

Job Profile comprising Job Description and Person Specification

Job Title: Senior AMHP	Grade: PO3
Section: Adult Operations	Department: Adult Social Services
Responsible to following manager: Assistant Service Manager	Responsible for following staff: AMHPs/ Support Officers
Post Number/s:	Last review date: April 2016

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 Senior AMHP supports the Assistant Team Manager and Team Manager to ensure the delivery of a person-centred service for adults with mental health needs that require assessment under the Mental Health Act. This includes the supervision of staff, social workers and support staff, within the service. The Senior AMHP will also be responsible for a caseload of more complex cases, maintaining a high level of professional service. They have a lead role in promoting high standards of front-line practice, linking with the AMHP Lead as required.

Specific Duties and Responsibilities

- To provide operational and motivational leadership of staff, promoting a good working environment with the primary aim of delivering high quality services.
- To provide case management, guidance, support and expert advice to AMHPs, trainees and partner staff as and when required, maintaining the highest level of professional service and ensuring that the assessment and provision of AMHP



service is in accordance with the Mental Health Act, the Care Act 2014 guidelines, The Children's Act and Council's policies.

- To undertake social supervision of conditionally discharged patients.
- To provide professional supervision for social care staff, including AMHPs and support staff, in the team, including undertaking regular case file audits, identifying continuing professional development and training needs of the staff working with the Team Manager and Assistant Team manager to meet these needs.
- To undertake of a high level of complexity and to maintain a high standard of professional practice and competence in keeping with partner agencies' standards, policies and guidance and the relevant national code of conduct (e.g.SWE) and to contribute to the development of services and good practice in social work management as well as policies and procedures within the Department accordingly.
- To facilitate service user choice and empowerment through promoting independence and the personalisation agenda through all stages of assessment.
- To assist as required with the management of budgets, ensuring that processes and procedures are carried out in a timely and effective way.
- To undertake statutory intervention where service users are deemed to be at risk, including situations where people may be neglected or abused in accordance with the Inter-Agency Policy and Procedures for Safeguarding Adults.
- To ensure that information is recorded consistently, accurately and meets statutory timescales. To ensure that service user confidentiality is maintained and that information is shared with the service user, carers and other agencies in accordance with the Department's data protection requirements.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of the Boroughs of Richmond and Wandsworth.
- 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,

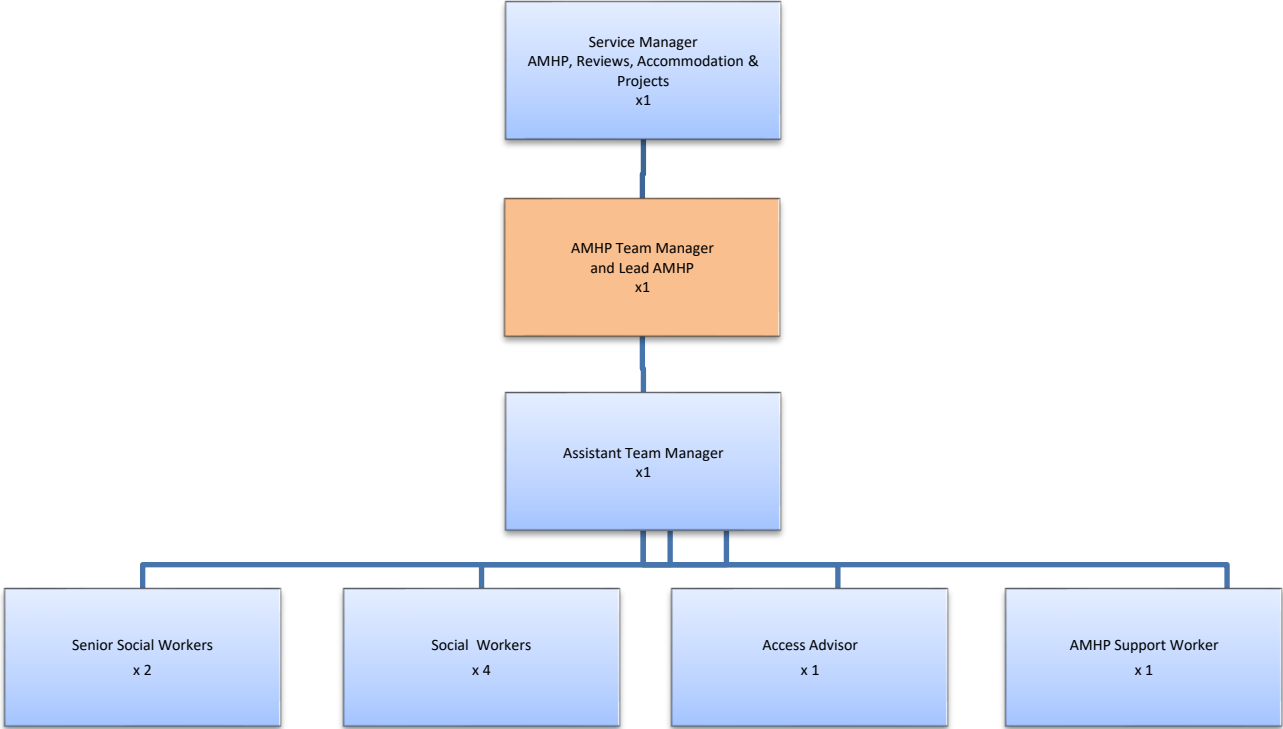


supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.

- 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.
- To contribute towards the development of good working relations and collaborative arrangements with relevant organisations including private, voluntary and other public organisations.
- To advise and support managers on the relevant matters affecting the service and to contribute as required to change programmes within the service
- To support ways of working that ensure that residents and stakeholders are actively engaged in the future of the service and are able to influence decision making

Additional Information

1. The Senior AMHP is responsible for direct and indirect line management of staff, including social workers, support staff and trainees.
2. The Senior AMHP will take on delegated management responsibilities, including deputising for the Assistant Team Manager assisting with day-to-day management of the team and its performance.
3. The Senior AMHP will contribute as required by the Service Manager to the training of other staff locally and through programmes arranged by the Department's Learning and Development section including leading panels, workshops, projects etc. concerning the development and improvement of services and will participate in research, where required and as authorised by the Directorate.



Person Specification

Job Title: Senior AMHP	Grade: PO3
Section: Adult Operations	Department: Adult Social Services
Responsible to following manager: Assistant Service Manager	Responsible for following staff: Social Workers, Social Care Assessors
Post Number/s:	Last review date: April 2016

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 (see below for explanation)
Knowledge		
Extensive and up-to-date knowledge of the Mental Health Act and case law		I
Specialist knowledge of Social Work Practice in Mental Health		I
Extensive and up-to-date knowledge of the MOJ requirements for social supervisors		I
Experience		
Significant senior level frontline experience of Local Authority Mental Health Services		A, I
Experience of working in partnership with multiple agencies		A, I
Experience of representing the local authority in external forums		A, I

Track record of effectively managing change	A, I
Experience in managing and leading staff	A, I
Skills	
Ability to work in effective partnership with multiple agencies	I
Excellent interpersonal and communication skills	I
Excellent risk assessment and risk management skills	I
Ability to effectively lead, manage and motivate experienced practitioners	I
Qualifications	
Registered Social Worker Qualified AMHP	A/C

A – Application form / CV

I – Interview

T – Test

C - Certificate