

Policy and Resources (Vacancy Monitoring) Sub-Committee

Request to Fill a Vacancy Graded NLC12 and Above

Service: Housing & Social Work	Division: Social Work Services
Section: Older Adults	Post: Senior Officer (Temporary)
Grade: NLC 12	Essential Qualification: CQSW / DipSW or equivalent, a BSc Occupational Therapy/DipCOT or equivalent or a professional nursing qualification Registration with either the Scottish Social Services Council (SSSC), Health & Care Professions Council (HCPC) or Nursing & Midwifery Council (NMC)
Date vacancy occurred: 10th November 2014	Current Salary Scale: £33,639 - £38,916
Reason for vacancy: Current post holder has been promoted to Service Manager – Dementia Practice post on a temporary basis until April 2016.	
What are the consequences of not filling this post? The post links to public protection responsibilities ensuring staff are kept well informed of their statutory duties and can carry them out effectively. The post also plays a key function in considering the rights of carers and in ensuring that their voice is heard. The post holder plays an essential role in monitoring and developing the skills of senior social work staff and in providing expert linkages with other agencies. This includes risk management of adults who lack capacity and are therefore very vulnerable. This post oversees practice within localities and in particular the development of joint planning mechanisms essential to integrated working. This post is essential to the role of the older adults team and fulfils a vital area of work that cannot be met by others. The high level of activity within the older adult team at a time of great change and integration means that failure to fill this post may lead to a significant risk of essential work not being completed.	
What alternatives to filling the post have been considered and why is it considered that these alternatives are not appropriate? All workloads have been reviewed and the older adults staff team are at full capacity. The work requires to be completed by HQ staff due to its diverse nature and the level of skill required to complete this. The range of work and skill mix required cause this post to have a consistent and integrated approach to delivery. This post requires expert knowledge that is not easily found within the wider workforce. This work is specific to NLC and cannot be undertaken by other agencies/councils due to the nature of the business.	

The following documents are enclosed with this form:

(✓)

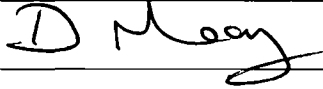
1. Job Description

2. Organisational Chart (detailing location of post in structure and including number of posts at same level)

I confirm that, for the reasons set out above, that the filling of this vacancy is considered essential.

Signature

Executive Director:



Date: 13 / 11 / 14

Human Resources use:

Date of Vacancy Monitoring Sub-Committee _____

APPROVE / NOT APPROVE / CONTINUE

North Lanarkshire Council

Job Description

Service:	Housing and Social Work
Division:	Housing & Social Work Resources
Job Title:	Senior Officer (Older Adults)
Post Reference:	
Responsible to:	Service Manager
Grade:	NLC12
Conditions of Service:	SJC

Job Outline

1. To contribute to promotion of social work values and ethos as represented in the Changing Lives agenda.
2. To provide day to day operational management and leadership across designated service areas for an identified group of staff.
3. Ensure delivery of high quality services within their area of responsibility
4. To work in partnership with other sections of the Service and Council and with other agencies.
5. To contribute within their field of responsibility to compliance with North Lanarkshire Council's corporate and Social Work's policies, services and strategies.
6. Contribute to social work service delivery as a member of the designated management team.
7. Deputise for other managers as appropriate.

Main Duties and Responsibilities

Delivering quality services:

1. Promote the principles of person centred practice in social work service delivery
2. 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
3. Report on specified areas of responsibility utilising the Social Work performance management framework
4. Promote appropriate targeting of resources and the principle of minimum intervention through joint working with partners in universal services
5. Support staff through promotion of staff development, monitoring implementation of the supervision policy and effective workload management
6. 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:

1. Exercise responsibility for service delivery decision making in compliance with necessary financial systems and procedures to effectively manage resources
2. 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
3. Implement, manage and report on performance management using the Social Work performance management and devolved budgetary reporting frameworks
4. Support establishment of effective complaint management and responses to elected member enquires within the locality
5. 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
6. To contribute to stakeholder liaison and community planning agendas as directed
7. Ensure adherence to corporate absence management, health and safety and equality and anti-discriminatory policies.

Leadership:

1. Lead and motivate staff to ensure that a culture of effective service delivery and focus on quality of outcomes is established
2. Lead on high quality induction programmes for new staff joining the service
3. Review staff performance and identify training needs to support continuous development and succession planning using the service framework of Employee Development Plans
4. Lead by example through demonstrating commitment to his / her own continuing professional development in accordance with Social Work CPD programmes
5. 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
6. 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
7. Contribute to the growth of an open organisation culture which supports effective communication and learning
8. 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
9. 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:

1. Designated managers and other staff within their area of responsibility
2. Senior colleagues on a Service wide basis
3. Colleagues on an interagency basis
4. Elected members and other relevant stakeholders
5. 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.

Head of Community Care NLC12 and Above Structure

