CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL

JOB PROFILE

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| **DEPARTMENT: Health and Wellbeing** | **SERVICE GROUP: Adults various** | |
| **POST TITLE: Advanced Practitioner** | **REPORTS TO: Team Manager** | |
| **GRADE** **PO4 (35-38) £44,711 - £47,754** | | **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.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

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.

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| **Key Purpose of Post:** | |
| This role will support the Management Team across Adults Services in delivering a high quality Social Work to Adults and their families. To assist the team manager in the support and development of the staff team and the wider service.  There will be a particular emphasis on mentoring and supporting new social workers, including support and supervision responsibilities to newly qualified social workers undertaking the ASYE, to support their learning, seek out opportunities for their development and coaching as required*.*  Contribute to practice development, including undertaking activity that links to the Adults Services performance framework. To operate within departmental policy, practice and procedures. | |
| **Main Responsibilities of Post:** | |
| 1. Have their practice recognised as exemplary, and provide leadership and professional wisdom to their colleagues and other professionals for work in situations of high complexity where a concern has been raised about an adult at risk of abuse. To work directly with people who use services, and those who care for them, as well as families and communities and providers to ensure safe practice and protection from abuse. 2. To be accountable for the quality of practice, setting standards and creating the conditions required for successful social work by motivating, nurturing and mentoring staff. Encouraging and promoting effective relationships and communication between individuals across the service and partner agencies 3. Undertake complex assessments and particular those where the degree of risk to the person’s human rights, specifically under ECHR Article 3, 5 and Article 8, requires greater volumes of experience and expertise. 4. Engage effectively with situations requiring the most complex and challenging multi agency input, complex family organisational dynamics, multiple problems/disadvantages, multiple significant risk factors, the need to take into account the Public Interest. 5. To lead on and continue to develop and embed community led support (CLS); ensuring people have the right support in the area they require it. Producing high quality assessments, accurately assessing and managing the highest level of risk and complexity. 6. Prepare and present cases that require to be taken to Court of Protection on paper, or to a full hearing in consultation with the council’s legal services where a person is at risk of, or is currently being deprived of their liberty whilst living in the community and commissioned services, or are subject to safeguarding concerns. 7. Make recommendations in respect of and use appropriate legal options and provide advice and direction to colleagues in relation to safeguarding concerns. 8. To help facilitate training, professional development and other learning opportunities for less experienced Social Work staff, on the basis of own expertise, promoting best practice and improved outcomes for clients. 9. Day to day professional support, direction and advice to colleagues and formal clinical supervision of selected staff, for example the co-working of cases, chairing of case planning meetings, consultation, coaching and mentoring. 10. To assist colleagues in promoting, developing and maintaining practice to the highest standard. To support and undertake discrete assessments or other tasks in respect of cases held by other staff as appropriate. 11. Facilitate maximum consultation with and participation of the people who require support. Liaising with external stakeholders where necessary and the development and delivery of training if required. 12. Take part in continuous professional development opportunities including regular supervision and appraisal in line with registration with Social Work England’s standards; and undertake advanced learning throughout the department. 13. Remain up to date and compliant with all relevant legislation and adhere to organisational procedures, policies and professional codes of conduct in order to uphold a high quality seamless service. Identify own continuing professional development needs and strive to meet these. 14. When capacity allows, to co work on complex cases and undertake joint assessments where the degree of risk and profile of the service user requires greater volumes of experience and expertise. 15. Provide/offer expert opinion within the organisation and others as a result of developing expertise in one or more areas of practice and acting as a member of a professional or Service Planning Group. 16. To act in accordance with the strategic vision, priorities and policies of the Department and the Council. Actively promoting the Council’s policies on Equality and Diversity, working in an anti-oppressive and anti-discriminatory manner. | |
| **Structure:** | |
| **Special Knowledge Requirement: Will be used for 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 Government’s Fluency in English 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 applied where the post holder requires a greater level of sensitive interaction with the public.  You must be able to demonstrate that you can express yourself fluently and spontaneously (this will also be tested during the interview). | X |
| Be able to apply and consolidate knowledge of social sciences, law and social work practice theory, and be able to demonstrate a comprehensive understanding and use of this knowledge related to the area of social work in Adults Services, developing and maintaining expertise in field of practice and supporting others to apply knowledge and practice. | X |
| Demonstrate the ability to work within and provide expert support on legislation, procedures and policy guidance relating to the provision of safeguarding adults at risk of harm. Carry out effective communication and engagement with adults and carers, i.e. building trust and establishing relationships to meet their cultural, religious, language and health needs to help support those who may be at risk of experiencing harm. Able to carry out effective partnership working i.e. working with others within the service and external partners to put adults and carers at the heart of decision making where there are safeguarding concerns. | X |
| Be able to apply critical reflection and analysis to inform and provide a rationale for professional decision-making, including providing critical reflection, challenge and evidence-informed decision making in complex situations. | X |
| Have a thorough and demonstrable understanding of The Mental Capacity Act (2005), The Mental Health Act (1983),The Human Rights Act 1998 and The Care Act 2014, up to date knowledge of case law which directly affects practice and be able to apply to practice situations. | X |
| Use judgement and authority to intervene with individuals, families and communities to promote independence, provide support and prevent harm, neglect and abuse including demonstrating excellent communication skills in complex situations, and the ability to maintain and provide expertise and act as a resource to others within the organisation. | X |
| Operate effectively within multi-agency and inter-professional partnerships and settings, working within the organisations remit, including demonstrating a sophisticated knowledge of relevant legislation and the ability to influence organisational development. | X |
| Recognise diversity and apply anti discriminatory and anti-oppressive principles in practice, and promote positive approaches to diversity and identity providing guidance and challenge when required. | X |
| Being proactive, persistent and prepared to challenge and be challenged. Knowing your responsibilities and others roles and effectively applying joint procedures and ensuring critical reflective practice underpins safeguarding approaches, | X |
| Be able to record accurate information, and write records and reports using electronic recording system, and be able to analyse and evaluate recording (ICS) and other recording systems/information systems. | X |
| Model effective assessment and management of risk in complex situations, across a range of situations, and including positive risk taking approaches. | X |

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| **Relevant experience requirement: Will be used for shortlisting** |
| Previous experience of post qualifying working as a Social Worker |
| Significant experience of managing complex case work including Adults Safeguarding is necessary |
| Must have post qualifying award in one of the following: Best Interest Assessment (BIA) OR Approved Mental Health Professional (AMHP) OR Practice Educator Award (PE) |
| **Relevant professional qualifications requirement: Will be used for shortlisting** |
| Social Work Degree/MA in Social Work and Registered with Social Work England.  Evidence of successful completion of one of the following Level 7 post qualifying award: Best Interest Assessment (BIA) OR Approved Mental Health Professional (AMHP) OR Practice Educator Award (PE) |
| **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 at 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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| **Working Conditions:** | | |
| You must be able to work evenings, weekends and bank holidays as required by the  needs of the service.  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. | | |
| **Special Conditions:** | | |
| Valid, full driving licence and a car available (unless a disability prevents this) or there has been negotiation within the service area that essential car use is not required.  No contra-indications in personal background or criminal record indicating unsuitability to work with vulnerable adults/finance. Due to the nature of the post an Enhanced DBS check will be required. | | |
| **Compiled by:**  **Date:** | **Grade Assessment**  **Date:** | **Post Grade:** |