

JOB DESCRIPTION

JOB TITLE: Senior Practitioner

JOB NO: TBC

GRADE: 5

DIVISION: Adult Social Care

NO OF POSTS: TBC

SECTION: PFA & Transitions Service

POST REQUIRES POLICE / CRIMINAL RECORDS BUREAU CLEARANCE: YES

1.0 JOB PURPOSE

1.1	To ensure the effective management, operation and development of Adult's Social Care to achieve the City Council's objectives and statutory duties and responsibilities, and to improve positive outcomes for Adults in Birmingham.
1.2	To participate in the identification and systematic review of service needs and the planning and delivery of appropriate Adult care services, exploring innovative and radical approaches to service delivery - whether provided directly by Adults and Communities or commissioned and delivered by external partners/providers.
1.3	To provide casework supervision to a team of social care staff as directed by their supervising Team Manager.

2.0 DUTIES AND RESPONSIBILITIES

2.1	To diligently adhere to the Department's Safeguarding policies, procedures and guidance.
2.2	To carry out assessments and formulate care plans and lead on the most complex cases.
2.3	To take responsibility for encouraging multi-disciplinary and/or multi-agency cooperation where necessary to service complex cases.
2.4	To ensure that care plans are monitored and reviewed.
2.5	To carry out casework supervisions for nominated team members. Also, to identify the development needs of team staff and, in liaison with the relevant Workforce lead, take steps to ensure that these needs are met through supervision and staff development, in-service training courses, coaching etc.

2.6	To provide appropriate support and assessment to social work students, Newly Qualified Social Workers and Social Workers as directed.
2.7	To work with other Senior Practitioners in a Team on the preparation of performance management information to meet targets
2.8	To work with the appropriate Lead Practitioner(s) to understand excellent practice and to lead the process of planning how to embed it within Adults and Communities.
2.9	Take a full part in the Directorate's overall financial accountability, monitoring and control processes, in relation to all relevant financial targets, including the preparation of applications for external funding as may be required.
2.10	Apply administrative procedures and practices as laid down and to take an active part in the development and improvement of new and existing processes, including: a. -the use of Information Technology to capture case related data, b. -the implementation and practice of "agile" working.
2.11	Provide support to the Development and implement team level management systems both to support day to day monitoring of the team's performance and to provide contributions to the Directorate's data collection and reporting requirements.
2.12	Ensure all risk assessments and incident reporting mechanisms are in place, regularly reviewed and acted upon.
2.13	Participate, as required, in the Directorate's overall service and policy development processes, in particular, in Service Improvement Groups, Business Planning processes and development of specific action plans
2.14	Assist in ensuring effective liaison with the fieldwork/assessment staff, other City Directorate/Departments, NHS bodies, voluntary and private sector service providers, etc.
2.15	Ensure that all services provided are appropriate, relevant and sensitive to the needs of Birmingham's diverse community and to actively promote change where necessary to ensure anti-discriminatory practice.
2.16	Take part in the Directorate's response to major emergencies as directed.
2.17	Ensure that all Directorate and statutory requirements are met in respect of Health and Safety, Fire Regulations, Inspection Reports, etc.

3.0 SUPERVISION RECEIVED

3.1 SUPERVISING OFFICER JOB TITLE: Team Manager/Team Lead
 JOB NO:

3.2 LEVEL OF SUPERVISION

1. Regularly supervised with work checked by supervisor.
2. Left to work within established guidelines subject to scrutiny by supervisor.
3. Plan own work to ensure the meeting of defined objectives.

4.0 SUPERVISION GIVEN (excludes those who are INDIRECTLY supervised i.e. through others)

POST TITLE	GRADE	NO OF POSTS	LEVEL OF SUPERVISION*
TBC			

*Use 1,2 or 3 as in 3.2

5.0 SPECIAL CONDITIONS

- a. This position is exempt from the Rehabilitation of Offenders Act
- b. A CRB/ISA check will be undertaken for this position

All qualified social workers must be on the Social Care Register to practice. This applies to everyone who:

- Has 'social worker' in their job title;
- Is in a role which requires a social work qualification;
- Is in a role that involves social work or is a job normally only undertaken by a social worker.
- Is in a leadership or management position and is a qualified social worker.

Person Specification

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KEY – MOA (Method of Assessment): AF – application form, I – interview, T – test, P – presentation, G – group exercise,

Criteria	Essential	M.O.A.
Experience / Knowledge (relevant work and other experience)	Must have sound knowledge of professional practice, the legal framework and service delivery issues in the area of work.	AF/I/T
	Experience in dealing effectively and sensitively with complex citizen/carer complaints	AF/I
	Experience in leading the successful implementation of safeguarding procedure and policies	AF/I
	Experience of continuously developing and improving services, listening and responding to customers' needs, pursuing innovation and providing the highest quality of service delivery.	AF/I
	Demonstrate knowledge and a good understanding of successful budget control and financial management.	AF/I
	Demonstrate understanding of the statutory Local Government framework, policies and services and of the changes influencing the provision of social care	AF/I
	Demonstrate knowledge and a good understanding of planning, managing and monitoring of resources, including making best use of available skills and resources and optimising development opportunities.	AF/I
	Experience of partnership working, both corporately with other Departments and with external organisations.	AF/I

	<p>Demonstrate knowledge and a good understanding of how adults learn and develop.</p> <p>Demonstrate knowledge and a good understanding of a range of methods for learning and sharing good practice, for example, self-directed learning.</p> <p>Demonstrate knowledge and an excellent understanding of the importance of providing effective supervision.</p> <p>Demonstrate knowledge and a good understanding of practice standards and professional and occupational requirements</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
Skills and Ability	<p>High level skills in assessing, monitoring and managing risk.</p> <p>Experience in leadership and management, including decision-making and projects.</p> <p>Proven skills in coaching staff and mentoring staff.</p> <p>Ability to assess practice standards and professional and occupational requirements particularly in relation to meeting the requirements of registration bodies and higher education institutions and the ability to assess the transfer of learning into practice and evaluating the impact of learning on outcomes for people who use services</p> <p>Change management skills including an ability to use analytical and problem solving skills and knowledge and a good understanding of how to manage complex employee relations situations</p> <p>Demonstrate councils values and behaviours at all times; through professionalism, leading by example at all times, being accountable and transparent in your role and working in an ethical way</p>	<p>AF/I</p> <p>I/T</p> <p>I/T</p> <p>I/T</p> <p>I/T</p> <p>I/T</p>



	High level verbal and written communication skills in order to communicate with a wide range of audiences	I/T
	Evidence of working independently and meeting deadlines	I/T
	Change management skills including an ability to use analytical and problem solving skills and an ability to manage complex employee relations situations.	I/T
	High level verbal and written communication skills in order to communicate with a wide range of audiences, internally and externally, providing accurate advice and information and achieving objectives.	AF/I/T
	Ability to gather information and compile accurate written reports.	I/T
	Ability to lead practice, working with adults to achieve their desired outcomes. To share good practice and be outcomes focussed.	I/T
	An ability to proactively identify opportunities to improve services and an ability to develop strategies to manage change.	I/T
	Commitment to and evidence of acting in an anti-discriminatory way in areas of employment, training and service delivery	I/T
	Competence in the use of IT.	I/T
Qualifications	Professional Social Work or Occupational Therapy qualification.	AF