

Job Description

For Social Care Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Auditor (Social Work Lead Practitioner - Children & Families Service)	JEID	LO475
Salary Grade:	Grade O		
Team:	Practice Improvement – Quality and Impact Team		
Service Area:	Children & Families		
Primary Location:	Various locations across the County		
Political Restriction	This position is not politically restricted.		
Responsible to:	Team Leader		
Responsible for:	Social Workers and Family Support Workers		

Role Purpose

The purpose of the Auditor (Social Work Lead Practitioner - Children & Families Service) role is to:

- To promote and lead high quality social work practice for children and families across Warwickshire by undertaking audits and disseminating learning from audits undertaken to develop and improve practice
- To be responsible for undertaking a range of quality assurance activities to improve the quality of social work practice.
- To support and promote Warwickshire's theory of change in relation to driving restorative and trauma informed practice across the service.
- To take a lead in ensuring that learning from practice is identified, developed and disseminated across the service including into the delivery of training and the development of procedures.
- You will establish and help implement new ways of working. Embedding and modelling good practice that you can evidence is improving outcomes and having a positive impact on children, young people and their families.
- In line with the Social Work England Social work standards, to exercise statutory powers to ensure that the wellbeing of children, adults at risk and communities. This risk requires balancing competing needs, risks and rights.

Role Responsibilities

- To take a lead in undertaking rigorous audit activity and moderation to develop high quality responsibilities social work practice within the legislative and policy framework of children and families.
- Take responsibility for the learning from audits to be identified and disseminated across the service including into the delivery of training and the development of procedures. Including liaising with external stakeholders where necessary and the development and delivery of training, as required.
- Maintain a knowledge and expertise of the work of the Directorate to contribute to the development of services and the development of best practice systems and protocols which support the delivery of a quality service and reflect any changes required. This will include contributing to case file and thematic review to utilise learning opportunities and improve practice.
- In line with the Social Work England Social work standards, to exercise statutory powers to ensure that the wellbeing of children, adults at risk and communities. This risk requires balancing competing needs, risks and rights.
- Act as a professional expert practice lead and mentor, supporting the development and improvement of practice standards, assisting with training and workforce planning to promote a learning culture.
- Take responsibility for supporting the implementation of improvements in the quality, standards and practice in Children's Services.
- Through audit activity, provide appropriate challenge to the decisions within the service to ensure decisions are safe and improve outcomes for children and families.
- To ensure significant issues around risks, needs and barriers to service delivery and achieving good outcomes for children and families are reported promptly to the service lead.
- To intervene in areas of poor practice and/or performance to secure a lasting improvement in service and individual performance.
- Take responsibility for researching and disseminating best practice, assisting in the development and delivery of training to enable staff development, in a timely manner.
- Ensure that social care staff within the service are supported to provide a high-quality service delivery to vulnerable children and their families in line with the requirements of Children and Families procedures, Social Work England, Ofsted and the Department for Education Guidance and procedures.
- To liaise with colleagues and staff across the service; to ensure effective working relationships.
- Provide advice and identify areas of good practice, resilience, and improvements to enable appropriate and measurable plans to be implemented to improve practice.
- Contribute to the preparation for inspection, peer reviews and other forms of enquiry.
- Respond flexibly to service needs assisting in county-wide priorities where necessary.
- Take responsibility for own professional development in line with the Professional Capabilities Framework and the Social Work England requirements and to undertake significant training and supervised practice in systems methodologies. Identify learning and development needs through supervision and appraisal within the expectations of the WCC social work career pathway.

You will work flexibly to meet the needs of the service, supporting the workforce in line with modern and flexible working arrangements. You will undertake as necessary any other duties that may be required by Warwickshire County Council.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria	Assessed By:
Professional Social Work Qualification and current registration as a social worker with Social Work England.	A,I,D
Experience of supervising students or mentoring colleagues.	A,I
Completion of Assessed and Supported Year of Employment ASYE, EPD Early Professional Development (EPD) programme, Enabling Others and Teaching and Assessing for Professional practice (TAPP) to underpin substantial experience.	A,I
The ability to interpret and critically analyse varied and complex information or situations with a proposed solution or a plan of action.	A,I,D
The ability to utilise a range of communication skills to engage and work with vulnerable people including those who may present with the most complex and challenging of needs to meet desired outcomes.	A,I,T
The ability to undertake assessment of a range of needs and situations, including those of a more complex nature in developing appropriate plans in partnership with other people.	A,I,T
The ability to work under an extremely high degree of pressure including meeting unpredictable deadlines and dealing with conflicting demands.	A,I,T
The ability and experience to undertake assessment of complex needs and develop, monitor and review appropriate programmes of care and support, involving multi-agency delivery, for and in partnership with children and families.	A,I
The ability to represent the local authority in a range of settings.	A,I
Understands and keeps abreast of the complex climate in which we operate.	A,I
The ability to act autonomously within agreed levels of accountability, consulting with line managers when responding to significant circumstances or situations e.g. policy, budgetary and resource implications.	A,I
The ability to work under significant pressure to meet deadlines on a frequent basis which may be unpredictable whilst managing competing demands.	A,I
The ability and resilience to manage (and to support others to manage) the intense emotional demands that arise from working with vulnerable individuals and groups.	A,I
The ability to work professionally and flexibly with members of your team and the wider organisation.	A,I,
Non-disabled applicants must be able to drive, have a full, valid driving licence and have a vehicle available for work. Disabled applicants must be able to travel to perform the functions of their role (with assistance where necessary).	A,I,D
To be computer literate and operate a range of information technology systems to meet service need in relation to the social work role.	A,I,D

Ability to communicate fluently, in writing and verbally, with a wide and varied range of people in a manner that inspires confidence in the social work profession.	A,I
Evidence of ongoing commitment to continuous professional development of self and others as per Social Work England requirements and TCSW Professional Capabilities framework. Specific commitment to meeting the requirements of Warwickshire's social Work Career Pathway.	A,I,D
To be able to undertake the full range of responsibilities and duties as prescribed within the main tasks for a Lead Practitioner	A,I
Desirable Criteria	Assessed By:
Experience of completing social work quality assurance activity, including case file audits to strengthen and support improvements in practice.	A, I
Demonstrate the ability to add value to the organisation around specialist skills and innovation.	A,I
Knowledge of and experience in Restorative Practice, which is Warwickshire's preferred model of change.	A,I
Hold qualifications and/or have experience of providing evidence-based interventions.	A,I
Experience of completing specialist assessments such as Sibling Assessments, Domestic Abuse Risk Assessments and assessments of adults who pose a significant risk of harm to children.	A,I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

Provision of personal care on a regular basis

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Driving HGV or LGV for work

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<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input checked="" type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	