CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL

JOB PROFILE

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| **DEPARTMENT: Health and Wellbeing, Adult Social Work** | **SERVICE GROUP: Deprivation of Liberty Safeguards** |
| **POST TITLE: Best Interest Assessor** | **REPORTS TO: Team Manager** |
| **GRADE: PO2 SCP35-38** | **SAP POSITION NUMBER :**  |

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis. For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes. As a candidate/employee you will be expected to demonstrate your ability meet the special knowledge, experience and qualifications required for the role.

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| **Key Purpose of Post:**  |
| 1. Respond to work allocated by Advanced Practitioners and Team Manager which relates to statutory duties placed on Bradford Metropolitan District Council (BMDC) under the Mental Capacity Act 2005 (MCA), Deprivation of Liberty Safeguards (DoLS) and case law from the Supreme Court and Court of Protection in relation to deprivation of liberty.
2. Undertake the responsibilities of a Best Interest Assessor (BIA) as determined by the MCA, DoLS and associated legislation, national codes of practice and national and local guidance under the line management of the Team Manager and through casework supervision by Team Manager/MCA Lead or Advanced Practitioners.
3. To ensure safeguards are provided for vulnerable people who lack capacity to make decisions relating to their care and treatment in hospital and care homes, or care homes with nursing. To have a responsibility to protect the human rights of the individual, particularly in reference to these safeguards, those who may be at risk of deprivation of liberty.
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| **Main Responsibilities of Post:**  |
| 1. Complete Best Interests Assessements, including Part 8 reviews where necessary.
2. Complete the DoS assessments as allocated by the DoLS Manager and/or Advanced Practitioners and with support from both.
3. To complete assessments in line with the Code of Practice and best practice guidance including:
	1. Liaison with Mental Health Assessors, taking account of their views about the potential impact depriving the person of their liberty might have on their metal health etc before completing the assessment and final documentation.
	2. To consult and inform the person and if appropriate their family, friends, donees or deputies of the nature of the assessment, the safeguards and their legal rights under the MCA.
	3. To consult with managing authorities and examine any relevant assessments and care plans prepared for the customer and use these to inform their assessments.
	4. In completing the assessments (which will include the mental capacity assessment on every occasion) to take into account the views of any Independent Mental Capacity Advocates (IMCA) and Paid Relevant Person’s Representatives (RPR).
4. Identifying if the situation amounts to a deprivation of liberty and decide if it is the person’s best interest for them to be so deprived of their liberty and is proportionate to the degree of harm that would occur were they not, to recommend to the supervisory body to authorise the deprivation of liberty with any recommendations as to conditions and for how long the authorisation should last.
5. To produce and maintain timely and comprehensive records in relation to assessments and all activity. In particular to provide the supervisory body with assessments which:
	1. Ensure that the person is central to the process and that the person’s voice is heard and the human rights respected and rights are upheld.
	2. Are clearly written and unambiguous including clarity around whether the DoL should be authorised
	3. Provide evidence as to how the conclusions were reached particularly evidencing how all reasonable steps were taken to enable the person to make the decision without success
	4. When recommending that a DoLS should be authorised, provide reason for recommendations and conditions and length of authorisation
6. When recommending that a DoL should not be authorised to discuss the specific situation with Advanced Practitioner/DoLS Manager/MCA Lead as soon as possible.
7. Make recommendations regarding the appointment of the Relevant Persons Representative.
8. Advise on cases and offer wider support to Best Interest Assessors across the Supervisory Body where needed.
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| **Structure** |
| **Special Knowledge Requirement:** Will be used in shortlisting.  |
| **Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column**. |
|  | **Essential** |
| The BIA must follow the principles of the MCA and have the knowledge, and qualification to undertake the role. Having the confidence to confront challenging and complex situations so as to safeguard and promotes individuals rights and well-being. Using a distinctive range of legal and social work knowledge and skills for the protection of the person whilst balancing support and improving outcomes for the person. | X |
| Demonstrate the ability to safeguard human rights and promote the well being and welfare of adults and acting within local procedures eg raising a safeguarding alert. | X |
| Demonstrate extensive knowledge of the Mental Capacity Act 2005 and current case law which uphold’s people’s rights to remain independent and in control of their lives. | X |
| Working with others within the service and external partners to put adults and carers at the heart of decision making and ensuring that the persons wishes, feelings and beliefs are at the heart of all the DoLS assessment. | X |
| Communicating well, sharing appropriate, succinct, objective information and analysis to aid joint decision making wherever possible and to be able to record decisions making processes.  | X |
| Requires some resilience and an understanding of being proactive, persistent and prepared to challenge and be challenged by others. | X |
| Knowing the 5 statutory principles of the Mental Capacity Act, the right of the person to be the decision maker, your responsibilities as their Best Interest Assessor advocating for their rights and others roles and joint procedures | X |
| Able to gather and share information appropriately to ensure the safety and wellbeing of Service Users ie knowing the limits of consent and confidentiality including the Data Protection Act, distinguishing fact from opinion, appraising information and identifying gaps, being open and honest about information sharing with adults and carers and writing reports clearly and ethically. | X |

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| **Relevant experience requirement: Will be used in shortlisting** |
| A minimum of 2 years post qualification/registration |
| **Relevant professional qualifications requirement: Will be used in shortlisting** |
| * Degree in Social Work, Occupational therapy, Nursing or Psychologist (or equivalent professional qualification)
* Qualified Best Interest Assessor
* Participation in continuous professional development in order to maintain professional registration and practice as a BIA
* Current professional registration with HCPC/NMC to be maintained throughout employment in this role.
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| **Core Employee competencies to be used at the interview stage.**  |
| **Carries Out Performance Management** |
| Covers the employee’s capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard.  |
| **Communicates Effectively**  |
| Covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships; giving advice and guidance specifically in relation to the MCA negotiating and persuading and handling private, confidential and sensitive information**.** |
| **Carries Out Effective Decision Making**  |
| Covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work. |
| **Undertakes Structured Problem Solving** **Activity**  |
| Covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking; developing practical solutions; applying problem solving strategies and managing interpersonal relationships. |
| **Operates with Dignity and Respect**  |
| Covers promoting equality, treating all people fairly and with dignity and respect, maintains impartiality/fairness with all people, is aware of the barriers people face.  |
| **Management Competencies: to be used at the interview stage.**  |
| * This post does not have any management or supervisory responsibility. Best Interest Assessors who are qualified Practice Educators may support student placements subject the agreement of line management.
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| **Working Conditions:**   |
| * An understanding and commitment to Equal Opportunities with the ability to apply this to all situations.
* Must be able to perform all duties and with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2014
* You must be able to work evenings, weekends and bank holidays as required by the needs of the service.
* Hold a current driving licence
* Provide a car for use at work (unless a disability prevents this) and appropriately insured (e.g. business use). This does not apply to those staff employed prior to 1 April 2014.
* Maintain professional registration and meet the HCPC duties of standards of conduct, performance and ethics.
* No contra-indications in personal background or criminal record indicating unsuitability to work with vulnerable adults/young people/ /finance (DBS check required as appropriate).
* Postholders will receive continuous professional development through training to enable them to maintain professional registration and Best Interest Assessor accreditation.
* Due to the high level of supervisory support and scrutiny of reports the post is primarily office based
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| **Special Conditions:**  |
| There is a requirement for the post to have DBS |
| **Compiled by:****Date:** | **Grade Assessment Date:** | **Post Grade:**  |