

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Principal Social Worker	Grade: MG1
Section: Commissioning and Quality Standards	Directorate: Adult Social Care and Public Health
Responsible to following manager: Head of Professional Standards and Safeguarding	Responsible for following staff: <ul style="list-style-type: none"> - Training and Development Manager (PO6) - Professional Standards Officer (PO5) - Lead Occupational Therapist (PO5)
Post Number/s: RWAN0010	Last review date: August 2019

Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement 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.

The Shared Staffing Arrangement 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

The Principal Social Worker will provide professional leadership and representation of evidence-based social work practice across diverse practice areas and influence the organisation at a senior level; ensuring senior managers are aware of the experience of front-line social work within adult services. The post holder will be required to have an overview of the quality of social work practice based on evidence-based practice reviews and audits, recommending methods for improving practice quality. The post holder will be central to the design and delivery of services, influencing both strategic and operational developments and ensuring that all strategic decision-making and

organisational change is influenced by expert professional social work knowledge and practice.

The Principal Social Worker will also hold overall responsibility for the operational functionality of the Workforce Development and Professional Standards Team, ensuring that all agreed service plans and statutory responsibilities are met, and quality services delivered.

Specific Duties and Responsibilities

1. To provide operational and motivational **leadership** of staff, providing a visible presence to the workforce and promoting a good working environment with the primary aim of delivering high quality services. In addition, the postholder will provide professional social work leadership across the organisation (and to NHS partners hosting seconded social workers as directed) and be responsible for supporting and advising on the quality of social work and social care practice within the organisation in order to promote the highest possible standards of professional practice. This will include close liaison with Directorate Heads of Service and the Lead Occupational Therapist to ensure consistency across all professional disciplines. This will include assurance meetings with the Assistant Director/ Director of Adult Social Care and Public Health as agreed.
2. Monitor social work **performance** and provide evidence-based information on emerging practice and initiate changes within the organisation promoting continuous improvement in quality and outcomes for service users as well as meeting national and local agendas, standards and targets.
3. Lead and co-ordinate all Newly Qualified Social Workers (**NQSW**), the NQSW Academy and Assessed & Supported Year in Employment (**ASYE**) ensuring regular and focused support to NQSWs.
4. To be responsible for the leadership, development and implementation of an overarching strategy for the **Quality Assurance Practice Framework** for Adult Social care which is efficient in its use of resources and accords with policy, legislation and procedure. This includes responsibility for development and implementation of audit programmes and ensuring delivery with operational managers
5. To provide effective management of **staff**, including recruitment, training, development and appropriate application of policies and codes of practice on staffing matters. Support social work **recruitment and retention** by ensuring there are effective systems for induction, appraisal, training and personal development and supervision.
6. Establish and maintain effective systems for local social work **practice governance** and service **quality monitoring** systems to ensure best outcomes for service users and to act as expert advisor in complaints and serious incidents investigations when



required. Lead on the implementation and monitoring of social workers' annual health checks and drive organisational and system *improvement* in line with the Standards for Employers of Social Workers

7. **Maintain practice** by working directly with adults and their families in a manner appropriate to the role and articulate these experiences and any dilemmas that arise across the organisation to other senior managers, so that they are able to influence strategic changes/improvement on social care practice.
8. To assist as required with the management of budgets, including ensuring that all necessary processes and procedures are carried out in a timely and effective way.
9. To contribute towards the development of good working relations and collaborative arrangements with relevant organisations including private, voluntary and other public organisations, to forge effective partnership working.
10. Participate in and contribute to the Council's and partner agencies' business **planning** processes and the overall management and strategic development of services, taking delegated lead responsibility for appropriate meetings and working parties.
11. Promote the inclusion of hard to reach communities, including those protected under the **Equality** Act, in all aspects of service development, design and innovation.
12. Any other duties which are consistent with the role arising from legislation, policy or organisational change.

Generic Duties and Responsibilities

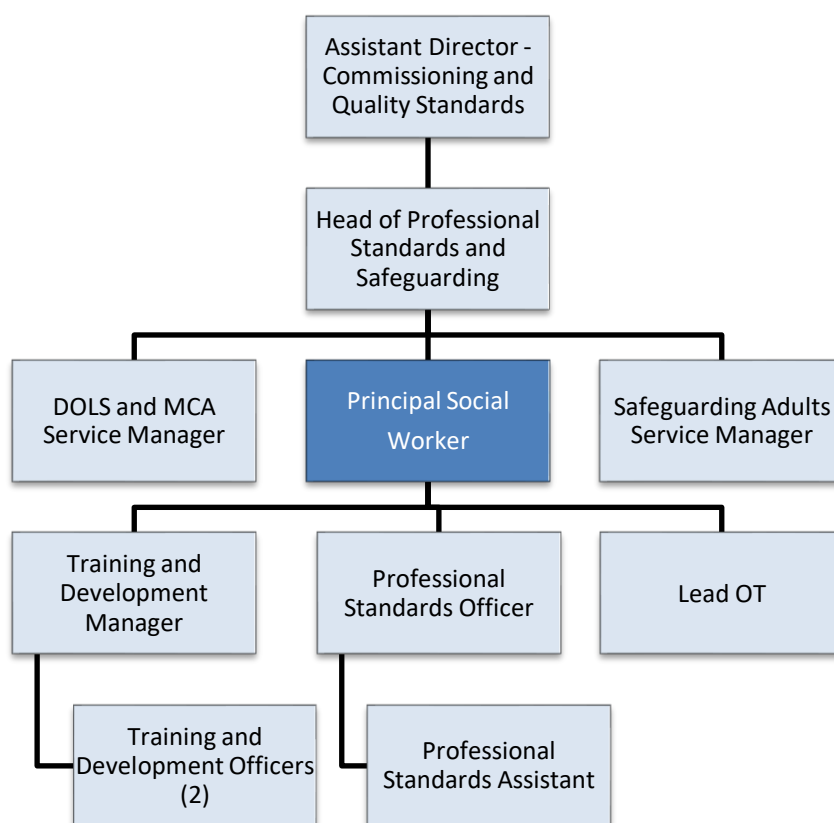
- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, 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 role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

Additional Information

The work will involve attendance at some meetings which take place outside normal working hours.

Team structure



Person Specification

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Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

Being open. This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

Being supportive. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

Being positive. Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements	Assessed by A & I/ T/ C
Knowledge	
1. Knowledge of the value base of the social work profession, its ethical standards and relevant legislation, policies and issues that affect the delivery of social care services and the ability to advise practitioners in their application	A/I
2. An understanding of the Professional social work issues, competencies and theories and the ability to develop social work staff accordingly	A/I
3. A sound knowledge of relevant social care and health legislation, relevant policies and issues that affect the delivery of social care services and the ability to advise practitioners in their application	I

Person Specification Requirements		Assessed by A & I/ T/ C
4. Detailed knowledge of Adult Safeguarding practice, legislation and research.		A/I
5. Detailed knowledge of the qualification and competency frameworks of Social Work professionals		A/I
Experience		
6. Substantial post-qualification social work practice experience in assessing needs, managing risk and undertaking appropriate professional interventions to empowered service users and carers and promote well-being.		A
7. Substantial management experience in a statutory setting demonstrating the ability to motivate diverse groups of individuals and staff teams to achieve organisation objectives and promoting a culture of continuous improvements		A/I
8. Proven track record of successful development and implementation of fundamental improvements, innovations or changes based on analysis of information and considering long term resourcing and financial issues utilising a range of approaches.		A/I
9. Experience of effectively managing and controlling budgets		A/I
10. Experience of working with staff and partners to achieve high quality services		A/I
Skills		
11. Ability to communicate clearly and effectively both verbally and in writing for a variety of audiences and purposes. Competence in researching, producing and delivering regular reports and briefings at a strategic level within the organisation for a range of audiences, including senior managers and elected Members.		A/I/T
12. Ability to lead and inspire staff and colleagues with an enthusiasm for a service which constantly strives to be person centred, outcome focused, and which embraces cost effective and innovative means to support independence and promote well-being and keeps service users safe.		I
13. Ability to demonstrate professional and strategic leadership and to build constructive relationships with colleagues, partners and providers in complex situations, including where there may be tensions and to be able to influence, persuade, negotiate and inform		I
14. Track record of building and maintaining effective relationships with colleagues, external agencies, service users and carers – demonstrating effective interpersonal skills in dealing with people at all levels and from a wide range of backgrounds		A/I
15. Excellent analytical skills and the ability to interpret data and devise action plans based on results.		A/I/T

Person Specification Requirements		Assessed by A & I/ T/ C
Qualifications		
16. A relevant professional qualification in social work and current registration with the HCPC.		A/C
17. Management qualification (DMS, NVQ Level 5 or equivalent) or equivalent competence or willingness to work towards obtaining this.		A/C

A – Application form / CV

I – Interview

T – Test

C - Certificate