

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

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

<b>Service: Housing &amp; Social Work</b>	<b>Division: Social Work Services</b>				
<b>Section: Community Care</b>	<b>Post: Senior Social Worker x 2</b>				
<b>Grade: NLC12</b>	<b>Current Salary Scale: £ £31,062 - £38,151</b>				
<b>Date vacancy occurred: 31st August 2013 &amp; 18<sup>th</sup> October 2013</b>					
<b>Reason for vacancy: 1.Post holder taking up new post, 2. Post holder retiring</b>					
<p><b>What are the consequences of not filling this post?</b></p> <p>insufficient level of senior social worker supervision has potential impact on public protection</p> <p>Critical role in public protection. Post also has key role in managing locality Partnership Groups</p> <p>If post not filled, line management for staff members will require to be shared out amongst remaining seniors which will result in reduced scrutiny of performance and standards in key areas</p>					
<p><b>What alternatives to filling the post have been considered and why is it considered that these alternatives are not appropriate?</b></p> <p>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. Other work will not be able to be reallocated. Majority of work cannot be reallocated to lower grade staff</p>					
<p><b>The following documents are enclosed with this form:</b> <span style="float: right;">(✓)</span></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">1. Job Description</td> <td style="width: 30%; text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>2. Organisational Chart (detailing location of post in structure and including number of posts at same level)</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </table>		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"/>
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<p><b>I confirm that, for the reasons set out above, that the filling of this vacancy is considered essential.</b></p>					
<p><b>Signature Executive Director:</b> <i>Mary Coddles</i></p>	<p><b>Date:</b> 15/8/13</p>				
<p><b>Human Resources use:</b></p> <p><b>Date of Vacancy Monitoring Sub-Committee</b> _____</p> <p><b>APPROVE / NOT APPROVE / CONTINUE</b></p>					

<b>Job Description</b>
<b>Senior Social Worker</b>

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

<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 Service 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 general social work service delivery across care groups as a member of the locality 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 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.

# Motherwell Locality Management

