CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL

JOB PROFILE

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| **DEPARTMENT: Health and Wellbeing** | **SERVICE GROUP: MCA Service** |
| **POST TITLE: Team Leader Adult Social Work Development** | **REPORTS TO: Principal Social Worker** |
| **GRADE: PO5** | **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.

**Please see the separate guidance information on how to complete the form located on Bradnet.**

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| **Key Purpose of Post:**  |
| To Coordinate the approach of the Department towards Continuous Professional Development (CPD) for qualified social work staff and others. To further strengthen our social work practice by leading our work within the Bradford Teaching Partnership on adult social work Continuous Professional Development (CPD) Pathways. To ensure that all social work CPD pathways further embed the department approach in ensuring that the workforce are fully equipped to deliver social work intervention which promotes the Wellbeing Principle of Care Act (2014) & Mental Capacity Act (2005) Principles 1-5  |
| **Main Responsibilities of Post: Max 15** |
| 1. Lead on the coordination and application of all aspects of CPD for the social work workforce and non social work qualified workforce pathways across the service
2. Undertake lead role for enrolment, and successful completion on aspects of CPD social work delivery such Assessed Support Year in Employment, Best Interest Assessor, Approved Mental Health Professional and other elements of Post Qualification Awards
3. Oversee career progression panels and interviews providing an independent perspective towards management decision making
4. Will apply Council policies, particularly in respect of industrial relations, recruitment and selection, finance, health and safety, training and development and Equal Rights & Diversity.
5. Will provide management oversight of all social work student placements and Assessed Supported Year in Employment for Newly Qualified Social Workers in the Department.
6. Will participate in the development of CPD pathways for qualified and registered social workers within the Department .
7. Will implement strategies to meet Departmental targets and policy aims in respect of Equal Rights & Diversity in service provision and employment.
8. Will chair and minute meetings on CPD pathways, social work students and NQSWs.
9. Will support, coach and mentor Practice Educators across the Department taking responsibility for the Professional Capability Framework.
10. Will develop effective working relationships with partner agencies in particular HEIs related to the delivery of team priority outcomes
11. Will contribute to or lead project groups or working parties and to develop the service within the philosophy and principles of current and new legislation and related government guidance.
12. Will work with the Line Manager to identify and agree a personal and team development programme via the appraisal process in line with organisational targets. Will hold staff meetings and support positive communication within the team and service, while monitoring the performance of the team and take action to improve where necessary.
13. Provide Quality Assurance oversight of all elements of professional social work CPD including social work student placements, ASYE, Best Interest Assessors, Practice Educator, Approved Mental Health Professional and other specialist awards.
14. Lead on recruitment of all social work applications for all elements of CPD.

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| **Structure**Principal Social WorkerTeam Manager MCA LeadTeam Manager DoLSTeam Leader Adult Social Work DevelopmentOperations Manager Safeguarding |
| **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** |
| Due to the Governments fluency in English Duty for posts where employees speak directly to members of the public the post holder is required to meet the Advanced Threshold level which will be implemented where the post requires a greater level  of sensitive interaction with the public,( e.g. in children’s centres) – where the person is able to demonstrate that they can during the interview’sa)can express themselves fluently and spontaneously , almost effortlesslyb)Only the requirement to explain difficult concepts simply hinders a natural smooth flow of language  |  |
| Demonstrate the ability to safeguard human rights and promote the well being and welfare of Adults ie understanding what a potential deprivation of liberty is and recognising and responding to it proportionately, assessing risks and emotional resilience, reflecting and making informed judgments and acting within local procedures, arrangements and others roles. | X |
| Demonstrate how to put person – centred values into practice in a way that promotes the values of individuals and to plan for their future well-being and fulfilment. | X |
| Demonstrate strong understanding of the Professional Capabilities Framework and the role of Teaching Partnerships. | X |
| Carry out effective communication and engagement with external partners ie building trust and establishing positive relationships | X |
| Able to support student social workers and NQSWs to enable individuals to be involved as much as possible in their own care and decision making | X |
| Be able to work in ways that support equality and inclusion, to reduce the likelihood of discrimination | X |
| Able to carry out effective partnership working ie working with others within the service and external partners to put adults and carers at the heart of decision making. Communicating well, sharing appropriate, succinct, objective information and analysis to aid joint decision making. Being proactive, persistent and prepared to challenge and be challenged. Knowing your responsibilities and others roles and effectively applying joint procedures | X |
| Be able to manage risk and undertake risk assessments to support service user safety | X |
| Demonstrate an understanding of the duties and responsibilities that underpins the work of Adult Services and the implications of the social work education reforms being led by Teaching Partnerships including ASYE | 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 |
| Uses a range of specialist ICT systems across own work area and or across other areas of work. | X |
| Oversees a budget, keeping costs within agreed levels for own department and contributes to Corporate savings. | X |
| Uses, interprets, analyses and communicates complex information from a variety of sources. | X |

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| **Relevant experience requirement: Will be used in shortlisting** |
| Applied understanding of PCF Framework, Teaching Partnerships, national reform agenda and wider workforce development application across a large organisation  |
| Extensive experience of mentoring and educating student social workers and Newly Qualified Social Workers |
| Experience of managing budgets, particularly with reference to workforce development budgets. |
| **Relevant professional qualifications requirement: Will be used in shortlisting** |
| Professional teaching or professional Social Work qualification. |
| **Core Employee competencies at manager level to be used at the interview stage.**  |
| **Carries Out Performance Management** – covers the employees 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, counselling, 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 treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.  |

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| **Management Competencies: to be used at the interview stage.**  |
| **Operates with Strategic Awareness** Our managerswork with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably. |
| **Practices Appropriate Leadership** Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self interest for the sake of the team or service. They consider serving the District in all that they do. |
| **Delivering Successful Performance** Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District’s vision & work to achieve Council’s values & agreed outcomes. |
| **Applying Project and Programme Management** Our manager’s work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning. |
| **Developing High Performing People and Teams** Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council’s values and goals. |
| **Working Conditions:**   |
| Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.  |
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| **Special Conditions:**  |
| You will be informed if there is a requirement for the post to have recruitment checks such as DBS, Warner Process. |
| **Compiled by:****Date:** | **Grade Assessment Date:** | **Post Grade: PO5** |