CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL

JOB PROFILE

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| **DEPARTMENT: Health and Wellbeing** | **SERVICE GROUP: MCA Service** | |
| **POST TITLE: Team Leader Mental Capacity Act Lead** | **REPORTS TO: Principle 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.

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| **Key Purpose of Post:** | |
| To lead our work on ensuring that the Council upholds the European Convention on Human Rights for people who live in the community and who are at risk of a Deprivation of Liberty and who require the statutory safeguardings (DoLS). Carry a case load of highly legally complex work and will act as a mentor and coach to other social workers on preparing and presenting cases to the court, including Court of Protection.  The role will include a training responsibility to raise standards of practice in the Mental Capacity Act 2005 across the department  The role will also support providers on understanding how they can improve quality and lessen restrictions on the people they are there to support whilst championing the human rights of all those they support. | |
| **Main Responsibilities of Post:** | |
| 1. Will provide effective and structured supervision in line with the Department’s Supervision Policy, including induction where appropriate, to workers within the Team and be responsible for the overall management of the Team. 2. Will provide information and advice on MCA/DoLS issues to staff within the Department, including mentoring of Best Interest Assessors. 3. Will develop Departmental policy around MCA/DoLS issues to promote good practice and high standards. 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 Best Interest Assessments to ensure that they are sound and of good quality, and incorporate the views of the service user, his/her carer (where appropriate) and they are recorded on appropriate systems. 6. Will participate in the development of services within the Department and ensure that service shortfalls are identified and recorded. 7. Will implement strategies to meet Departmental targets and policy aims in respect of Equal Rights & Diversity in service provision and employment. 8. Will deputise within the Departmental arrangements for other Team Managers. 9. Will chair and minute meetings of complex cases and of the DoLS Panel as appropriate. 10. Will control work allocation to Best Interest Assessors and ensure that work is allocated appropriately with regard to priority and level of worker. Will ensure the maintenance and development of systems for monitoring timely progress and quality of assessments, including periodic case audits. 11. Will develop effective multi-disciplinary working relationships with partner agencies related to the delivery of team priority outcomes 12. 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. 13. 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. 14. Responsibility for identifying, tracking and realising the benefits and outcomes required in making service improvements. Will support the development and use of technology to deliver services effectively. 15. Where necessary, will contribute to the commissioning of services from independent providers and commission/purchase to meet individual needs of users and the service. 16. Will take a lead role in developing and manageing the Departments approach to Risk Enablement 17. Will develop and lead in the Mental Capacity Act training, in conjunction with Workforce Development and senior managers within the Directorate. | |
| **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** |
| 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’s  a)can express themselves fluently and spontaneously , almost effortlessly  b)Only the requirement to explain difficult concepts simply hinders a natural smooth flow of language  **If this applies to the post you are recruiting to do not remove it** . | X |
| Demonstrate the ability to safeguard human rights and promote the well being and welfare of Adults ie understanding what a deprivation of liberty is, 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 extensive knowledge of the Mental Capacity Act 2005 and current case law including the inllications of the Law Commission Report on the MCA and the DoLS | X |
| Demonstrate how to put person – centred values into practice which evidences that yoyr practice upholds Article 5 and Article 8 ECHR rights and ensures that peoples wishes feelings and beliefs underpins plans for their future well-being and fulfilment | X |
| Carry out effective communication and engagement with adults and carers, ie building trust and establishing relationships to meet their cultural, religious, language and health needs | X |
| Able to support individuals to be involved as much as possible in their own care and decision making as their cases proceed before the Court of Protection | 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 | X |
| Demonstrate an advanced understanding of the Departments approach to safeguarding adults at risk of abuse through enabling rights |  |
| 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. |  |
| Oversees a budget, keeping costs within agreed levels for own department and contributes to Corporate savings. |  |
| Uses, interprets, analyses and communicates complex information from a variety of sources. |  |

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| **Relevant experience requirement: Will be used in shortlisting** |
| A minimum of 5 years experience working as a Social Worker |
| Qualified, HCPC registered Social Worker and Best Interest Assessor with extensive experience and deep technical knowledge about the Deprivation of Liberty Safeguards and the implications of the Law Commission Report on the Mental Capacity Act and the DoLS. |
| Case law knowledge and be able to evidence high level critical reasoning skills which enables translation of case law upholding people’s wishes, feeling and beliefs in keeping with the UN Convention on the Rights of Persons with Disabilities into practice for front line social workers. |
| Experience of leading and managing other Best Interest Assessors and of implementing quality assurance processes to ensure compliance on the part of the Supervisory Body with the MCA 2005. |
| Experience of preparing and presenting requests for authorisation of potential deprivations of liberty taking place in the community to the Court of Protection. |
| **Relevant professional qualifications requirement: Will be used in shortlisting** |
| CQSW/CSS/DIPSW B/MA in Social Work  BIA  Registered with the Health and Care Professions Council. |
| **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: IK**  **Date: March 2017** | **Grade Assessment Date:** | **Post Grade: PO5** |