

# Job specification



**Job title: Advanced Practitioner**  
**Service: Support and Safeguarding**  
**Grade: G10**  
**Reporting to: ICS Team Manager**

## Your job

You will supervise a team of Best Interest Assessors, managing the allocation of assessments and oversight of caseload throughput. You will ensure there is a high standard of assessment with appropriate challenge and oversight of conditions and timeframes for orders.

You will develop and maintain high professional standards for the team in line with current and future legislative and corporate requirements and will quality assure assessment work received into the team.

You will provide support and oversight to Safeguarding processes ensuring these are addressed in line with legislative guidance.

You will support the development and commissioning of appropriate external assessors to support the internal resource.

You will work independently and as a team member providing excellent customer care at all times and promoting positive behaviours in the workplace. You will also work in an integrated team with both health and wider social care colleagues.

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

## In this job you will

On an ongoing basis you will:

- Manage the allocation of incoming work to the BIA's in the DOLs team across the locality teams and to external assessors.
- Be responsible for the supervision of a team of Social Workers/BIA's and administrative staff.
- Provide scrutiny of form 3 documentation ensuring high quality assessment standards are maintained.
- Manage staff processes including recruitment, training, induction and Continuous Professional Development (CPD) across all areas of social work/care practice.
- Work flexibly to meet the needs of the service and support other localities as necessary
- Lead and Chair meetings as required
- Negotiate with providers and third-party sector organisations on a range of services for service users

- Provide advice to colleagues and partners/providers where required to ensure statutory requirements are appropriately maintained
- Be responsible for the planning of mandatory annual refresher training for BIA's within Wigan
- Monitor and analyse the teams waiting lists for standard/review and urgent assessment requests to manage in accordance with legislative requirements.
- Contribute to the development of policies and procedures within the department
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

## In this job you will need

You must be able to demonstrate the following essential requirements:-

- Significant social work experience within an Adult team and be registered with HCPC
- Hold a current Best Interest Assessor Qualification
- Hold an NVQ Level 4 Management qualification or can demonstrate equivalent experience of supervising others
- Excellent communication and organisational skills
- Extensive up to date knowledge of legislation relevant to the role and its application
- Excellent literacy and numeracy skills
- Excellent presentation skills for team meetings and wider service delivery as required
- Understanding of social care databases and systems for the allocation and completion of work
- Understanding of budgetary impacts and how to provide services in a variety of ways to meet need
- Ability to analyse information and provide appropriate responses and updates to managers and colleagues
- Ability to make decisions based on risks and benefits analysis

## Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Be Wigan** behaviours.

**Be Positive...** take pride in all that you do

**Be Accountable...** be responsible for making things better

**Be Courageous...** be open to doing things differently

Individuals with line management responsibilities are also expected to ...

**Inspire...** lead by example and help others to see the big picture

**Care...** show genuine concern for people as individuals and value their contributions

**Engage...** I connect with others both within and beyond the organisation

## Staff Deal

Our Staff Deal is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you

### Our part

- Provide strong, honest and visible leadership
- Reward your commitment and hard work
- Care for your health and well being
- Listen to you and put your ideas into action
- Support you to give something back
- Offer opportunities to learn and grow
- Be one team, one council
- Believe in you

### Your part

- Listen, be open, honest and friendly
- Be efficient, flexible and professional
- Care for your health and stay active
- Tell us how we can improve
- Give something back whenever you can
- Take opportunities to learn and grow
- Be one team, one council
- Believe in yourself and our borough