

## Policy and Resources (Vacancy Monitoring) Sub-Committee

### Request to Fill a Vacancy Graded NLC12 and Above

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| <b>Service: Housing and Social Work</b>  | <b>Division: Social Work</b>                    |
| <b>Section: Justice HQ</b>   | <b>Post: Senior Officer</b>                     |
| <b>Grade: NLC12</b>  | <b>Current Salary Scale: £ 31,062 - £38,151</b> |
| <b>Date vacancy occurred:</b>  |   |
| <b>Reason for vacancy:</b><br>Senior Officer has been successful in applying for a promoted post   |   |
| <b>What are the consequences of not filling this post?</b><br>This case is directly link to the service delivery for High Risk Offenders. The operation of the Multi Agency Public Protection Arrangements (MAPPA) are crucial to ensure that we meet our statutory obligations with regards to Public Protection and Community Safety   |   |
| <b>What alternatives to filling the post have been considered and why is it considered that these alternatives are not appropriate?</b><br>This post has a specialist role which requires the post holder to have a range and knowledge of the Criminal Justice process and legislation. Consequently the high risk nature of the post requires it to be filled by an appropriately qualified professional with the Justice knowledge and experience.<br>This post is funded from the Section 27 criminal Justice Grant. The responsibility of the grant remains with the Lanarkshire Community Justice Authority. If this post is not filled then the funding may be transferred to Justice services in South Lanarkshire Council to provide the service. |   |
| <b>The following documents are enclosed with this form:</b> (✓)  |   |
| 1. <b>Job Description</b>  | <input checked="" type="checkbox"/>             |
| 2. <b>Organisational Chart (detailing location of post in structure and including number of posts at same level)</b>   | <input checked="" type="checkbox"/>             |
| <b>I confirm that, for the reasons set out above, that the filling of this vacancy is considered essential.</b>  |   |
| <b>Signature Executive Director:</b> <i>Mary Cadden</i>  | <b>Date:</b> 29/5/2012                          |
| <b>Human Resources use:</b>  |   |
| <b>Date of Vacancy Monitoring Sub-Committee</b> _____  |   |
| <b>APPROVE / NOT APPROVE / CONTINUE</b>  |   |

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| <b>Job Description</b> |
| <b>Senior Officer</b>  |

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| <b>Job Title</b>       | Senior Officer (identified care group or theme)     |
| <b>Grade</b>           | NLC 12  |
| <b>Responsible to</b>  | Designated Manager (identified care group or theme) |
| <b>Responsible for</b> | Designated staff and services                       |
| <b>Localities</b>      | Social Work Headquarters or designated locality     |

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| <b>Overall Purpose</b> | <ul style="list-style-type: none"> <li>▪ To contribute to promotion of social work values and ethos as represented in the Changing Lives agenda</li> <li>▪ To provide day to day operational management and leadership across designated service areas for an identified group of staff</li> <li>▪ Ensure delivery of high quality services within their area of responsibility</li> <li>▪ To work in partnership with other sections of the Department and Council and with other agencies</li> <li>▪ To contribute within their field of responsibility to compliance with North Lanarkshire Council's corporate and Social Work's policies, services and strategies</li> <li>▪ Contribute to social work service delivery as a member of the designated management team</li> <li>▪ Deputise for other managers as appropriate.</li> </ul> |
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| <b>Principal Duties and Responsibilities</b>   |
| <p><b>Delivering quality services:</b></p> <ul style="list-style-type: none"> <li>▪ Promote the principles of person centred practice in social work service delivery</li> <li>▪ Support development and maintenance of best practice in the field of public protection through ensuring that staff are aware of and operate within organisational policy and procedure and national standards</li> <li>▪ Report on specified areas of responsibility utilising the Social Work performance management framework</li> <li>▪ Promote appropriate targeting of resources and the principle of minimum intervention through joint working with partners in universal services</li> <li>▪ Support staff through promotion of staff development, monitoring implementation of the supervision policy and effective workload management</li> <li>▪ Contribute to the effective implementation of operational and strategic plans for their area of service delivery, working with colleagues across the organisation and with partners in their locality.</li> </ul> |

**Supporting sound governance and financial management:**

- Exercise responsibility for service delivery decision making in compliance with necessary financial systems and procedures to effectively manage resources
- To exercise responsibility as delegated at the discretion of the Designated Manager for representing the Social Work service, in any management arrangements for jointly managed services
- Implement, manage and report on performance management using the Social Work performance management and devolved budgetary reporting frameworks
- Support establishment of effective complaint management and responses to elected member enquires within the locality
- Support the Designated Manager in providing inputs to the service evaluation and review of the effectiveness and the resource implications of existing service plans and new initiatives
- To contribute to stakeholder liaison and community planning agendas as directed
- Ensure adherence to corporate absence management, health and safety and equality and anti-discriminatory policies.

**Leadership:**

- Lead and motivate staff to ensure that a culture of effective service delivery and focus on quality of outcomes is established
- Lead on high quality induction programmes for new staff joining the service
- Review staff performance and identify training needs to support continuous development and succession planning using the service framework of Employee Development Plans
- Lead by example through demonstrating commitment to his / her own continuing professional development in accordance with Social Work CPD programmes
- Assume lead responsibility for specific themes as directed by the Designated Social Work Manager and provide consultation and professional development to colleagues on areas in which she / he has a specific qualification / expertise
- Lead the implementation within their area of responsibility of change management and service redesign programmes, including new practice requirements arising from reports from regulatory authorities eg SWIA, CJA, promoting staff participation and commitment
- Contribute to the growth of an open organisation culture which supports effective communication and learning
- Operationalise Social Work Changing Lives implementation plans within their area of responsibility, including the promotion of the exercise of appropriate professional autonomy in Social Work practice
- Identify opportunities for and support local development of initiatives in the area of service user consultation and participation in line with agreed Departmental frameworks

**Relationships**

Build effective working relationships with:

- Designated managers and other staff within their area of responsibility
- Senior colleagues on a Department wide basis
- Colleagues on an interagency basis
- Elected members and other relevant stakeholders
- Service users and carers

This job outline is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive, but while some variation can be expected in particular duties, the outline is considered to provide a reasonable general description of the post.

