



LONDON BOROUGH OF MERTON
COMMUNITY CARE AND HOUSING DEPARTMENT
JOB DESCRIPTION

POST TITLE: Principal Social Worker

Grade: MGA

DIVISION/SECTION: Community & Housing, Adult Social care

Location: Civic Centre

Responsible to: Assistant Director of Adult Social Care

Responsible for:

Post number:

Date: June 2018

PURPOSE OF ROLE:

1. To ensure that clear social work standards are established consistent with current professional registration standards taking statutory responsibilities, Service Plans and Performance Targets are in line with the Council's Target operating model and continuous service improvement priorities.
2. To ensure that the concerns of the social work workforce are conveyed to, Director of Community and Housing and the Assistant Director of Adult Social Care, Divisional management team (DMT) and other relevant senior staff. When requested, to present to the Lead Member and Leader of the council and relevant council meetings.
3. To represent Merton social workers/Occupational Therapists/social care staff etc. locally, across London, nationally and to the Government Chief Social Worker for Adults through attendance at Principal Social Worker network meetings.
4. To contribute to the creation of a learning culture across Merton Adults Social care raising performance and improving social work retention rates.
5. To oversee the embedding of career pathway, professional registration standards including supporting a program of support for newly qualified social workers and student social workers

6. To deliver an agreed quality assurance reporting and audit process underpinning the Quality Assurance Framework that places resident's views at the forefront of our quality assurance activities.
7. To coordinate the implementation and continuous development of a community based social work program designed to prevent and delay need within the communities represented within the London Borough of Merton.

MAIN PURPOSE

1. Provide high quality advice, support and assistance to the Assistant Director – Adult Social Care, DMT, Officers and Members of the Council on relevant Adult Social Care strategies, policies and projects.
2. Manage staff and resources allocated to the job, in accordance with the Council's Vision, Policies, Governance Arrangements and Values; and to demonstrate behaviours that promote and develop positive corporate working within the Council.
3. Lead and manage Quality Assurance Service efficiently and effectively delivering a high quality accessible service that promotes excellent practice to meet the needs and standards of the Council and residents.
4. Realise the benefits of Merton's diversity by promoting the needs and aspirations of Merton's communities.
5. Realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this post and participating in multidisciplinary and cross directorate and cross organisational groups and team tasks.
6. Be a role model for effective and positive leadership behaviour that is outcome focused, future and transformation orientated.
7. Demonstrate and ensure high standards of probity and compliance with Council Policy, Standing Orders and the Law.
8. Act as an ambassador for the Borough, promoting and developing the Council's image and championing the interests of Merton's community, stakeholders and partners.
9. Participate in the conduct of Elections as and when required to do so.
10. To support organisational change ensuring the appropriate systems of performance and quality, communications, equality impact assessment, monitoring and review are in place.
11. To promote a philosophy of putting customer needs first at every opportunity and to put in place management arrangements to action this.
12. To work with key stakeholders, local residents and the voluntary sector in improving service delivery and promoting creative and innovative ways of tackling local problems ensuring services are developed which meet the needs of our ethnically diverse community and are accessible to all users.
13. To oppose and where possible eradicate all forms of discrimination, making a positive contribution to managing diversity, both as an employer and service provider.
14. To raise performance by contributing to a culture of continuous improvement and efficiency.

MAIN DUTIES AND RESPONSIBILITIES

1. To maintain and develop the reporting and auditing program underpinning the Quality Assurance and Safeguarding Adults Strategies that provide a voice to service users and achieves high quality and personalised services that supports the protection of vulnerable adults.
2. To support the effective delivery and compliance of the Care Act 2014, the Mental Capacity Act (2005), (and other duties of adult social care) ensuring that people who lack capacity are provided with equal opportunities to choice and control.
3. To develop the assessment and meeting eligible needs for vulnerable residents which respects individual's dignity, keeps them safe, helps them realise their potential, offers them choice and control and is focussed on prevention.
4. To be responsible for the delivery of a communication and engagement plan which enables the resident of Merton to make informed choices
5. To support staff through consultation with the Training and Development so that there is a well trained and equipped workforce whose knowledge, skills and experience provide quality outcomes for residents and adults at risk.
6. To be responsible for the management and supervision of the staff within the services managed by the post holder, ensuring supervision, PDA's, performance management and absence management are effectively managed.
7. To work with the lead for safeguarding, ensuring Deprivation of Liberty Safeguards are met and to act as a signatory for the Supervisory Body.
8. To support the coordination and deliver the Assessed and Supported Year of Employment for Newly Qualified Social Workers ensuring the National and local standards are incorporated.
9. To contribute to the further development of a learning culture in adult social care developing career pathways through access to post qualifying training and learning opportunities for social workers and managers and ensuring that LB Merton meets the required standards.
10. To ensure all collaborative commissioning advantages are recognised and utilised on behalf of the Council.
11. To provide a reference point for Quality Assurance of supervision for line managers
12. To be a member of the London and National PSW group, contributing to the local, London and National agenda and ensuring learning and development from this group are brought to Merton
13. To prepare and present a twice yearly report on the state of social work in adult services to the Senior Leadership Team.
14. To plan and deliver an annual conference for all social workers in the Adults Division.

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PERSON SPECIFICATION

KNOWLEDGE AND EXPERIENCE:

- Sound technical knowledge and a good understanding of legislation, guidance and policy relating to adult social care services.
- Leadership experience within the NHS and/or Adult Social Care.
- Oversight of quality assurance activities within a statutory organisation.
- Experience of working collegially with other disciplines, Council groups, external agencies and the community in order to develop and deliver a responsive, personalised, quality and coordinated service.
- Applied knowledge of adult safeguarding policies and procedures translated to provide positive outcomes for adults at risk.

SKILLS & ABILITIES:

- Able to develop, implement and monitor appropriate Service Plans and work programmes
- Able to develop and maintain a strategic Vision and direction for the service that motivates others to deliver service improvement and to lead staff through significant change.
- Ability to work with the safeguarding lead to ensure that safeguarding adults is delivered effectively within the adult safeguarding processes and that there is continuous learning and improvements in practice.
- Ability to provide visible and supportive leadership, empowering, motivating and developing staff that fosters a positive culture focused on delivering improved outcomes for vulnerable residents.
- Good written and oral skills.
- Effective negotiating and presentational skills to positively influence the partnership and building sustainable improvement.
- Works positively with colleagues in the service and across organisational boundaries to ensure consistent good practice.
- Manages relationships with key stakeholders, Members, colleagues, Trade Unions and staff
- Sets and delivers stretching targets and takes responsibility for enhancing performance in self and others and does what is necessary to achieve the required outcomes.

- Takes personal responsibility to support change responding to requirements by continually striving to improve processes or activities, consistent with the Council's Values and objectives.
- At all times respects confidentiality and the dignity of others.
- Motivated, committed and focussed with the drive to define clear goals and inspire people to achieve them.
- Manages relationships with colleagues that recognises the Merton Vision, delivers a customer-focused approach and allows staff to develop to their full potential.
- Sets and delivers stretching targets, in line with the Business Plan and priorities. Seeks and takes responsibility for enhancing performance.

ESSENTIAL QUALIFICATIONS

- Recognised Social Work qualification (DipSW/Degree in SW) and substantial post qualification experience that includes management experience of adult social care and safeguarding adults.