

## JOB DESCRIPTION

<b>Post Title: Social Work Consultant</b>	<b>Director/Service/Sector</b> Adult Services, Social Care -Think Ahead		<b>Office Use</b>
<b>Grade: Band 9</b>	<b>Workplace: Eddie Ferguson, Blyth</b>		<b>JE ref: 3859</b> <b>HRMS ref:</b>
<b>Responsible to: Operations Manager Adult Social Care</b>	<b>Date: 03.6.2021</b>		
<ul style="list-style-type: none"><li>• <b>Job Purpose:</b><ul style="list-style-type: none"><li>• To play a crucial role in preparing Think Ahead student participants to become outstanding social workers, with a focus on mental health.</li><li>• Under the supervision of the Adult Care Operations Manager, to manage, coordinate and develop the work of the identified Participants</li><li>• Ensure that participants receive a high-quality practice learning experience.</li><li>• Work closely with the participants' Personal Tutor to assess their ability to apply social work theories, social interventions and legislation in practice, ensuring they develop skills and understanding to empower people with mental health needs.</li><li>• Responsibility for the participants' wellbeing and welfare whilst they are on placement.</li><li>• To act as a role model and portray compassionate and inclusive leadership in order to shape the creation of a collective leadership culture within the organisation.</li><li>• Demonstrating a consistent leadership style which<ul style="list-style-type: none"><li>(a) engages, enables and empowers others</li><li>(b) uses coaching to promote ownership of learning and quality improvement and</li><li>(c) facilitates team working and collaboration within teams / departments and across organisational boundaries.</li></ul></li></ul></li></ul>			
<b>Resources</b>	Staff	Coaching, training, and mentoring Think Ahead participants	
	Finance	Limited authority to make emergency payments in the absence of the appropriate budget holder, handling of invoices and petty cash.	
	Physical	Buildings housing relevant line managed services. Post involves the day-to-day updating and maintenance of complex, sensitive and confidential data.	
	Clients	Working with participants to manage their clients who have a range of mental health diagnosis in Adult Social Care. Support the participants with their caseload management during their 30 days working with Children's and Families	
<b>Duties and key result areas:</b> <ul style="list-style-type: none"><li>• To work with locality team managers where the participants will be based as part of their team</li><li>• Working with locality team managers to monitor and evaluate participant performance against service targets</li><li>• Ensure the participant works towards achieving key service delivery objectives identified within the service planning process. In addition, work with the</li></ul>			

team manager to develop and implement systems to ensure satisfactory team performance against key performance indicators.

- To provide reports and updates to the management teams as required.
- To ensure that adequate safeguarding arrangements are in place to promote the welfare, health and development of (adults, children and young people) who are users of the service.
- To manage the unqualified participants on placement, ensuring that services to (adults, children) and families are provided in accordance with agreed priorities and within statutory requirements and Northumberland County Council (NCC) policies and procedures
- Provide regular, formal and informal supervision and appraisal to the participants and develop a professional skills base through the provision of training and development as appropriate. Provide individual weekly supervision, weekly unit case discussion and regular support to participants day to day throughout their placement.
- Act as an ambassador for Think Ahead within your organisation, raising the profile of social interventions taught on the programme within mental health services.
- Support integration of the unit within the organisation. To promote an integrated service delivery in conjunction with Integrated Social Work Team.
- To ensure that all services are delivered in a non-judgemental, non-discriminatory and anti oppressive manner.
- To ensure the service is adult/child and family centred, focussing and promoting the overall safety and well-being of all vulnerable children/adults and those at risk of significant harm.
- To ensure the maintenance of record keeping in accordance with statutory requirements and NCC policy and procedures.
- Ensure the participants practice meets agreed NCC quality standards and codes of conduct.
- Role-model outstanding evidence-based social work practice.
- Develop participants' practice skills in line with their learning requirements under the Professional Capabilities Framework (PCF).
- Supported by the management team, implement and maintain multi-agency, integrated records in line with legal obligations and agreed agency policy.
- Be responsible for participants' wellbeing and welfare on placement, and co-ordinating support plans with participants' Personal Tutor.
- Work closely with participants as they are exposed to varied and increasingly complex caseload to increase their autonomy as their placement progresses.
- Raise the profile of mental health social work in your organisation.
- Support participants to develop leadership skills and qualities in practice.
- Regular contact with Practice Specialist regarding quality assurance of the placement learning environment.

- Report any challenges regarding the placement learning environment.
- Produce evidence-based midway and final reports for each participant in a timely manner.
- Undertake three direct observations for each participant at each placement stage.
- Provide feedback to participants, addressing performance issues together with the Personal Tutor
- To ensure robust mechanisms are continuously developed to establish and monitor the effectiveness of service related strategies, policies and practices.
- To actively promote and represent the interests of Northumberland County Council in relation to service activities and policies at a local and national level, as appropriate, particularly through the participation in relevant programmes, showcasing good practice and contributing to professional networks.
- To interpret, explain and enforce statutory and county council regulations, ensuring appropriate procedures are followed, that parties have a proper understanding of their position and attempt to reach mutually agreed solutions through negotiation.
- Any other duties consistent with the nature, level and grade of the post as may be assigned by the Senior Management Team
- You will undertake the Post-Graduate Certificate in Advanced Social Work which consists of two modules:
- **Relationship Based Practice.** This covers teaching on Motivational Interviewing, Systemic Family Interventions and Connecting People. All Consultant Social Workers are expected to undertake this module.
- **Practice Educator Professional Standards Stages 1 and 2.** Consultant Social Workers who are not PEPS qualified are expected to undertake this training. If you are already PEPS2 qualified, you will be expected to undertake a one day refresher training.
- The Practice Education programme builds your skills to teach, supervise and assess participants on placement. Completing this course will enhance your professional social work skills and develop your capacities in critical reflection, supervision and professional leadership.

The training is mandatory as part of the role. You will be supported in your training by the academic team from Middlesex University and receive up to 3 days' private study time per module.

You will also attend an online Cohort Launch Event around June 2021 where you will meet the participants in your unit, other Consultant Social Workers and learn more about the programme.

Think Ahead hosts four Consultant Social Worker Development Meetings across the year which includes fully funded and bespoke leadership training. Consultant Social Workers are highly recommended to attend these events to support development in their roles. You will have regular contact from a Think Ahead Practice Specialist. (Practice Specialists are Think Ahead staff – they are qualified mental health social workers with a range of experience managing multi-disciplinary teams and services. Their role is to ensure that the quality of the practice placement experience is of a high standard and support partner organisations in delivering this.)

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and

responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.	
<b>Work Arrangements</b>	
Transport requirements:	The work involves the need to visit settings and other venues throughout the county on a regular and routine basis.
Working patterns:	Normal office hours, however due to the nature of the service will include flexibility of start and finish times. May involve evening and occasional weekend working.
Working conditions:	The post requires office based working and when appropriate working at home.

## PERSON SPECIFICATION

<b>Post Title:</b> Social Work Consultant		<b>Director/Service/Sector:</b>		Ref: 3859
<b>Essential</b>		<b>Desirable</b>		<b>Assess by</b>
<b>Knowledge and Qualifications</b>				
<ul style="list-style-type: none"><li>▪ Social work qualification at degree level and current Social Work England social work registration</li><li>▪ Postgraduate Qualification or willingness to work towards this. Or portfolio of experience.</li><li>▪ Knowledge of adult/child development and issues around work with families and adults/children including safeguarding and adult/child protection.</li><li>▪ Knowledge of preventative and public health approaches. Knowledge of Adult legislation. Significant post qualification experience and training</li></ul>		<ul style="list-style-type: none"><li>▪ Experience of supervising or mentoring other practitioners</li><li>▪ Previous post-qualifying experience</li><li>▪ Post-qualification CPD in social work practice and/or training and leading others</li><li>▪ Practice Educator Professional Standards Stage 2 qualification</li></ul>		
<b>Experience</b>				
<ul style="list-style-type: none"><li>▪ Aptitude and intellectual curiosity for further study at post-graduate level</li><li>▪ Experience of working with Adult Social Care legislation</li><li>▪ Extensive experience in adult social care. Including experience of working with adult protection systems and adult protection procedures. Experience of supervising staff</li><li>▪ Significant social work experience in mental health settings</li><li>▪ Ability to work in stressed and pressurised situations to meet deadlines</li><li>▪ Proven decision making skills and abilities</li></ul>		<ul style="list-style-type: none"><li>▪ Practice Educator Professional Standards Stage 2 qualification</li><li>▪ Post-qualification CPD in social work practice and/or training and leading others</li><li>▪ Experience of managing performance to agreed standards and targets</li></ul>		
<b>Skills and competencies</b>				
<ul style="list-style-type: none"><li>▪ Ability to write clearly for a range of audiences</li><li>▪ Highly developed interpersonal skills with the ability to communicate often complex information or subject matter effectively with a variety of people through a variety of mediums.</li><li>▪ Ability to manage conflict</li><li>▪ Able to work across agency boundaries within a multi-professional setting.</li></ul>		<ul style="list-style-type: none"><li>▪ Previous post-qualifying experience</li><li>▪ Experience of supervising or mentoring other practitioners</li></ul>		

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| <ul style="list-style-type: none"><li>▪ Highly developed negotiating and organisational skills.</li><li>▪ Able to prioritise conflicting demands and requirements, meet tight deadlines and timescales.</li><li>▪ Understanding of how high quality services can be achieved</li><li>▪ A thorough understanding of Adult Social Care legislation</li><li>▪ Excellent interpersonal and communication skills</li><li>▪ Use of performance data to raise standards and monitor performance</li><li>▪ Commitment to integrated and multi-agency working</li><li>▪ Knowledge of relevant legislation and policy, with the ability to apply this knowledge to practice</li><li>▪ Awareness of theories, models of intervention and research activity that underpin best practice in adult mental health social work</li><li>▪ Highly skilled in mental health social work with individuals, groups and communities</li><li>▪ A commitment to equality of opportunity</li><li>▪ Excellent risk assessment and risk management skills</li><li>▪ Ability to employ own knowledge, experience, practice skills, networks and values to create a rich and inspirational learning experience</li></ul> <p>Confidence in critically and constructively reflecting on others' social work practice</p> <ul style="list-style-type: none"><li>▪ IT literacy</li><li>▪ To lead, inspire and motivate others to high performance by agreeing clear goals and objectives, providing support and guidance and creating opportunities for development</li><li>▪ To contribute to the development of a culture of high engagement, where staff are empowered and entrusted to provide the best services and care for patients</li></ul> |  |  |
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<ul style="list-style-type: none"><li>▪ Accountability for the leadership of post holders staff / teams / departments</li></ul> <p>It is an essential requirement of the role that the post holder has a valid driving licence and is either a car owner and able to use the car for work purposes, or has a Trust personal lease vehicle which may be used for the role. However, the Trust would consider making reasonable adjustments to the role, if necessary, to enable a disabled person to undertake the role</p>		
<b>Physical, mental and emotional demands</b>		
<ul style="list-style-type: none"><li>▪ Confident leader with a vision for services with high levels of energy, stamina and resilience.</li><li>▪</li><li>▪ Lengthy periods of concentrated mental attention over a range of different activities with very high levels of work-related pressure, for example, from deadlines, interruptions or conflicting demands.</li><li>▪ Fully committed to the principles and values underpinning the unitary Council</li><li>▪ A corporate orientation and a commitment to tackling issues in a non-departmental manner</li><li>▪ Personality, conduct and credibility that engages and commands the confidence of Council Members, senior managers, staff, the public, external partners and other stakeholders</li><li>▪ Ability to work independently under pressure making frequent decisions and exercising initiative</li><li>▪ Ability to work as a team member</li></ul>		
<b>Motivation</b>		
<ul style="list-style-type: none"><li>• Commitment to inter-agency working.</li><li>• Positive attitude towards supervision and training.</li><li>• Willingness to attempt new challenges and approaches.</li><li>• Positive attitude toward support equality and diversity.</li></ul>		
<b>Other</b>		
<ul style="list-style-type: none"><li>▪ Ability to meet the travel requirements of the post</li><li>▪ Well presented, to act as a role model</li><li>▪ Commitment to and understanding of the principle of Equal Opportunities for all, in employment and delivery of services</li></ul>		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits