**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:**  Deputy Principal Social Worker | **Grade**:  MG1 |
| **Section:**  Commissioning & Quality Standards | **Department:**  Adult Social Care & Public Health |
| **Responsible to following manager:**  Principal Social Worker & Assistant Director of Professional Standards | **Responsible for the following staff:**  Professional Standards Officer x 1 ASYE Manager x 2 |
| **Post Number/s:**  SADSO1 | **Last review date:**  August 2024 |

**Working for the Richmond & Wandsworth Better Service Partnership**

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

Richmond & Wandsworth Better Service Partnership aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose**

To ensure that Richmond and Wandsworth Councils deliver excellent Social Work/Care practice.

To provide assurance on the quality of social care practice delivery in services and to facilitate improvements where required.

To promote and facilitate effective Social Work supervision and decision-making.

To provide advice and direction to services in relation to complex casework and developing case law.

To lead and drive forward the practice and culture change necessary to support the transformation of Adult Social Care Services in line with current local and national policy developments including the CQC Assurance Framework; Health and Care Integration; Demand Management and innovations including the Digital Strategy.

The post holder will be accountable to and deputise for the Principal Social Worker and play a key role in service improvement and the implementation of change programmes.

**Specific Duties and Responsibilities**

1. With the Principal Social Worker (PSW) to lead on and oversee excellent Social Work practice and support on-going readiness/ provision of evidence for CQC assessment, deputising where appropriate.
2. With the PSW to oversee the quality assurance and improvement of Social Care practice and culture including completion of comprehensive audits. This includes analysing available data and working in partnership with the Performance Team.
3. To develop a culture of success and celebration and support for staff wellbeing.
4. To lead on development of the ASYE programme for Newly Qualified social workers.
5. To interpret and write reports for SMT and DMT including the use of management information e.g. using Power BI.
6. To promote and support effective Social Work supervision, reflection and decision-making including in relation to risk assessment, risk management and safeguarding in partnership with the Safeguarding Team.
7. Establish and maintain effective systems for local social work practice governance and service quality monitoring systems to ensure best outcomes for service users.
8. To act as the expert advisor in complaints and serious incidents investigations when required.
9. To use influence to initiate change within and across systems, processes and services & using a project management approach to manage, deliver and support change. Also, to use influence to deliver quality improvements & change to meet the needs of the community
10. To devise, arrange, promote and deliver programmes of professional development, training and other learning and development events that will meet identified training needs in line with service objectives. To do this within the available budget, and to report on outcomes and evidence the impact of learning on practice.
11. To promote and contribute to local and national research to influence evidence-informed practice e.g. in relation to Family Group Conferencing pilot.
12. To lead, motivate and inspire social care practitioners and managers and ensure services are effective and responsive.
13. To collaborate with service managers to embed a culture of learning and continuous improvement and to demonstrate how learning has been implemented.
14. To promote equalities, inclusion and diversity within strategic decision-making and advise on the impact of policy and practice for people in more excluded groups or communities.
15. To lead practice that recognises the strengths of individuals and our communities, ensuring the person requiring support is at the centre of all decision-making. This will include regular meetings with the Complaints Team, analysing quarterly complaints and compliments to inform and to agree action plans to improve services with the relevant Assistant Directors.
16. To learn from and share resources with local and national networks, including participating in peer reviews as a member of the team as practice lead and/or case file auditor.
17. To provide coaching/mentoring to other operational leads to develop best practice and meet documentation and reporting requirements.
18. To facilitate action learning sets for Newly Qualified Social workers.
19. To be a panel member on the Internal Moderation Panel for the Assessed and Supported Year in Employment Programme.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
* To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.

**Additional Information**

The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

**Team structure**

**Person Specification**

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**Our Values**

**THINK BIGGER**

**EMBRACE DIFFERENCE**

**CONNECT BETTER**

**LEAD BY EXAMPLE**

**PUT PEOPLE FIRST**

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](https://www.richmond.gov.uk/media/afdbdeao/five_values.pdf) as they are an integral part of our recruitment and selection process.

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| **Person Specification Requirements** | | | **Assessed by**  **A/I/T/C**  **(see below for explanation)** |
|  |  |  |  | |
| **Knowledge** | **Essential** | **Desirable** | **Assessed** | |
| 1. Comprehensive knowledge of Adult Social Care work, Integrated Care Systems (ICSs), statutory responsibilities, national and local policy agendas, and practice innovations. | **X** |  | **A & I** | |
| 1. Comprehensive knowledge and understanding of the Adult Social Care sector; including workforce training and development requirements. | **X** |  | **A & I** | |
| 1. Excellent knowledge of different training methods, techniques and delivery models; including evaluating outcomes from training and supporting the effective transfer of learning into the practice environment. | **X** |  | **A & I** | |
| 1. Knowledge of project management principles | **X** |  | **A & I** | |
| **Experience** | **Essential** | **Desirable** | **Assessed** | |
| 1. Demonstrable experience in leading the implementing change within the workplace, e.g. implementation of new processes and/or practices in a team or across a division or organisation. | **X** |  | **A & I** | |
| 1. Experience of contributing to and leading on change management programmes & experience of managing projects | **X** |  | **A & I** | |
| 1. Significant practice experience across the range of adult social work, to include safeguarding and Deprivation of Liberty Safeguards (DoLS) work | **X** |  | **A & I** | |
| 1. Significant experience of managing social workers | **X** |  | **A & I** | |
| 1. Experience of influencing decision-making and service delivery, particularly where there is no direct line management relationship | **X** |  | **A & I** | |
| **Skills** | **Essential** | **Desirable** | **Assessed** | |
| 1. Self-motivated with the ability to manage own time & workload; to set priorities and to work in a demanding environment with competing priorities and short deadlines | **X** |  | **A & I** | |
| 1. Ability to work with colleagues and partner agencies to deliver improved services | **X** |  | **A & I** | |
| 1. Able to get things done by working creatively to get past barriers and obstacles | **X** |  | **A & I** | |
| 1. Ability to successfully manage change and introduce change or innovation to work processes and practices | **X** |  | **A & I** | |
| 1. A high level of attention to detail when accomplishing tasks | **X** |  | **A & I** | |
| 1. Ability to work with management across the directorate to balance the priorities of all stakeholders | **X** |  | **A & I** | |
| 1. Ability to interpret and write reports for DMT including use of management information e.g. Power BI | **X** |  | **A & I** | |
| 1. Good IT skills, including MS Word and Excel, to maintain project documentation, registers and to understand trends in performance | **X** |  | **A & I** | |
| 1. The ability to present project information clearly and succinctly, including progress, risks & issues, for a range of audiences | **X** |  | **A & I** | |
| 1. Strong communication skills both verbal and written to be able to produce clear and concise reports and letters and to effectively communicate with both internal and external stakeholders (including frontline staff to senior managers & directors as well as wider partners in health and independent providers) | **X** |  | **A & I** | |
| 1. Excellent relationship management skills across all levels of the organisation and with external partners | **X** |  | **A & I** | |
| **Qualifications** | **Essential** | **Desirable** | **Assessed** | |
| 1. The post holder must be a qualified social worker registered with Social Work England | **X** |  | **A, I & C** | |
| 1. A management/leadership qualification, e.g. ILM | **X** |  | **A, I & C** | |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**