

Job Description



Job Title: Deprivation of Liberty Safeguards Practice Lead	Service Area: Quality Assurance, Safeguarding and Workforce Development	
Directorate: Adults and Health	Post Number:	Evaluation Number: 6912
Grade: PO5	Date last updated: December 2023	

Overall Purpose of Job

To provide subject matter expert advice and guidance related to mental capacity, Dols and Community Dols within the Local Authority and across the borough.

To lead on the quality assurance and development of practice, policies and procedures related to Dols assessments and related activity, to ensure it is of excellent quality and continually improving, promoting high standards and compliance with legislation, statutory guidance, local policies and procedures and best practice.

To carry out the role of Best Interest Assessor in accordance with the Mental Capacity Act 2005 (MCA) and Deprivation of Liberty Safeguards (Dols) Codes of Practice

Job Context

1. The post holder reports to the Deprivation of Liberty Safeguards Team Manager
2. Some supervisory responsibility for temporarily assigned or shared employees including on the job training or the allocation and checking of work for quality and quantity– up to 4 individuals
3. The post holder has no budget responsibility
4. The post holder will be required to work some evenings, weekends and occasional public holidays in order to meet service requirements and in order to ensure appropriate representation of the Council with residents, the Mayor and elected members, and external bodies.
5. The post holder will be required to travel to all parts of London and the rest of the country to carry out Dols assessments in care homes and hospitals.

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

To undertake all responsibilities listed below:

1. Responsible for the scrutiny of Dols assessments completed by others, ensuring they are of a high quality, providing feedback as required to support practice development
2. Lead on the development, embedding and application of quality assurance policies and procedures related to Dols, Community Dols and mental capacity related activity, to support the continual improvement of practice within the Local Authority and across the borough
3. Lead on maintaining a culture of continuous improvement, addressing any gaps in skills and knowledge related to Dols and mental capacity through the development and sharing/facilitation of professional development activities associated with mental capacity and Dols within the Local Authority and across the Borough
4. Responsible for the timely completion of urgent and/or complex high quality Dols assessments in accordance with the MCA 2005, Dols Codes of Practice and best practice
5. Support the Dols Team Manager to ensure the efficient operational management of the Dols Team and Dols activity
6. Responsible for the preparation and presentation of high quality reports and witness statements for cases referred to the Court of Protection
7. Responsible for keeping up to date with best practice, changes in legislation, policy and case law, using this to underpin practice
8. To deputise for the Dols Team Manager as required
9. Lead on providing subject matter expert advice and guidance to others within and out with the Council on all aspects of mental capacity and Dols

10. Responsible for ensuring safeguarding concerns, complaints and compliments are reported timely and where required ensure detailed and professional responses are provided in accordance with policies and procedures
11. Lead on the coordination and provision of supporting Managing Authorities in the Borough to have sufficient skills and knowledge to understand their role and responsibilities related to Mental Capacity and Dols
12. Lead on the coordination and provision of supporting others in the Borough to have sufficient skills and knowledge to understand their role and responsibilities related Community Dols
13. Lead on the coordination and provision of supporting trainee or newly qualified Best Interests Assessors to develop their practice
14. To chair or attend best interests meetings as required to support with the application of the MCA 2005 and best practice
15. Responsible for developing, maintaining and monitoring systems/frameworks to collate and monitor feedback from residents, staff and partners to evaluate the effectiveness of mental capacity and Dols practice, ensuring co production and resident and staff participation is integral to all development activity
16. Responsible for promoting strong partnership working that is preventative, strengths based, person centred, ensuring effective use of Reablement, Assistive Technology and equipment to optimise residents' independence, wellbeing and quality of life
17. Lead on the effective operation and development of mental capacity, dols and community dols data and performance management information systems, ensuring that information is recorded timely, accurately complies with recording requirements and enables accurate reports of performance
18. To complete all necessary administrative procedures and maintain high standards of record keeping in accordance with recording requirements
19. To carry out reviews of care and support plans where required in accordance with local policies and procedures related to Care Home reviews
20. Work in accordance with the Team Plan, targets and key performance indicators for associated areas of responsibility, ensuring objectives are delivered
21. Ensure all training is procured in accordance with the Council's policies and procedures
22. Champion rights in the context of professional ethics and decision making

23. HR, Health and Safety and Data Protection policies, procedures and legislation is followed and resources including, equipment and systems are utilised optimally so there is a safe working environment and the wellbeing of staff is optimised

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Personal Specification



Job Title: Deprivation of Liberty Safeguards Practice Lead	Service Area: Quality Assurance, Safeguarding and Workforce Development	
Directorate: Adults and Health	Post Number: TBC	Evaluation Number: 6912
Grade: P05	Date last updated: December 2023	

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
QUALIFICATIONS: CQSW, DipSW or other Social Work England recognised Social Work qualification or relevant Nursing, Occupational Therapy or Psychology qualification Best Interests Assessor qualification along with evidence of regular training updates	Application Form/Interview
KNOWLEDGE: Developed professional understanding and applied knowledge of the Care Act 2014, The Human Rights Act 1998, Safeguarding Adults, The MCA 2005 and the Dols Codes of Practice, with a thorough	Application Form/Interview

<p>understanding of policies, best practice and current and emerging developments related to Adult Social Care</p> <p>An understanding of Continuing Health Care policies and procedures and the role of Integrated Care Systems in relation to Dols and Community Dols</p> <p>A good understanding of the quality assurance of practice</p>	
<p>EXPERIENCE:</p> <p>Over two years experience of working as a Social Worker or relevant professionally qualified practitioner in a statutory setting</p> <p>Recent and extensive experience of working as a qualified Best Interests Assessor</p> <p>Supervision/Line Management of others</p> <p>Supporting the professional development of others</p> <p>Submitting, monitoring and using performance data with particular regard to statutory collections and local performance indicators to underpin continual improvements</p> <p>Successfully implementing and managing change in policy, procedures and practice</p> <p>Implementing robust governance arrangements and demonstrating the impact of these on policy, practice and professional development</p> <p>Timely, effective and appropriate</p>	<p>Application Form/Interview</p>

<p>decision making in assessing risk, managing complex / high risk issues within a framework of policy and procedure, taking accountability for decisions made and escalating matters appropriately as required.</p> <p>Scoping, researching and presenting information to produce an evidence based report with supporting recommendations</p>	
<p>SKILLS AND ABILITIES:</p> <p>Able to complete best interest and mental capacity Dols assessments to a high standard</p> <p>Ability to motivate self and others to achieve objectives, to manage work, and to organise own workload and competing demands in a complex and demanding environment, seeking support where required</p> <p>Ability to manage risk and escalating matters as required</p> <p>Ability to make decisions, and embrace change</p> <p>Excellent attention to detail</p> <p>Good communication, influencing and networking skills with the ability to negotiate effectively and achieve desired outcomes</p> <p>Demonstrable IT skills and competence and transferable skills and the capacity to use them to harness their potential in organising and supporting the work of the service.</p>	<p>Application Form/Interview/Test</p>

<p>Working collaboratively to support others to achieve the desired outcomes, using positive influence and coaching</p>	
<p>PERSONAL STYLE AND BEHAVIOUR:</p> <p>Recognises and values the contribution of others, motivates others and provides strong leadership and management, fostering a culture that encourages constructive, open feedback and innovative thinking, dignity and respect</p> <p>Works in accordance with Newham's Heart Values Honesty, Equality, Ambition, Respect, Together</p> <p>Sees diversity as positive and demonstrates a pro-active approach to promoting equality of opportunity</p> <p>Leads by example and sets a positive example for others to follow; is enthusiastic, approachable and motivational</p> <p>Treats people as individuals in a respectful and friendly manner</p>	<p>Application Form/Interview/Test</p>
<p>OTHER SPECIAL REQUIREMENTS:</p> <p>This post is subject to an enhanced Disclosure check.</p> <p>The Local Government & Housing Act 1989 imposes restrictions on political activities for certain categories of local government employees. This post may be considered politically restricted in accordance with the provisions of the above Act. Should this be the case you will be notified</p>	<p>Satisfactory clearance at conditional offer stage</p> <p>Application Form</p>

<p>and your contract of employment amended</p> <p>This post is exempt from The Rehabilitation of Offenders Act (1974)</p>	<p>Application Form</p>
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