.

Working in a multi-agency context, the post holder will ensure vulnerable children and young people are identified, protected and supported to achieve positive outcomes through the provision of well planned, integrated and coordinated services.

The post holder will promote effective partnerships with those providing preventative and/or specialist services in the public, private, community and voluntary sectors as well as with children young people and their families to achieve the best possible outcomes.

The post holder may also be involved in the recruitment and development of staff and this may include volunteers/partners/foster carers etc.

The post holder may also undertake the role of Practice Educator in terms of assessing, developing and mentoring student and newly qualified Social Workers (usually one to two per year).

The post holder will use a significant degree of professional expertise, together with knowledge of the extensive statutory framework that governs the duties and processes and timescales in relation to this area of work.

- Under the guidance of the Team Manager, the post holder will also take a lead role in developing professional practice in the team.

### EITHER

Postholders will focus on mentoring less experienced social workers to ensure an understanding of good and outstanding practice

### OR

Take a lead in a specialist area of work or service development. e.g. in relation to court proceedings, looked after children, child sexual exploitation, children affected by domestic abuse, , young people leaving care, young people who are missing, children whose parents suffer mental ill health, children whose parents have learning disabilities, children whose parents have drug and alcohol problems, mental capacity assessments with more of a

focus on:

- Practice development in relation to our practice model and the development of colleagues.
- To lead group learning and development sessions, with both social care and partner agency colleagues
- Contributing and delivering workshops
- Making links with universities to maintain up to date knowledge which will promote evidence based practice and inform relevant research

#### Physical Effort and Working Environment (other than in a normal office environment)

Regular requirement to visit a range of settings which will include visits to service users homes.

#### About the team

The post holder will work in the Social Care section and will work in one of the following areas:

- Access and Response - Managing initial preventative and social care contacts for the Integrated Children's Service – Screening and assessment including Child Protection investigations.
- Social Care Long Term - in one of four locality teams (two north and two south) covering Child Protection and Children in Need.
- Corporate Parenting – in one of three teams:
- Looked After Children - Manages all children in care work and care leaver cases.
- Fostering and Adoption - Recruitment, assessment and support of foster carers and adopters; assisting in family finding and matching of children and young people who need to be cared for outside of their family of origin.
- Transition to Independence Service – Supporting children who are leaving care and other vulnerable young people.

The post holder will directly line manage a small number of non-professionally qualified social work staff (such as Social Work Assistants). The post-holder will deputise for the Team Manager in the Team Manager's absence with support and guidance from other Team Managers. It is expected that this will usually be for a maximum of four weeks at any one time.

#### About the wider section/function

This post sits within Integrated Children's Services, which is divided into:

- Preventative Services – Providing early intervention and preventative services; Children's Centres, Parenting & Family Support, Youth services, Common Assessment Framework (CAF), Troubled Families.
- Access and Response - Managing initial preventative and social care contacts for the Integrated Children's Service – Screening and assessment including Child Protection investigations.

- Social Care Long Term – Covering Child Protection and Children in Need.
- Corporate Parenting – Comprising; Fostering & Adoption, Looked After Children and Transition to Independence.

Promoting working in partnership with colleagues from Integrated Children’s Services and other agencies/partners is essential to ensure that multi-agency packages of support are provided to children and families and to ensure better outcomes for them. ]

Problem solving and decision making examples

[The senior social worker will have specific responsibility for statutory decision making alongside and in the absence of the Team Manager, relating to the service area for which they are responsible. S/he will support the Team Manager to ensure the delivery of high quality, effective services, including;

- Contributing to decision-making to ensure the efficient management and deployment of resources
- Managing staff and team performance, identifying areas of concern and working with relevant managers to develop solutions and actions to ensure under-performance is improved.
- Case work decision-making ensuring safety and wellbeing of children and young people
- Effectively managing risk where there is risk of, or actual, significant harm to children to ensure that children are kept safe and protected from abuse. This entails balancing the needs and rights of children, family members and the organisation to ensure that casework decision making, regarding the safety and wellbeing of children, is robust and timely.
- Ensuring that agreed thresholds for intervention are maintained and statutory requirements are met.

Ensuring good quality decision making, assessment, planning, intervention and reviewing is essential to providing good outcomes for children, as is detailed knowledge of law and policy relating to vulnerable children. The post holder will take a lead role, in this respect, for the service area/s relevant to their post. ]

**Role Purpose**

To supervise the work of a team and assist in the overall management or develop specific service areas or strategies and to deliver personalised care services.

**Key Responsibilities**

To supervise and/or assist in the management and motivation of a team of staff, giving guidance, advice and feedback as appropriate.

Using specialist knowledge and expertise to provide a high level of support and supervision, proving advice and guidance to colleagues ensuring case work decisions are made in accordance with agreed procedures and professional standards.



Take a lead in a specialist area of work or service or service development. Undertake specialist or complex casework where appropriate.
Contribute to the development of services, the meeting of targets and the identification and facilitation of changes of direction ensuring that work is delivered on schedule.
Work in partnership across the sectors to deliver services, give advice and support to internal and external service providers. This will ensure that information and good practice is shared and that communication is effective.
Within the relevant service area ensure that cases are managed within accordance with the Safeguarding procedures for vulnerable people.
Ensure records are kept in accordance with professional standards and prepare and present reports on cases and issues.
Contribute to the determination of budgets and the allocation of funds. If relevant: contribute to commissioning.
Represent the Council's interests ensuring that the Council's position is advocated.
<b>Contacts and Relationships</b>
<p>You will supervise and assist in the management and motivation of teams.</p> <p>You will build effective relationships with colleagues, partners and internal and external customers. You will work in partnership with them, engaging, communicating with and influencing them.</p> <p>You will work in partnership with a range of colleagues and partners to enhance service delivery and give advice.</p>
<b>Work Planning, Procedures and Organisation</b>
<p>You will plan and co-ordinate to assist in the management of the service.</p> <p>You will undertake case management and reviews.</p> <p>You will contribute to budget management and monitoring and may contribute to commissioning.</p>
<b>Knowledge, Skills and Experience</b>
<ol style="list-style-type: none"> <li>1. You will hold a degree or equivalent professional qualification with appropriate professional registration. You will have substantial post qualification experience within a similar service area.</li> <li>2. You will demonstrate specialist knowledge of the relevant services, including latest service developments, legislation, regulations and codes of practice.</li> <li>3. You will have effective relationship building skills to deal with a variety of contacts.</li> <li>4. You will have budget management and monitoring skills.</li> <li>5. Ensure work of the team complies with guidance and relevant codes of practice</li> </ol>

6. You will have a good level of general IT skills and the ability to use, or be trained in the use of, appropriate specialist in-house software packages

### **Problem Solving**

There are varied, established procedures and standards in place to guide your thinking in how to resolve problems.

How you tackle different situations will be based on researching, finding, developing and then selecting the correct solution for the problem using your previous experience and knowledge. Problems tend to fall within the boundaries of your own experiences. Solutions can be tested to see whether the answer is right or wrong within a fairly short timescale.

General supervision relating to problems is available.

### **Facts and Figures**

#### Numbers of staff managed/supervised

| Manage between 1.5 to 3 FTE direct reports, which will be made up of non-social work qualified or other staff (H7-H9). |

#### Size of budget directly controlled or otherwise held by the job holder (please specify in what capacity) or which the job holder has influence over (please specify)

| There is no direct budget responsibility but the post holder will be required to approve some financial purchasing within a given limit. |

#### Number of enquiries/items processed

| N/A |

#### Value of projects/contracts that the job holder manages/supervises or is involved with (state level of involvement)

| N/A |

#### Size, complexity and number of cases/number of clients allocated

| The teams hold on average 17-20 cases per team member, meaning that, when deputising for Team Managers, Senior Social Workers will be overseeing teams that are holding approximately between 120-200 cases at any given time. It is expected that a Senior Social Worker will personally hold the most complex social care cases in the team.

In the Access and Response Team this is made up of all initial contacts to integrated children's services, including short term assessments for vulnerable children and Children in Need and Child Protection investigations and enquiries.

In Long Term Social Care this is made up of Child Protection and high level Children in Need cases where there is a risk of family breakdown or risk of significant harm.

The Looked After Children team hold Children in Care or children subject of Care proceedings.

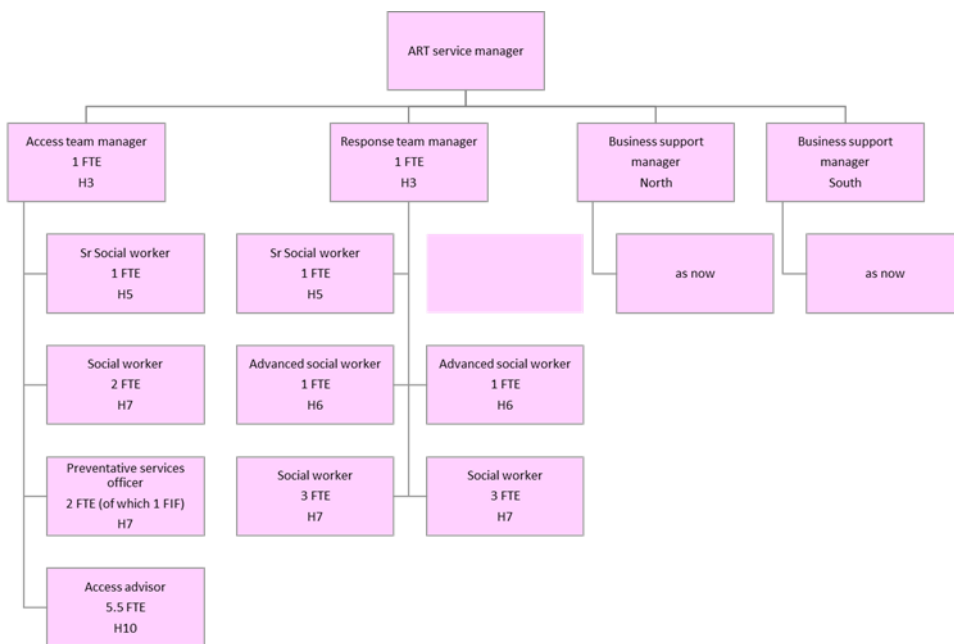
The Fostering and Adoption team holds cases covering fostering, adoption, adoption support, share the care, and special guardianship and residence order work. This team

also administers and provides advisers for the Fostering and Adoption/Permanence Panels.

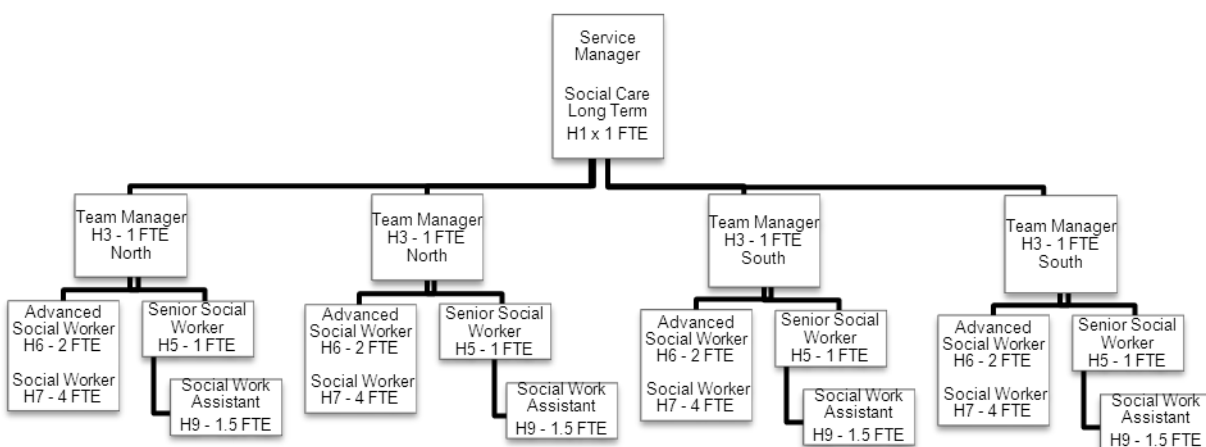
The Transition to Independence service provides statutory services for care leavers and vulnerable young people, aged 16 and over.

## Organisation Chart

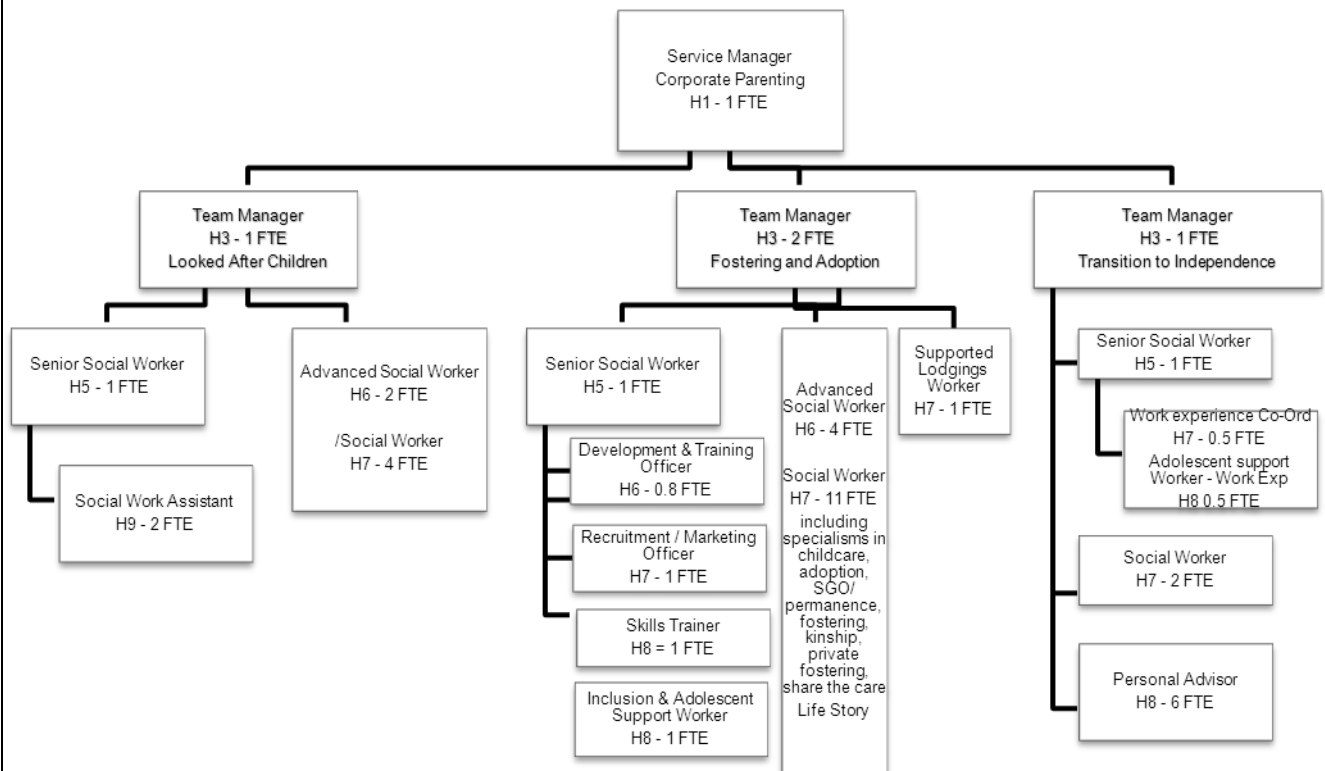
### Access and Response Team:



### Long Term Social Care:



## Corporate Parenting:



## Person Specification

Please ensure that each of the below match to a number in the knowledge skills and experience section above, and include the relevant number below.

### Essential

Recognised and relevant professional qualification e.g. DipSW, CQSW, CSS. Registered with the Health and Care Professions Council (HCPC) (KSE 1).

Significant post qualification experience in a Local Authority children's services setting (KSE 1 & 2)

Detailed understanding of successful strategies to improve outcomes for children, young people and families (KSE 5)

Evidence of on-going continuous professional development and a thorough knowledge of current legislation and practice relating to children and young people's services (KSE 1 & 2)

Evidence of skills, knowledge and experience to be able to assess and manage risk for the most vulnerable children in the community (KSE 2)

Experience of staff supervision (KSE 5)

Effective communication and relationship building skills (KSE 3).

You will be required to travel widely within the Authority so you must either have a current driving licence and provide a car or have access to appropriate means of travel.

|

Desirable

| N/A

Validated 20 February 2020 |