

Policy and Resources (Vacancy Monitoring) Sub-Committee

Request to Fill a Vacancy Graded NLC12 and Above

Service: Housing and Social Work	Division: Social Work Services
Section: Community Care	Post: Senior Social Worker (Job Share)
Grade: NLC 12	Current Salary Scale: £31062 - £38151 (pro rata)
Date vacancy occurred: 29.07.13 (Job share request 03.06.13)	
Reason for vacancy: Request for job share due to long term health condition.	
What are the consequences of not filling this post? Public protection concerns given key role in managing adult protection investigations and cases. Significant impact on performance of team members and potential likely reduction in standards and service delivery. In addition implications for personnel functions such as absence management which would have to be divided amongst existing seniors.	
What alternatives to filling the post have been considered and why is it considered that these alternatives are not appropriate? Staff supervision and line management can be reallocated on a temporary basis but this will result in more superficial overview of performance due to increased number of supervisees. Responsibility for duty cover and management of adult protection investigations will also be shared out between existing seniors, however this is not sustainable in the longer term.	
The following documents are enclosed with this form: (✓)	
1. Job Description	<input checked="" type="checkbox"/>
2. Organisational Chart (detailing location of post in structure and including number of posts at same level)	<input checked="" type="checkbox"/>
I confirm that, for the reasons set out above, that the filling of this vacancy is considered essential.	
Signature Executive Director: <i>Mary Castle</i>	Date: 15/8/13
Human Resources use:	
Date of Vacancy Monitoring Sub-Committee _____	
APPROVE / NOT APPROVE / CONTINUE	

Job Description
Senior Social Worker

Job Title	Senior Social Worker
Grade	NLC 12
Responsible to	Locality Social Work Manager
Responsible for	Designated staff and services
Locality	Airdrie, Bellshill, Motherwell, Merrystone Support Base

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

Supporting sound governance and financial management:

- Exercise responsibility for local level 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 Locality Social Work Manager for representing the Social Work service within the locality, 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 Community and Locality Social Work 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 local stakeholder liaison and community planning agendas as directed by the Locality Social Work Manager
- Ensure adherence to corporate absence management, health and safety and equality and anti-discriminatory policies.

Leadership:

- Lead and motivate designated 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 Locality 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 Service frameworks

Relationships

Build effective working relationships with:

- Designated managers and other staff within their area of responsibility
- Senior colleagues on a Service 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.

BELLSHILL SOCIAL WORK LOCALITY

