



# South Tyneside Council

## CHILDREN, ADULTS AND HEALTH

### JOB DESCRIPTION

**POST TITLE:** Deprivation of Liberty (DoL) Support Officer

**GRADE:** Band 4

**RESPONSIBLE TO:** Senior Safeguarding Manager

**RESPONSIBLE FOR:** n/a

### Overall Objectives of the Post:

To provide support and assist in working towards the objectives of the Service/Group. This will include undertaking a selection of specialist duties which are highlighted below.

### Key Tasks of the Post:

**1. To provide general support relating to the service area. You will:**

- Ensure that office equipment, stationery and other office consumables (including basic maintenance) are ordered in accordance with purchasing procedures.
- Undertake the management of manual and computerised records/management information systems, escalating any issues regarding accuracy and inconsistency of information where appropriate.
- Provide advice, guidance or signpost staff, public etc with regard to internal policies/procedures and external regulations/legislation.

**2. To provide support in specialist duties associated with the Mental Capacity Act 2005, The Deprivation of Liberty Safeguards 2009 and The Liberty Protection Safeguards. You will:**

*The following list highlights some of the specialist duties that are associated with a post operating at this level.*

- Process completed referrals and prepare completed documents for the statutory body's Signatory.
- Receive and assess referrals in order to prepare for DoLS.
- Support the DoLS team in the coordination of assessments to the timescales required, and support professional colleagues undertaking the roles of Best Interest and Mental Health Assessors.
- Be a resource and provide advice and information as required.
- Be expected to have appropriate contact with family members and relevant persons involved in the DoLS process.
- As an individual demonstrate excellent interpersonal, IT and organisational skills, which will support the Council to effectively discharge its duties as the Supervisory Body.

- Due to the continual demands of the role and the need to ensure work is progressed in accordance with statutory timelines. The post holder will need to demonstrate their ability to work off their own initiative to ensure they can meet the many time specific demands that will be placed on their time.
- Have demonstrable experience of undertaking high pressured administrative support within a Statutory setting.
- Assist with promotion and marketing activities.
- Undertake financial processing activities such as processing of orders and invoices (incoming and outgoing).
- Assist with promotion and marketing activities.
- Undertake the completion and submission of complex monitoring forms, returns etc including those to external bodies.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: LN/CL

Date: 11.03.20

# Moving Forward Together: Our Values; Our Behaviours; Our Future

Our Moving Forward Together Values and Behaviour Framework sets out our expectations around the way we will work within Adults and Integrated Care within South Tyneside, right from our leadership to our frontline practitioners.

## INTEGRITY

## VALUING PEOPLE

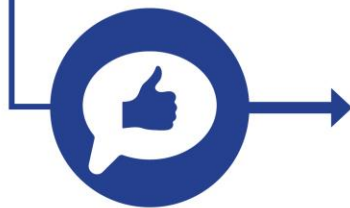
## EXCELLENCE

We will do the right thing whatever the circumstances

We will respect everyone and appreciate their diversity

We will strive for continuous improvement

Together we will do what we say



- Act with integrity and be clear about our own responsibilities and accountable for our actions
- Tell people what they can and cannot expect from us
- Respond when we say we will to people's queries, even if we can't provide a full answer but we will take responsibility for clarifying what we don't know
- Balance competing priorities to meet standards and expectations
- Trust colleagues to fulfil their responsibilities
- Communicate in an open, honest, clear and concise way
- Respect people's right to confidentiality, sharing information only in their best interest

Together we will focus on Solutions



- Value people and see the individual as the "expert" on their own life and believe choice and control should be in their hands
- Help people and communities find their own solutions, building on their strengths and assets
- Actively listen to and involve others, before making decisions and keep others informed of progress
- Consider alternative solutions, using council resources responsibly and effectively
- Be flexible in the way we deliver our services to meet people's individual needs
- Take planned risks to inspire creative and effective solutions, learning from our successes and failures
- Work more effectively with individuals and their families and in partnership with health services, the voluntary sector and other organisations

Together we will be the best we can be



- Deliver "Practice to be Proud of"
- Model the behaviour we want to see in others and lead by example
- Keep up to date with developments in the service, regionally and nationally around best practice and new developing strategies
- Act on comments or feedback
- Share Ideas, resources and information effectively and actively develop our own knowledge and skills
- Take pride in our own work and that of our team members
- Celebrate team success and create a positive team spirit
- Promote and drive continuous improvement by asking "How could we do this better?"
- Continually challenge current practice and put forward ideas for improvement



**South Tyneside Council**



living **better** lives

10108