

AGENDA ITEM No. 4(g)



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

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

<b>Service:</b> Housing & Social Work Services	<b>Division:</b> Social Work Services
<b>Section:</b> Motherwell – Restorative Justice	<b>Post:</b> Senior Officer (Temporary)
<b>Grade:</b> NLC12	<b>Essential Qualification:</b> CQSW/Dip SW or equivalent. Registration with the Scottish Social Services Council (SSSC)
<b>Date vacancy occurred:</b> 21 September 2015	<b>Current Salary Scale:</b> £34,494 - £38,916

**Reason for vacancy:**

Post holder on long term sick leave

**What are the consequences of not filling this post?**

Not filling the post would have a significant impact on the council's ability to meet National Standards and Outcomes for Justice Services and the fulfilment of a range of statutory duties.

The remit of the post is to manage and monitor offenders subject to a range of statutory orders. The service also contributes to the MAPPA process particularly in relation to the management of high risk sex offenders.

Ring fenced funding arrangements for Justice services means that if the post was not filled the funding for this post would be returned to the CJA.

**What alternatives to filling the post have been considered and why is it considered that these alternatives are not appropriate?**

There are no sustainable alternatives to filling this post. Dividing work between managers is a poor second best with a diminished level of first line management scrutiny of practice and standards.

**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:**

7/10/15

**Human Resources use:**

**Date of Vacancy Monitoring Sub-Committee** \_\_\_\_\_

**APPROVE / NOT APPROVE / CONTINUE**

# North Lanarkshire Council

## Job Description

<b>Service:</b>	Housing and Social Work
<b>Division:</b>	Social Work Services
<b>Job Title:</b>	Senior Officer - Justice
<b>Reference Number:</b>	
<b>Responsible to:</b>	Service Manager – Justice
<b>Grade:</b>	NLC12
<b>Conditions of Service:</b>	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 to work in partnership with other sections of the Service and Council and with other agencies
4. To contribute within their field of responsibility to compliance with North Lanarkshire Council's corporate and Social Work's policies, services and strategies
5. Contribute to social work service delivery as a member of the designated management team
6. 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 Service users and carers

The above 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 Social Work Services – Justice Services NLC12 & Above Structure

