

## JOB SUMMARY

<b>Post Title</b>	<b>Senior Social Worker</b>						
<b>Job Family</b>	Service Delivery	<b>Pay Range</b>	11	<b>Line Manager to others?</b>	Yes	<b>Role profile ref</b>	SD11
<b>Service Area</b>	Adult Social Care						
<b>Line Manager</b>	Team Manager, Adult Safeguarding Team						
<b>Location</b>	County Hall / Island Wide / Agile Working						

**Job Purpose**  
 To have a central and highly influential role in the Safeguarding Team with the primary focus of chairing Adult Safeguarding Meetings in line with the Safeguarding Adults 4LSAB Multi-Agency Policy, Process and Guidance.

- Job Context**
- To chair Adult Safeguarding Planning/Review and Professionals meetings in an effective person-centred way, including setting of agendas, identifying key people to attend, ensuring clear structure, facilitating decision making and recommendations and summarising action plans resulting from these.
  - To ensure objectivity and impartiality are brought to the meetings and that anti-oppressive practice is maintained in line with the Data Protection Act 2018 and Care Act 2014.
  - To ensure written reports are received as requested.
  - To facilitate participation of the adult at risk and/or their advocate and ensure participants are able to contribute to the discussion and decision-making process, in line with the Making Safeguarding Personal outcomes of the adult at risk.
  - To ensure accuracy of minutes and distribution of same in accordance with established time frames working in conjunction with the Safeguarding Administration Team or Minute Taker.
  - To ensure person centred Safeguarding Plans are established and monitored in line with Making Safeguarding Personal outcomes and the 6 Safeguarding Principles. Ensure the escalation of non-compliance of actions plans by professionals.
  - To ensure quality assurance of Social Work practice throughout the safeguarding process and ~~assist in~~ undertake quality assurance tasks through observations, audits, supervisions and training.
  - To provide wider senior support for the team in supporting other team functions such as duty, case management, and attend meetings such as MARCA, to meet service need.
  - To provide direct line supervision for members of the team.

<b>Knowledge, Skills and Experience</b>			
<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
Proven ability to influence based on facts and evidence, a range of audiences with differing competence and abilities. Ability to communicate one to one and with specific client groups.	Ability to advise, negotiate, mediate and manage information and inter-relationships issues arising with staff/individuals and their carers and other agencies, including complaints management and in situations of conflict where communication has broken down.	<b>E</b>	
Substantial practical experience demonstrating development through a series of progressively more demanding and relevant work roles. Relevant experience within the service area, working as part of team to meet service standards, targets and deadlines.	Considerable experience in working with adults in social care or other relevant settings providing transferrable knowledge and skills.  Experience of coaching, leading and directing others	<b>E</b>	
Good communication, interpersonal and presentation skills. Ability to understand and explain complex information to a range of audiences. Proven ability to negotiate with, persuade and influence others.	Able to lead, support and develop others such as ASYE, professionally qualified and other team members with vocational qualifications in a multi-professional service.	<b>E</b>	

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	Ability to deliver information to a range of audiences and ensure it is accessible for all, including people with communication needs.		
Good ICT skills including both standard Microsoft applications and specialist systems.	Good knowledge of standard Microsoft office products including word and excel, with ability to manipulate and interpret data to enable the monitoring and evaluation of performance and the creation of reports.  Able to use specialist social care ICT systems	<b>E</b>	
Authoritative knowledge of the specialist work area and relevant legislation, regulations, processes, systems, procedures and standards. Good knowledge of other areas of the authority relevant to the service and of wider sector / external influences. Experience of contributing to the development of procedures and practices.	Knowledge of the current legislation, particularly the Care Act, Mental Capacity Act, Making Safeguarding Personal, Deprivation of Liberty Safeguards and Mental Health Act. Working knowledge of local and national policies and drivers. Proven ability to influence and challenge inefficient processes and systems.	<b>E</b>	
Good planning and organisational skills, with proven ability to prioritise and co-ordinate workloads, monitor and evaluate work, to ensure deadlines are achieved.	Understanding of principles of quality driven services.	<b>E</b>	
Proven research, investigation and analysis skills demonstrating evidence of the ability to identify and diagnose problems/issues and develop solutions/recommendations that are both cost effective and within time constraints.	Evidence of ongoing professional development and investment in own learning and growth.	<b>E</b>	
Excellent customer service skills, with experience of resolving escalated and complex queries.	Ability to undertake investigations into complaints received about the service.  To undertake complex safeguarding enquiries in line with current local and national policy and guidance.  To deputise for some tasks	<b>E</b>	
Proven ability to build and maintain relationships and engage successfully with stakeholder community.	An ability to work closely and effectively with a wide range of professionals and people.  Ability to develop effective, collaborative relationships with people regardless of their status, abilities, race, culture or beliefs.	<b>E</b>	
Budget management experience. Knowledge of relevant financial processes and experience or training sufficient to ensure financial processing and / or budget monitoring is completed accurately.	Working knowledge and understanding of local and national charging policies and budgets for adult social care.  Ability to apply policies and procedures in a fair and transparent way to ensure people are fully informed of their financial situations.		<b>D</b>
<b>Qualifications</b>			
<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
Educated to HND, foundation degree standard or equivalent experience.	Social work	<b>E</b>	
May require relevant certifications including evidence of fluency in English language.		<b>E</b>	

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Relevant professional/vocational qualification	SW England	<b>E</b>	
<b>Other essential requirements</b>			
Enhanced DBS checks			
Access to own car and driving licence			