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| **Job Description** | |
| **Post title** | Liberty Protection Safeguards (LPS) Implementation Project and Mental Capacity Act (MCA) Lead Officer |
| **JE Reference No** | N10474 |
| **Grade** | Grade 14 |
| **Service** | Adult and Health Service |
| **Service Area** | Adult Care – Safeguarding, Practice Development & Access Team |
| **Reporting to** | Strategic Manager for Safeguarding, Access and Practice Development |
| **Location** | Your normal place of work will be in Safeguarding, Practice Development and Access Team at any Council workplace within County Durham. |
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| **DBS** | This post **is** subject to a **enhanced disclosure**. |
| **Flexitime** | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

* The LPS Implementation Project and MCA Lead Officer will be accountable to the Strategic Manager for Safeguarding, Access and Practice Development.
* The Mental Capacity Amendment Act (2019) will significantly change social care practice and casework when current Deprivation of Liberty Safeguards (DOLS) will be replaced by Liberty Protection Safeguards (LPS) expected to come into force from April 2022.
* A project group is currently looking at the implications and requirements for change within the service which are likely to span social care practice, electronic recording systems, workforce development, human resources, commissioning, and legal services. This temporary post will take the lead in social care practice related issues, taking a project management approach in leading the Project Group.
* This role will lead on the key deliverables in a project managing the implementation of Liberty Protection Safeguards, and the Mental Capacity Act amends.
* The role will provide expert understanding and application of the LPS changes in the context of the Mental Capacity Act 2005, and also the practice of the wider workforce – including Team Managers - during roll-out and post-implementation. The role will be key in enhancing the skills of the staff; meeting the future needs of the service; ensuring quality and consistency in LPS and MCA casework; and - working closely with AHS legal services - providing support and guidance as appropriate.
* It is anticipated that this post may vary in balance of duties depending upon the needs of the service

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| **Duties and responsibilities** |

The responsibilities this role will be to:

* Lead on implementation of Liberty Protection Safeguards;
* Lead on change management within the Adult Care service relevant to LPS and related practice issues, and the application within the case management system;
* Lead on consultative work with key stakeholders, including operational staff, commissioning, legal services, providers and partners to ensure that key service processes and workflows are defined and implemented, and to ensure that stakeholders are fully engaged
* Lead on the production of key documentation for the project, as required by the Adult Care Transformation Project Group;
* Provide advice and guidance on LPS and MCA issues and ensure the new Code of Practice is embedded;
* Lead on the provision of advice and support to managers and social care staff in relation to LPS care planning and recording;
* Lead and coordinate work across key project implementation groups in the LPS subgroup of the Frontline Practice workstream of the Adult Care Transformation programme, ensuring that critical dependencies and risks are clearly identified and that key deliverables are achieved
* Scope relevant workforce requirements;
* Lead on the development of policy and procedures relevant to LPS implementation;
* Lead a programme of work to upskill social work staff in this area of practice, promoting competence and consistency, audits of practice post-implementation (including analysing results and reporting on outcomes), and a robust exit plan to ensure that at the end of the project, social care staff are better equipped to manage standard and complex LPS and MCA casework;
* Lead on the development of quality assurance frameworks;
* Lead on scoping the training and development needs of the relevant workforce;
* Ensure effective links are in place with partner organisations (including providers) whose roles will change with the legislative amendments and information shared as appropriate;
* Work with the Adult Protection and Deprivation of Liberty Manager to ensure that effective operational processes and systems are in place to manage the transition to the new legislation;
* Promote and develop good practice networks locally and regionally;
* Commitment to continuous professional development.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head of Service.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification | | |
|  | Essential | Desirable |
| Qualifications | * BA hons in Social Work, DipSW or recognised equivalent Social Work Qualification – * Post qualifying training relevant to the particular specialism. * Social Work England registration | * Degree in relevant subject. * NVQ 4 in Management. * Post-qualification CPD in social work practice and/or training and leading others |
| Experience | * Significant experience within adult social care; * Significant experience in application of Mental Capacity Act in complex casework, Court of Protection work and Deprivation of Liberty safeguards – either directly or in an advisory capacity; * Producing reports and maintaining records of a high standard; * Audit of practice; * Interpreting and presenting information; * Experience of working in an integrated health and social care system. * Experience of leading a project | * Training and Development in Social Work; * Experience of supervising or mentoring staff in a social care setting. |
| Skills & Knowledge | * Ability to respond appropriately to complex issues regarding application of LPS and MCA in practice; * Good interpersonal skills, verbal and written; * Ability to present information verbally and in a written format, in a logical, concise fashion; * Ability to effectively plan own workload; * Ability to exercise authority and make decisions independently; * Assess and manage risk; * Able to respond appropriately to feedback in relation to quality of work; * Awareness of own strengths and weaknesses; * Ability to engage key stakeholders in service development initiatives; * Basic project management skills; * Access to a car or access to a means of mobility support (if driving must have current valid driving licence and appropriate insurance). * Knowledge of the MHA 1983 and Code of Practice; * Knowledge of MCA 2005 including DOLS, and Codes of Practice; * Knowledge of structures within the NHS and Local Authority Adults and Health Service; * Knowledge of current policy developments within Social Care area; * Knowledge of the current policy developments within the NHS; * Knowledge of the needs of client group who lack mental capacity. |  |
| Personal Qualities | * User and carer focused; * Highly motivated; * Ability to work under pressure; * Commitment to equal opportunities; * Openness to new ideas and ways of working; * Systematic in approach; * Ability to work as a member of the team. |  |