

# Job Description



<b>Job Title:</b> Principal Social Worker for Adults and Head of Strategic Safeguarding and Deprivation of Liberty Safeguards	<b>Service Area:</b> Quality Assurance, Safeguarding and Workforce Development	
<b>Directorate:</b> Adults and Health – Quality Assurance, Safeguarding and Workforce Development	<b>Post Number:</b>	<b>Evaluation Number:</b>  549
<b>Grade:</b> SMRB	<b>Date last updated:</b> December 2023	

## **People at the heart of everything we do**

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

## **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.

## **Corporate parent**

We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

## **Overall Purpose of Job**

To provide effective strategic leadership and management to ensure the Local Authority works in accordance with best practice and meets its statutory duties related to Adult Social Care.

To fulfil the functions of the Principal Social Worker for Adults to ensure we meet overall professional responsibilities and we maintain a motivated and skilled workforce, where staff wellbeing is a priority and staff feel valued and respected

## **Job Context**

The post holder reports to the Director of Quality Assurance, Safeguarding Adults and Workforce Development

1. The post holder has direct line management and supervisory responsibility for up to 4 staff and is accountable for all staff within the service area.
2. 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, elected members and external bodies.

## **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.

1. Responsible for the development of and providing scrutiny and guidance in relation to Adult Social Care practice ensuring it is in accordance with legislative, statutory guidance, policy change updates in best practice and in accordance with Local Authority corporate key policy documents.
2. To fulfil the functions of the Principal Social Worker for Adults, having oversight and supervision of Social Work practice and standards, professional accountability and independent scrutiny, which provides assurance that statutory duties and responsibilities are being effectively discharged at all levels.
3. Lead for the Workforce Development Strategy, ensuring we recruit and retain a motivated and skilled workforce, where staff wellbeing is a priority and staff feel valued and respected
4. Responsible for developing, implementing and the oversight of safeguarding governance arrangements to ensure the Local Authority fulfils its statutory duties related to Safeguarding Adults under the Care Act 2014 and leads on evidence based continual improvements across the Local Authority, working collaboratively with key partners and organisations to achieve best practice.
5. Responsible for developing, implementing and the oversight of our Deprivation of Liberty Safeguards arrangements to ensure the Local Authority fulfils its statutory duties under The Mental Capacity Act 2005 and The Deprivation of Liberty Safeguards Codes of Practice, and leads on evidence based continual

improvements across the Local Authority, working collaboratively with key partners and organisations to achieve best practice

6. Provide governance and scrutiny of the application of our quality assurance and practice development framework, championing a culture of continuous improvement both within the organisation and partner organisations. This includes regular case file and practice reviews, identifying areas of good practice and required development.
7. Provide governance and scrutiny of the required practice development following quality assurance activity e.g. following learning from case file and practice reviews, single and multi -agency audits, Safeguarding Adults Reviews, Child Safeguarding Practice Reviews, Domestic Homicide Reviews, Learning Disability Mortality Reviews, internal management reviews, Coroner Inquests and any other relevant reviews or information as required, ensuring it is embedded into practice.
8. Responsible for promoting a strong partnership working culture across Adult Social Work teams that is preventative, strengths based, person centred, coproduced, accessible to all residents and is delivered within the resources available; ensuring effective use of Reablement, Assistive Technology and equipment to optimise residents' independence, wellbeing and quality of life.
9. Draw on their professional experience to influence strategic decision making across the organisation and use their expert knowledge and skills to inform the wider functions of the organisation beyond Social Work and Social Care boundaries, actively influencing Social Work developments at local, regional and national level, including engagement with networks and the Government appointed Chief Social Worker for Adults, ensuring they respond to practice need.
10. Lead on promotion and participation in developing Social Work evidence based research and practice with academic institutions and national organisations and its relevant application within the local workforce, within and outside the organisation, to ensure that developments reflect practice needs.
11. To be a professional role model to inspire professional Social Work practice and standards in Newham, and champion the views of Social Workers and residents.
12. To define and develop Social Work practice and supervision in accordance with the Key Knowledge and Skills Statements, the Professional Capabilities Framework, Social Work England, promoting the Employer Standards for Social Work and our Workforce Strategy to ensure a sustainable and engaged workforce.
13. Work in partnership with the Principal Occupational Therapist to engage Occupational Therapists across the Adults and Health Directorate, to promote

and enhance Occupational Therapist practice and ensure it informs Senior Management decisions and drives practice, policy and service improvements. To define and develop Occupational Therapy practice in accordance with the Health and Care Professions Council and our Workforce Strategy to ensure a sustainable and engaged workforce. To also support and engage any other registered professionals across Adults and Health.

14. Responsible for the analysis of data and production of reports to provide prompt, regular and well informed advice to Council staff and partner agencies on matters concerning Adult Social Care, Safeguarding Adults, Mental Capacity and Deprivation of Liberty Safeguards/Liberty Protection Safeguards, and our statutory returns. Working in partnership with others in Adults and Health to support the improvement of performance and productivity through positive influence and coaching.
15. To develop and sustain partnership arrangements with internal and external stakeholders, including Newham's Safeguarding Children's Partnership, the Community Safety Partnership, other key stakeholders and strategic forums, ensuring that organisational change takes account of professional Social Work issues whilst respecting the value of other disciplines.
16. Deputise for the Director of Quality Assurance, Safeguarding and Workforce Development as required.
17. Responsible for ensuring co production and resident and staff participation is integral to all areas of work.
18. The operational lead for the People in Positions of Trust policy (PiPoT), to develop and maintain a process and system of recording, action and monitoring of PiPoT cases, working closely with services and the Children's Services Local Authority Designated Officer (LADO), providing advice and guidance to senior managers and HR as appropriate, working collaboratively with others and escalating to the Director of Quality Assurance, Safeguarding and Workforce Development as required.
19. To be the operational lead for Organisational Enquires under the Local Authority's Safeguarding Adult responsibilities, in conjunction with key partners within the Council, in accordance with the London Borough of Newham Provider Risk Assessment and Management Board, partners and other relevant organisations
20. Responsible for ensuring the team's activity supports the Newham Safeguarding Adults Board to achieve its strategic objectives, being responsible for specific areas of work as required.
21. Responsible for ensuring procedures in place to respond promptly to critical events are followed, ensuring risks are recognised, mitigated or escalated as appropriate, including when there is a failure, or a risk of failure, to meet required professional standards.

22. Lead on the development and implementation of a Service Plan, targets and key performance indicators for associated areas of responsibility underpinned by the Council's overall strategic directives, ensuring progress against objectives is effectively monitored and delivered.
23. To provide prompt, regular and well informed advice to the Directorate and partner agencies on all matters pertaining to Adult Social Care, Safeguarding Adults, Mental Capacity and Deprivation of Liberty Safeguards/Liberty Protection Safeguards, including responses to complaints, appeals and enquires, escalating matters to the Director of Quality Assurance, Safeguarding and Workforce Development or the Director of Adult Social Care as required.
24. Lead on the development, implementation and management of robust governance arrangements related to corporate audits, data breaches, freedom of information requests and complaints related to the Adults and Health Directorate, to ensure they are effectively resolved and any actions and recommendations are complete to minimise risk and support the develop of practice, policies and procedures.
25. Responsible for key areas to support the development and implementation of a Social Care Academy in partnership with Children and Young People's Services, the local Mental Health Trust and the Integrated Care System.
26. Champion rights in the context of professional ethics and strategic decision-making.
27. Produce a Principal Social Worker for Adults annual report.
28. To participate in the Deprivation of Liberty Safeguards signatory rota.
29. To plan the annual budget, ensuring value for money, ensuring regular auditing and reporting to senior management and performance teams. Ensuring financial expenditure and financial integrity are controlled to assure regulatory and Council policy compliance and following the Council's Scheme of Delegation, Contract Standing Orders and Financial regulations.
30. Recruitment, induction, development, performance reviews, supervision, employee relations and all HR processes and planning are completed to the required standards and timescales. Data Protection legislation is followed and resources including, equipment and systems are utilised optimally and efficiently and suitable health and safety instruction and training are provided so there is a safe working environment supporting the wellbeing of staff.

# Personal Specification



<b>Job Title:</b> Principal Social Worker for Adults and Head of Strategic Safeguarding and Deprivation of Liberty Safeguards	<b>Service Area:</b> Quality Assurance, Safeguarding and Workforce Development	
<b>Directorate:</b> Adults and Health – Quality Assurance, Safeguarding and Workforce Development	<b>Post Number:</b>	<b>Evaluation Number:</b>  592
<b>Grade:</b> SMRB	<b>Date last updated:</b> 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
<b>EQUALITY AND DIVERSITY</b> 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.	
<b>PROTECTING OUR STAFF AND SERVICES</b> 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.	
<b>QUALIFICATION:</b>  Qualified Social Worker registered with Social Work England  Best Interest Assessor	Application Form – check to be carried out on Social Work England Register at application stage  Application Form

Desirable – post qualifying qualification related to Social Work	Application Form
<p><b>KNOWLEDGE:</b></p> <p>Excellent understanding of Health, and Adult Social Care at an operational and strategic level within a breadth of settings</p> <p>Specialist knowledge of the Care Act 2014, Adult Social Care and Safeguarding Adult's legislation/policies/procedures and best practice, Safeguarding Adult Boards, Deprivation of Liberty Safeguards, Liberty Protection Safeguards, Integrated Care Systems, Mental Capacity, Person in a Position of Trust (PIPOT) and leading organisational enquires under Section 42 of the Care Act 2014</p> <p>Excellent understanding of delivering governance around Adult Social Care functions, Safeguarding Adults, Deprivation of Liberty Safeguards and Mental Capacity</p> <p>Excellent understanding of quality assurance and evidence based practice improvement</p> <p>Excellent understanding of workforce development, recruitment and retention in Adult Social Care</p> <p>Excellent knowledge of change management</p> <p>Substantial on-going continuous professional development</p> <p>Excellent understanding of leadership and Management theories</p>	Application Form/Interview
<b>HAS SIGNIFCANT EXPERIENCE OF:</b>	

<p>Multi-agency at a strategic level in Adult Social Care, Safeguarding Adults and Deprivation of Liberty Safeguards in a leadership and management role</p> <p>Leading on Person in a Position of Trust (PIPOT) cases, including chairing PIPOT meetings</p> <p>Leading on Organisational Abuse processes, including chairing Organisational Abuse meetings</p> <p>Providing professional supervision and managing staff</p> <p>Supporting the Safeguarding Adult Board to achieve its strategic objectives</p> <p>Leading on the coordination of single and multi-agency practice and case file reviews, practice reviews, embedding the learning and using this to underpin practice, policy, procedure and overall developments</p> <p>Striving for and achieving excellent standards, working collaboratively to support others to achieve this, using positive influence and coaching</p> <p>Effective co-production with residents, staff and partners</p> <p>Using a preventative, strengths based and person centred approach, optimising the independence and wellbeing of residents</p> <p>Submitting, monitoring and using performance data with particular regard to statutory collections and local performance indicators to underpin continual improvements</p> <p>Scoping, researching and presenting information to produce an evidence based report with supporting recommendations</p>	
--	--



<p>Successfully implementing and managing change in policy, procedures and practice</p> <p>Developing and implementing robust governance arrangements and demonstrating the impact of these on policy, practice and professional development</p> <p>Timely, effective and appropriate 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><b>SKILLS &amp; ABILITIES:</b></p> <p>Excellent oral and written communication skills including excellent IT skills with experience in using a wide range of software, including spreadsheets and MS office.</p> <p>Visible at all levels of the organisation demonstrating an inspirational leadership and managerial style at a strategic level, including those of finance and budget management in delivering services within budgetary limits</p> <p>Authority and credibility to build relationships to influence and engage successfully with others at all levels in complex, challenging or politically sensitive situations</p> <p>Confident in developing and leading reflective learning and development opportunities using constructive feedback and critical analysis methods across the partnership to improve practice and outcomes for</p>	<p>Application Form/Interview</p>

<p>residents</p> <p>Excellent time management skills to manage a complex workload, prioritise and set deadlines and cope with conflicting and changing demands</p> <p>Excellent research and analysis skills and an ability to identify and diagnose developing or current issues and develop solutions.</p> <p>Can achieve and sustain a highly effective, motivated and outcomes focussed team</p>	
<p><b>PERSONAL SKILLS AND BEHAVIOUR:</b></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 in their team and the community as positive and demonstrates a pro-active approach to promoting equality of opportunity</p> <p>Can achieve and sustain a highly effective, motivated and outcomes focussed Service area</p> <p>Leads by example and sets a positive example for others to follow; is enthusiastic, approachable and motivational</p>	<p>Application Form/Interview</p>

<p>Treats people as individuals in a respectful and friendly manner</p>	
<p><b>OTHER SPECIAL REQUIREMENTS:</b></p> <p>This post is subject to an enhanced Disclosure check.</p> <p>The Local Government &amp; 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 and your contract of employment amended</p> <p>This post is exempt from The Rehabilitation of Offenders Act (1974)</p>	<p>Satisfactory clearance at conditional offer stage</p> <p>Application Form</p>