

Lancashire County Council Combined Role Profile

Grade Profile - Technical/Professional - (Grade 9)

Applies to **all** technical/professional posts at Grade 9

Purpose

Qualified professionals providing technical/professional services and advice to customers within a specific service area. Uses expertise to deliver workload for which they have a stand alone professional responsibility.

Scope of Work

Their work will be based on a theoretical understanding of their technical/professional field, but they will be operating within well established professional procedures and defined Council policies. Work will involve a broad range of complex problems and role holders will need to manage changing priorities and use professional judgment to respond to differing situations.

Accountabilities/Responsibilities

The following are a range of duties that are appropriate to this grade. The Operational Context Form will specify duties appropriate for the role.

- Deliver and manage a full range of professional assignments and activities (e.g. inspections, assessments, investigations, caseloads) within a defined area to meet service requirements and to ensure Council compliance with statutory, regulatory and professional requirements. This will include more complex and high risk work than at grade 8.
- Provide specialist advice and guidance to internal/external customers, making technical/professional recommendations about a course of action appropriate to the situation.
- Provide technical assistance and specialist training to more junior colleagues or external parties to ensure they are equipped to deliver their responsibilities.
- Identify opportunities for improvements to policies and procedures within work area in order to improve professional practice and customer service. This may include periodically providing analysis of management information to more senior professionals regarding possible improvements.
- Plan, control and manage small/medium projects to meet a well defined brief, and provide input to larger projects to resolve specific issues. This may include analysing complex data and producing ad hoc reports using professional expertise.
- Develop and maintain effective relationships and communications with other agencies and service providers to share information, build working relationships and to ensure joined up service provision.

Skills, knowledge and experience

- Typically degree qualified (or equivalent) in relevant subject plus number of years experience in a similar role OR significant vocational experience, demonstrating development through involvement in a series of progressively more demanding relevant roles
- Formal professional qualification within specialism (if applicable)
- Up to date and thorough knowledge and understanding of the work practices, systems, processes and procedures relevant to the role, and a good understanding of the Council policies and services related to the role.
- Detailed understanding of the professional, regulatory, statutory and corporate frameworks/standards relevant to the role.
- Sound analytical and problem solving capability.
- Able to formally train and mentor other professional staff
- Ability to influence others' behaviour through effective relationship building.

In addition to the skills knowledge and experience described above, you may be required to undertake a lower graded role as appropriate.

Performance Indicators

- Quality of own work against legal, safety and best practice standards
- Achievement of relevant service targets
- Adherence to internal/external quality standards if applicable
- Adherence to policies and procedures
- Accuracy and timeliness of information recording and processing
- Customer and stakeholder feedback

Lancashire County Council

Operational Context Form

Post title: Senior Social Worker/Dols Best Interests Assessor					
Directorate: Adult Services, Health and Wellbeing			Location:	Countywide	
Establishment or team:		DOLS Team		Post number:	F-029-0005
Grade:	Grade 9	Staff responsibility:	No	Essential Car user:	Yes
<p>Scope of Work – appropriate for this post:</p> <p>In depth knowledge of Mental Capacity Act 2005 and Deprivation of Liberty Safeguards implemented in 2009 and application of both as well as up to date knowledge of relevant case law. In depth knowledge of social work practice.</p> <p>Ability to manage own caseload and work to very tight deadlines without direct supervision. This will include being able to formulate decisions regarding lawfulness of deprivation or restriction of liberty and demonstrate a clear decision making process.</p> <p>Post holder will be expected to advise and mentor colleagues re: deprivation of liberty issues.</p>					
<p>Accountabilities/Responsibilities – appropriate for this post:</p> <p>Accountable to the Team Manager of the Dols service.</p> <p>Responsible for undertaking Best Interests Assessments for Deprivation of Liberty Safeguards.</p> <p>Responsible for own decision making process for above.</p> <p>Assessments may be challenged in the Court of Protection, and the BIA must be able and prepared to engage with this process (with support from line manager).</p> <p>Responsible for mentoring independent BIA's and other BIA's within the Local Authority.</p>					
<p>Additional supporting information – specific to this post.</p> <ul style="list-style-type: none"> • BIAs are expected to take responsibility for decisions they make about deprivation of liberty and their recommendations to the Supervisory Body. BIA's will need to mentor external BIA's / colleagues, quality check other BIA assessments and advise the Supervisory body in respect of actions required in relation to DOLS cases. • BIAs may need to work out of hours to meet the legally set tight timescales of the Dols process. • The Dols team cover the whole of Lancashire and are not confined to working in specific locations. 					
Prepared by: Nick Clifton			Date: 7.1.2019		

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

Lancashire County Council

Person specification		
Post title: Senior Social Worker/DOLS Best Interests Assessor	Grade: Grade 9	
Directorate: Adult Services, Health and Well-Being	Post number: F-029-0005	
Establishment or team: DOLS Team		
Requirements	Essential (E) or Desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
Qualifications		
Social Work qualification to be held for at least 2 years	E	AF
Deprivation of Liberty Safeguards (Dols) Best Interests Assessor award - must meet validity to practice criteria	E	AF, I
Experience		
At least 2 years social work post qualifying experience	E	AF, I
Experience of implementing Mental Capacity Act and Dols	E	AF, I
Experience of working with a range of service user groups	E	AF, I
Ability to work to tight deadlines and take responsibility for own workload	E	AF, I
Ability to contribute to Dols practice and take responsibility for identifying learning needs	E	AF, I
Ability to produce comprehensive reports that reflect decision making process..	E	AF, I
Knowledge and skills		
Good working knowledge of Mental Health Act and Human Rights Act	D	AF, I
In depth knowledge of Mental Capacity Act and Dols and application of both.	E	AF, I
Up to date knowledge of relevant case law.	E	AF, I
Ability to manage own caseload and be aware of wider needs of the team when determining priorities	E/D	AF, I
In depth knowledge of social work practice	E	AF, I
Good working knowledge of Court of Protection	D	AF, I
Other (including special requirements)		
1. Commitment to equality and diversity	E	I
2. Commitment to health and safety	E	I
3. Display the LCC values and behaviours at all times and actively promote them in others	E	I
4.		
5.		

***Delete/amend as applicable**

*This is an essential car user post.

Date:

24/10/2016

Note: We will always consider your references before confirming a job offer in writing.

LANCASHIRE COUNTY COUNCIL

PRE-EMPLOYMENT RISK IDENTIFICATION FORM (R.I.F.)

(NB Completion of this form does not fulfill the requirement to undertake a general risk assessment under the management Health and Safety at Work Regulations 1999)

A Pre-employment Risk Identification Form must be completed by the Head of Service/ Headteacher/Line Manager. If any assistance is required in completing this form, please contact the Health and Safety Team.

CONFIDENTIAL

Team/Establishment	DOLS Team
Post title	Senior Social Worker / DOLS Best Interests Assessor
Description of main activities the employee will be required to undertake (or attach role profile) Undertaking Best Interests Assessments for Deprivation of Liberty Safeguards applications.	
Form completed by: (print name) Nick Clifton	

A. The post to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)

Managers should note that if any of the following 10 activities are involved, there is an automatic requirement for a pre-employment assessment by Occupational Health and, possibly, for subsequent Health Surveillance.

		YES	NO
1	Work at heights (<i>e.g. over 2m from tall step/extension ladders; scaffold towers, roofwork etc</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Work in excessively noisy environments above statutory control limits (<i>Highly unlikely to include examples associated with any office environments. Examples might include use of woodworking machinery, road drilling, masonry cutting etc</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Work in unusual environmental conditions (<i>e.g. where access or egress or free flow of air may be restricted or where there may be a build up of gases, vapours or fumes or the use of breathing apparatus is required</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Use of hand operated tools and equipment known to be associated with hand arm vibration syndrome (<i>e.g. percussive metalworking tool; rotary handheld tool [not floor polishers]; grinders; percussive hammers and drills etc</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Driving a heavy goods vehicle, coach, bus or minibus belonging to Lancashire County Council, transporting others in their own vehicle, or regularly transporting more than three other people as part of normal duties.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Some contact with hazardous substances (<i>e.g. chemicals with an orange warning label indicating: very toxic; toxic; harmful; corrosive; sensitising by inhalation/skin contact; carcinogenic; mutagenic; toxic for reproduction; professional bio/pesticides; organophosphates; gluteraldehyde; latex gloves</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Work with lead or lead-based products (<i>e.g. some paints</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	Food handling/preparation (of raw or uncooked food only).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	Occupational fieldwork or work in extreme conditions (<i>e.g. involving excessive heat or cold or frequent walking for long distances over rough terrain in all weather conditions, forestry/countryside work</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>

B. The post to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)

This section is for the information of applicants and does not facilitate a referral to Occupational Health.

		YES	NO
11	Face to face contact with the public/service users (e.g. at sensitive front line posts re abuse, aggression, assault).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Working in isolation/lone working.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13	Work with electrical wiring (e.g. colour blindness).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Work where there may be an increased risk of needlestick injuries or blood borne infections HIV; Hepatitis B; Hepatitis C: (e.g. site supervisors; site work, grounds or buildings maintenance, gardeners; some carers).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Work that may bring the employee into contact with rats, rat contaminated ground or other animals or livestock (e.g. risk of weils disease, other animal borne diseases, zoonoses).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16	Manual handling (other than routine office/administrative lifting and carrying e.g. assisting / moving service users with mobility problems, portering type activities).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17	Working with vulnerable service users (e.g. children with disabilities; the elderly; children/adults with learning difficulties; alcohol/drug abusers).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18	Work involving repetitive movements or forced posture (e.g. twisting, screwing, movements of the hands wrists, arms and/or shoulders awkward body and limb posture or excessive force, bending, kneeling).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19	Work as a regular display screen user (where more than 1/3 of a person's time is spent using DSE continuously over any 1 month period).	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Any other occupational hazards/comments that you consider to be relevant to the post which are not included above:

None

Head of Service/Headteacher/Line Manager <i>(please print)</i>		Nick Clifton	
Telephone Number:	01772 535444	Date:	7.1.2019

V1.3

10/05/2011