

Job specification



Job title: Advanced Practitioner
Service: Support and Safeguarding
Grade: G10
Reporting to: Locality Manager

Your job

You will supervise a locality team of Social Workers, managing the allocation of cases and oversight of caseload throughput. You will ensure there is a high standard of assessment and support planning with appropriate challenge and negotiation in the approval of packages of support. You will be expected to act as duty Advanced Practitioner on a rota basis as applicable, supporting the duty function and on the Social Care Officers and Social Workers acting as duty workers.

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 and approve supported self-assessments and support plans produced by Social Care staff.

You will provide support and oversight to Safeguarding processes and chair strategy discussions and meetings on a regular basis as dictated by the service.

You will support the development and commissioning of appropriate packages of support, working in partnership with providers and voluntary organisations.

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

In the next 12 months, you will:

- Complete induction as applicable
- Contribute to the effective management of the team/role/service on a daily basis as noted below.
- Demonstrate an ability to display the Be Wigan behaviours expected of employees and of managers as noted below
- To demonstrate commitment to Continuous Professional Development and commitment in respect of the development of your role
- Demonstrate an ability to respond to change within the service and the ability to support others with any period of change
- To demonstrate professional resilience and support others to develop their own professional and emotional resilience within their role.
- Be accountable and responsive to senior management

On an on-going basis you will:

- Manage the allocation of incoming work to the locality team and/or manage the allocation of work.
- Be responsible for the supervision of a team of Social Workers, both experienced and ASYE
- Provide scrutiny to packages of support in line with achieving excellence for adult social care
- Manage staff processes including recruitment, training, induction, Continuous Professional Development (CPD)
- Work flexibly to meet the needs of the service and support other localities with the demand in the Advanced Practitioner role as necessary
- Lead and Chair meetings as required
- Negotiate with providers and third party sector organisations on a range of services for service users
- Produce social care assessments and support plans if required
- Be responsible for the planning of Duty rotas
- Monitor and analyse the costs of care packages
- Contribute to the development of policies and procedures within the department
- Contribute to the Advanced Practitioner duty rota as required
- Contribute to the development of policies and procedures within the department
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying data held and destroying information in line with retention schedules
- Contribute to the resolution of complaints in line with the organisational policy and procedures

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 SW England
- Ideally hold a management qualification or have the ability to 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
- Demonstrate excellent numeracy and literacy skills
- Excellent presentation skills for team meeting 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
- Ability to demonstrate professionalism and display the attitudes and behaviours expected of the organisation

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 **Team 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

Be Kind... be helpful, generous and thoughtful towards yourself and others

#TeamWiganDeal

Together we will

Deliver Deal 2030, working alongside our communities to make Wigan Borough an amazing and inclusive place to live and work, building a better future.

We will



Genuinely care for you and your wellbeing.



Champion a culture that inspires you to thrive.



Listen and engage with you to bring your ideas to life.



Celebrate your contribution and support you to reach your goals and aspirations.

I will



Look after my wellbeing and be kind to myself and others.



Work with others across #TeamWigan to be courageous, innovative and embrace technology.



Share my ideas and be accountable for making things happen.



Own my development and let my passion and positivity shine through.