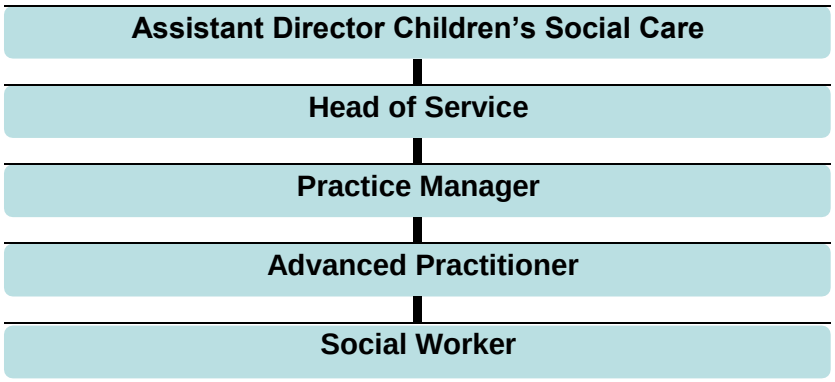
ROCHDALE BOROUGH COUNCIL
JOB DESCRIPTION

SERVICE:	Children's Social Care
SECTION:	Various
LOCATION:	Fashion Corner / Number One Riverside
JOB TITLE:	Advanced Practitioner
POST NUMBER:	
Grade:	Grade 9
Accountable to:	Practice Manager
Accountable for:	Social Work Teams as directed by Head of Service
Hours of Duty:	37
Any Special Conditions of Service:	Appointment to this post is subject to enhanced Disclosure and Barring Service check including a barred list check against the child workforce. For positions in the Complex Early Help & Safeguarding Hub and Sunrise, Greater Manchester Police Force Vetting at Level 3 will be required**.** The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by R B C. The post holder will be expected to undertake a certain amount of travelling in the course of his/her duties for which a casual car user allowance will be paid. This post is not Politically Restricted in accordance with the current regulations.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

Responsible for:-

- Undertaking direct work with children, young people and their families focusing on particularly complex problems which require advanced practice skills. Taking responsibility for the development of specific areas of professional social work practice including the initiation and development of appropriate policy and procedures for approval by the Head of Service;
- To produce high quality reports and assessments for the Courts and other specialist assessments as standalone, independent documentation without having case holder responsibility for such cases;
- To support and promote the development and maintaining of high standards of professional practice both within the team and service;
- To become competent in undertaking and leading on various evidence based specialist assessments across the service.
- To support, supervise and mentor staff including those on various programmes such as ASYE and Practice placements.

Control of Resources

Personnel
All staff employed within the teams managed by the post holder

Financial
All budgets where spending is delegated to the post holder.

Equipment/Materials
All equipment, materials and other physical assets (buildings) for which the post holder is responsible.

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework, HCPC Standards of Practice and the College of Social Work Professional Capabilities Framework (PCF), Knowledge and Skills Framework (KSF) and Continuous Professional Development (CPD requirements. (As detailed in Appendix A)

Relationships (Internal and External)

Colleagues across the Council, elected members, Partner Agencies, voluntary sector, service users, carers and local community groups / organisations.

Responsibilities

The postholder must -

(i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
(ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.
(iii) Work in accordance with the HCPC Standards of Practice.

Values and Behaviours

Approach the job at all times using the values set out below:

- Proud of the difference we make
- Passionate about the diversity of the Borough
- Pioneering and open in our approach.
-

Be aware of and apply the values at all times.

Principal Duties

Quality of Practice

1. To act as a senior member of the team and assist and deputize for the Practice Manager in decision making and direction of assessments and actions (e.g. chairing Strategy discussions, initiating and overseeing Section 47 enquiries and other complex meetings as directed by the service needs).

2. Undertake direct work with children, young people and their families focusing on particularly complex problems which require advanced practice skills.

3. To produce high quality Court reports and assessment in cases where there is a need for such reports to be produced by a Practitioner other than the case-holder to achieve a sense of independence. To undertake case audits and reviews etc, to assist the team in ensuring that it carries out its core tasks to a high standard.

4. Taking responsibility for the lead and development of specific areas of professional social work practice including the supervision, initiation and development of appropriate policy and procedures for approval by the Head of Service.

5. To support and promote the development and maintaining of high standards of professional practice both within the team and service. To provide training, guidance and support to Social Workers and liaise with other Advanced Practitioners/teams to ensure that such training and support is delivered in the most effective manner.

6. Provision of effective professional and practice supervision (including reflective supervision) and performance appraisal of staff as agreed by the Practice Manager and Head of Service having an awareness of the PCF and KSS.

7. To support and promote the use of best practice guidance, through performance management and quality assurance processes and initiatives, ensuring that both within the team and across the service there is access to high quality and uniform templates for assessments and Court reports.

Communication and Engagement

8. To promote good standards of customer care ensuring service user, carer and parental participation and that their views and experiences are considered in service delivery including effective complaints handling (which meets Statutory requirements) user consultation via partnership working so that effective engagement with all service users and partners can be evidenced.

9. To contribute to the development of policies, procedures, quality standards, performance indicators and best practice in line with the Children's Social Care Performance Framework, ensuring that these are sensitive to minority and disadvantaged groups.

10. To participate in case file and supervision auditing activity across the service (and with partners) in accordance with the Children's Social Care Quality Assurance Framework, to ensure the highest possible standard of social work and other safeguarding practice.

Organisational and Personal Development

11. Supporting the induction of new members of staff and Social Work students that respond to the nine domains and required competencies of the PCF and KSF

12. Contribute to both the delivery and design of the Children's Social Care Workforce Development Strategy as well as corporate, in-service and multi-agency training programmes.

13. To provide expert training, guidance and support to social workers (including those on the ASYE programme) and to liaise with other Advanced Practitioners to ensure that such training and support is provided in the most effective way.

14. Drawing up and implementing plans for self and team members under the direction of the Practice Manager to ensure team business plan targets are met.

15. Disseminating information to team members and ensuring they keep themselves up to date with national and local policy and legislative developments and research on best professional practice. Participate in learning, training and development opportunities relevant to the post.

15. To be responsible for the promotion of own and the teams professional development in accordance with the requirements of continued registration with HCPC.

16. To participate in an annual review, utilizing the Personal Development Review (PDR) to ensure that the criteria for undertaking the Advanced Practitioner role in accordance with the requirements of the role (successful mentoring/coaching of NWSW/AYSE and undertaking specialist assessments) is maintained.

17. Provide evidence of CPD that meets the requirements of the PCF & KSF at Advanced Practitioner level including completion of agreed Post Graduate Certificate (or equivalent).

Secondary Duties

1 To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.

2 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Assistant Director (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Attachments

- BASW – The Professional Capabilities Framework, December 2016
- Professional Capabilities – Strategic Level
- Knowledge and Skill Framework

Job Description prepared by Jill McGregor Date February 2017 (updated Oct '17)

Rochdale Borough Council
Person Specification

Service :	**Children's Services**	**Post:**	**Advanced Practitioner**
Section :	**Children's Social Care**	**Post Number :**	
Job Ref:		**Grade:**	**9**

Note to Applicants:
The *Essential Criteria* are the qualifications, experience, skills or knowledge you MUST SHOW YOU HAVE to be considered for the job.
The *How Identified* column shows how the Council will obtain the necessary information about you.
If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you MUST include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.
The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

	Criteria	**Essential (E) or Desirable (D)**	**How Identified: AF Application Form I Interview A Assessment**
	Filter Questions		
1	Do you have a professional Social Work Qualification, are registered with HCPC and have evidence of CPD?	E	AF and check at interview
2	Do you have at least 3 years post qualification experience of working with Children/Young People and their families?	E	AF
(a)	**Special Working Conditions**		
3	Please confirm you are able to attend evening meetings and weekend conferences on occasions	E	AF I
4	Please confirm that you are willing to undertake Greater Manchester Police Force Vetting at Level 3 if you are applying for a post in First Response/MASS or Sunrise.	E	AF I
(b)	**Qualification and Experience**		
5	Please give details of your in-depth knowledge of social work with children, young people and families.	E	AF I A
6	Please give details of your experience of undertaking direct work with children and young people,	E	AF I
7	Please provide evidence of your experience of risk management in a highly pressurised environment, including preparing specialist assessments/ reports for courts.	E	AF I
8	Please provide evidence of substantial post-qualifying CPD Including evidence of Continuous Professional Development in Social Work Practice or equivalent.	E	AF I
9	Please give details of your knowledge and experience of social work supervision and how this can be complemented by mentoring and coaching to professional colleagues in accordance with the HCPC Standards of Practice, the College of Social Work, Professional Capabilities Framework and Knowledge and Skills Framework at the appropriate level.	E	AF I A
10	Please give examples of how you have assessed and analysed complex situations and family dynamics	E	AF I A

(c)	**Skills and Knowledge**		
11	Please give details of your wide knowledge of models of intervention, their effectiveness and outcomes.	E	AF I A
12	Please give details of your knowledge of relevant legislation, regulations, standards, guidance, policy and procedures.	E	AF I A
13	Please give details of your understanding of the regulatory and inspection framework within which children's services operate and the skills that you have to support the department in preparing for these.	E	AF I A
14	Please give details of how you are able to make recommendations for action in relation to complex situations including those where there may be significant risks	E	AF I A
15	Please give details of your good communication skills with children and families and a wide range of partners and stakeholders, both verbally and in writing	E	AF I A
16	Please give details of your ability to negotiate with service users and partners.	E	AF I A
17	Please give details of your IT skills in relation to email, electronic case recording, performance data, report writing, etc.	E	AF I A
18	Please give details in your ability to use initiative and be proactive in: assessing, analysing and making professional judgements in order to keep children safe, and ensure that their outcomes are improved by intervention; identifying situations which may pose a high risk to a child, provoke media interest or where the reputation of the Council is at stake and to make sure that the Practice Manager is informed and kept up to date with developments; making decisions relating to the management of staff and resources, including prioritising and allocating work, monitoring progress against standards and informed by legislation, guidance, policies and procedures;	E	AF I A
19	Please give details on your ability and commitment to work in accordance with the HCPC Standards of Practice, the College of Social Work, Professional Capabilities Framework and the Knowledge and Skills Framework at the appropriate level.	E	AF I
(d)	**Behaviours and Values**		
20	Approach the job at all times using the values set out below: • Proud of the difference we make • Passionate about the diversity of the Borough • Pioneering and open in our approach Please confirm you are willing to adhere to these values.	E	AF I