

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: Coatbridge Locality	Post: Locality Social Work Manager				
Grade: NLC 14	Current Salary Scale: £36,429 - £43,719				
Date vacancy occurred: 14 January, 2013					
Reason for vacancy: Resignation of permanent postholder.					
<p>What are the consequences of not filling this post?</p> <p>The Locality Social Work Manager's post is a key operational management and leadership post in ensuring the wellbeing and protection of children and young people. This work is in line with GIRFEC which is a national approach. A further key role in the area of public protection with responsibility for the risk management of high level offenders. Consequence of not filling this post would be the impact felt in our ability to fulfil our statutory responsibilities in an effective manner.</p>					
<p>What alternatives to filling the post have been considered and why is it considered that these alternatives are not appropriate?</p> <p>At present time there are no alternatives to filling this post. The post can only be filled by someone who is registered as a social worker with the Scottish Social Services Council.</p>					
<p>The following documents are enclosed with this form: (✓)</p> <table style="width: 100%; border-collapse: collapse;"> <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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2. Organisational Chart (detailing location of post in structure and including number of posts at same level)	<input checked="" type="checkbox"/>				
<p>I confirm that, for the reasons set out above, that the filling of this vacancy is considered essential.</p>					
<p>Signature Executive Director: <i>Mary Castle</i></p>	<p>Date: 4/9/13</p>				
<p>Human Resources use:</p> <p>Date of Vacancy Monitoring Sub-Committee _____</p> <p>APPROVE / NOT APPROVE / CONTINUE</p>					

North Lanarkshire Council

Job Description

Service:	Housing and Social Work
Division:	Social Work Services
Job Title:	Locality Social Work Manager
Post Reference:	HSW/
Responsible to:	Designated staff and services
Grade:	NLC14
Conditions of Service:	SJC

Job Outline

You will contribute to promotion of social work values and ethos as represented in the Changing Lives agenda, provide day to day operational management and leadership across designated service areas within the locality, have a day to day responsibility for assessment and care planning and service provision including quality assurance functions, promote service improvement through partnership networking with other agencies, support the delivery of North Lanarkshire Council's corporate policies and services strategies including in their field of operation and contribute to general social work service delivery across care groups as a member of the locality management team as well as deputise for other managers as appropriate.

Main Duties and Responsibilities

Delivering quality services:

- 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 compliance with organisational policy and procedure and national standards
- Implement effective monitoring and measurement of assessment and planning ensuring that locality services are provided within the Service's quality assurance 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 formulation of operational and strategic plans for their area of service delivery, working with colleagues across the organisation and partners

Supporting sound governance and financial management:

- Ensure compliance with necessary financial systems and procedures to effectively manage resources

- To represent the Social Work within the locality, in any management arrangements for jointly managed services, as directed by the Community Social Work Manager
- Implement, manage and report on performance management using the service performance management framework
- Support the Management Team to evaluate effectively the resource implications of existing service plans and new initiatives
- To contribute to community planning agendas as directed by the Community Social Work Manager.

Leadership:

- Lead and motivate designated first line managers to ensure that a culture of effective service delivery and focus on quality of outcomes is established
- Review staff performance and identify training needs to support continuous development
- Lead the management of change, for example new practice requirements arising from reports from regulatory authorities eg SWIA, CJA
- Contribute to the growth of an open organisational culture which supports effective communication and learning
- Lead the promotion of the Changing Lives agenda
- Lead on the development of effective models of service user participation in their area of service delivery in line with agreed Service frameworks.

Relationships

Build effective working relationships with:

- Designated managers in their area of responsibility and with frontline staff
- Senior colleagues on a service wide basis
- Colleagues on an interagency basis
- Elected Members and other relevant stakeholders
- Service users
- Carers
- Service providers.

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.

COATBRIDGE SOCIAL WORK LOCALITY

