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| **Department** | **Department of People – Children’s** |
| **Job Title** | **Advanced Social Work Practitioner**  |
| **Grade** | **GRADE I** |
| **Reporting To** | **Team Manager** |
| **Staffing Responsibilities** | **None** |
| **Primary Purpose of Job** | Working to the team manager, the post holder will have a reduced caseload of the more complex cases in children’s social care, whilst also providing clinical leadership and expertise to the wider social work team. In managing the more complex cases there is a high likelihood that the post will require regular presentation of evidence to Court, depending on the respective Service area, and so an in-depth knowledge and understanding of legal processes will be essential. Although the post holder will have no direct line management responsibilities, they will be responsible for coaching, mentoring, co-working and buddying less experienced colleagues. By providing coaching and mentoring to social workers in their Assisted and Supported Year in Employment (ASYE) and supporting Level 2 workers in their early professional development, the post holder will be required to exhibit excellent social work skills and enable a systemic approach to supporting children and families.  |

**Key Duties/Areas of Responsibility**

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| 1 | To be the social work case holder and provide intervention for the more complex cases within their particular service area, including the likely requirement of presenting evidence and taking challenge in the Court arena, ensuring that service standards are maintained at all times.  |
| 2 | To provide a purposeful and professional social work service to children in need, children subject of a safeguarding plan, children with a disability, looked after children and care leavers and their families including the assessment of those needs in accordance with statutory requirements and Departmental policies.  |
| 3 | To contribute to the planning and development of the Team and Departmental services to children and families as required and as appropriate. |
| 4 | To participate in the organisation and administration of the work of the post to ensure the provision of service is completed. |
| 5 | To provide management information to assist in the setting, implementing and monitoring of the Departmental strategies and services.  |
| 6 | To contribute to the allocation of work within the team. |
| 7 | To work directly with service users employing a range of social work skills, knowledge, methods and techniques.  |
| 8 | To assess, evaluate and review programmes of work including the coordination and organisation of services both within and outside the Department. |
| 9 | To maintain appropriate records of services provided to children and families within the requirements of both the personal records system and the administration system.  |
| 10 | To attend all meetings, reviews, case conferences, core groups as appropriate to the service area and to provide appropriate advice, information and support to ensure effective outcomes are achieved by these forums.  |
| 11 | To work with Legal Services and the Courts including the production of reports within agreed timescales.  |
| 12 | To work in partnership with the Principal Social Worker to develop and deliver action learning sets to address priority service needs within the social work service.  |
| 13 | To provide support to ASYEs in their casework activity including co-working, modelling, coaching and mentoring here required. |
| 14 | To provide reflective group supervision to social workers as and when required, working in partnership with the Team Manager. |
| 15 | To ensure ASYE training and development plans are regularly reviewed and maintained, in line with ASYE programme outcomes. |
| 16 | To interface with the Council and LSCB’s quality assurance processes, informing the work plan of the Principal Social Worker. |
| 17 | To identify and assist areas of improvement for the service delivery to children and families.  |
| 18 | To act as a champion for service development and improvement within Safeguarding and Early Help, role modelling Research into Practice and undertaking high quality assessments. |
| 19 | To carry out the role of Practice Educator/Teacher for Social Work students in accordance with their own Personal Development Plan. |
| 20 | To undertake specific service improvement work in other parts of the service as and when required, bringing expertise and innovation to tackle areas of poor performance. |
| 21 | To undertake identified practice research and participate in dissemination of learning |
| 22 | To provide social work input to consultation exercises relating to new systems and practice. |
| 23 | To undertake any other reasonable tasks and duties as requested by senior managers for the benefit of the Service or for the children and families in Bolton. |

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| **Date Job Description prepared/updated:** | May 2020 |
| **Job Description prepared by:** | Ian Walker |



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| **Department** | **department of people** |
| **Job Title** | **ADVANCED SOCIAL WORK PRACTIONER**  |
| **Stage One** | Disabled Candidates are guaranteed an interview if they meet the essential criteria |
| **The Minimum Essential Requirements for the above Post are as Follows:** | **Method of Assessment** |
| **1.** | **Skills and Knowledge** |
| 1. | Extensive experience of working as a Social Worker within a Children’s Services setting | Application Form/ Interview |
| 2. | A thorough working knowledge of Child Care best practice, Central Government Strategic and Modernisation of Agendas (including Every Child Matters, Best Value, Working Together, Children & Families Act 2014 etc.) | Application Form/ Interview |
| 3. | Extensive knowledge of Children and Families public and private legal proceedings.  | Application Form/ Interview |
| 4. | Practical knowledge of customer service and quality management processes and a clear understanding of customer care issues | Application Form/ Interview |
| 5. | A detailed understanding of legislation, regulations and statutory guidance relating to Children's Services. | Application Form/ Interview |
| 6. | A sound knowledge of relevant child-care research, evidence-based practice in children’s social care, and the ability to implement best practice. This will include knowledge of solution focused interventions. | Application Form/ Interview |
| 7. | In depth knowledge of Council objectives, the performance framework and departmental policies and procedures. | Application Form/ Interview |
| 8. | Understanding of partner agencies’ functions and responsibilities | Application Form/ Interview |
| 9. | The ability to manage, organise, support and maintain the use of information technology systems and software. | Application Form/ Interview |
| 10. | To be responsible for the delivery of high-quality services by developing and implementing quality assurance systems, to monitor maintain and evaluate the division’s performance, services and processes. | Application Form/ Interview |
| 11. | Deliver results, through collaboration, partnerships and work with groups in accordance with the organisation’s aims.  | Application Form/ Interview |
| 12. | Ability to use knowledge and understanding of the political context, processes and sensitivities to influence own approach to deliver outcomes, in particular developing a relationship with elected members. | Application Form/ Interview |
| 13. | **Competencies** – Please note the council’s corporate competencies, which are considered to be essential for all roles, are in the attached CORE COMPETENCIES document | Interview |
| **2. Experience/Qualifications/Training etc** |
| 1. | Relevant professional social work qualification  | Application Form |
| 2. | Experience of managing/mentoring staff or students where responsibility for the supervision, direction, co-ordination, training and development of staff can be evidenced. | Application Form/ Interview |
| 3. | Substantial experience of multi-agency working and working in a local authority or voluntary agency | Application Form/ Interview |
| 4. | Experience of carrying out risk assessments and managing complex cases and presenting evidence to Court  | Application Form/ Interview |
| 5. | A minimum of 2 years’ experience in Children’s Social Care including experience of managing field social work and child protection activity. | Application Form |
| 6. | Evidence of post qualification award or ability and willingness to undertake specialist post graduate training/qualifications including the Practice teaching Award or experience of being a Practice educator  | Application Form/ Interview |
| 7. | Social Work England Registration | Application Form/ Interview |
| **3. Work Related Circumstances** |
| 1. | The nature and demands of the post-holder’s time are not always predictable and there will be an expectation that work will be required outside normal hours from time to time | Interview |
| 2. | This post has been designated an essential car user post. Applicants must hold a full, current and valid driving licence and a vehicle with a current valid MOT certificate. There must also be adequate vehicle insurance cover to comply with the council’s requirements, in line with the Travel Costs Reimbursement Policy | Application Form/ Interview |
| 3. | This post is subject to an enhanced disclosure from the Disclosure & Barring Service | Satisfactory DBS Disclosure |

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| **STAGE TWO** | Will only be used in the event of a large number of applicants meeting the minimum essential requirements |
| **Additional Requirements** | **Method of Assessment** |
| **1. Skills and Knowledge** |
| 1. |  |  |
| 2. |  |  |
| **2. Experience/Qualifications/Training etc** |
| 1. | Experience of managing change successfully | Application Form/ Interview |

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| **Date Person Specification prepared/updated:** | April 2020 |
| **Person Specification prepared by:** | **Ian Walker** |

**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.