

# Job Description

## Position Details

<b>Position:</b>	Senior Social Work Practitioner – IAA Team, Children's Services
<b>Directorate:</b>	Social Services
<b>Service:</b>	Children's Services
<b>Position no:</b>	BG16727
<b>Grade:</b>	9
<b>Hours of work:</b>	37 a week
<b>Work style:</b>	Agile Worker/Blaina ICC
<b>DBS required:</b>	Enhanced Disclosure
<b>Contact:</b>	Stacey Smith/ Rachel Price
<b>Date:</b>	22.07.25

**Politically Restricted?** ☐ Yes\* ☒ No

\* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990

## About the Position

Reporting to: IAA Team Manager

Responsible for: Providing a high-quality service in relation to all aspects of decision-making on new referrals to determine if eligibility has been met for statutory intervention or if needs can be met through preventative services, chairing Strategy Discussion, mentoring and supervision of staff and acting as a deputy for the Team Manager when required.

## Principal Accountabilities

1. To undertake all decision making in relation to new referrals received by the Local Authority, being able to clearly identify safeguarding concerns and respond within the appropriate timescales. Furthermore, being able to determine eligibility utilising the appropriate guidance to determine the need for statutory intervention or if needs can be met through preventative services.
2. To chair a variety of meetings as required in this role e.g. Child Protection Strategy Discussions where safeguarding concerns are identified and Team Meetings.
3. To ensure that the professional practice and standards of team members are promoted, supported and monitored through regular supervision, mentoring, appraisals and training opportunities.
4. To be responsible for the performance of your staffing group to ensure the accurate collection of data to evidence this.
5. Quality assurance of work produced in the team to contribute towards the high-quality service provided by the IAA Team, identifying areas for improvement.
6. To deputize for your Team Manager and act appropriately to tasks allocated by your Team Manager.

7. To support the development of relationships with key partner agencies, such as Education, Health, Police, Families First and third sector, to support and inform decision making process.
8. To ensure that appropriate information is available for citizens and carers and to promote the involvement of citizens and carers.
9. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
10. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.

### General Accountabilities

1. To comply with the Council's Policy Statement on Health, Safety and Welfare at Work.
2. To positively promote the Council's Strategic Equality Plan and ensure commitment to anti-discriminatory practice.
3. To demonstrate a commitment to ongoing personal development.
4. To adhere to data protection principles whilst undertaking your duties.
5. To be responsible for undertaking your duties in a way that safeguards and promotes the welfare of children, young people and adults at risk. You must bring issues of concern regarding the safety and welfare of children, young people and adults at risk to the attention of the Safeguarding Officer in your service as soon as you become aware of them.
6. Undertake other duties that may be required of you, commensurate of your grade or general level of responsibility within the organisation.

This job description sets out the main responsibilities of the position at the date it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility.

## Person Specification

Requirements	Essential (E) / Desirable (D)	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
<b>Qualifications</b>		
Qualified to a Social Work degree level (i.e. CQSW, DipSW, BA)	Essential	A
Social Work Registration	Essential	A
C-PEL Advanced Practitioner award	Desirable	A
<b>Experience</b>		
Substantial post qualifying childcare experience within a statutory children's services team.	Essential	A/I
Experience of decision making, undertaking assessments and writing complex reports for a variety of audiences.	Essential	A/I
Substantial experience of working in partnership with other partners and agencies.	Essential	A/I
Experience of managing /supervising / mentoring staff /	Essential	A/I

students / volunteers and ability to motivate and encourage ensuring best practice.		
Ability to prioritise work, making decisions on competing demands and taking responsibility for them.	Essential	A/I
Have undertaken at least Level 1 and 2 in Safeguarding and have robust experience in Safeguarding and identifying and acting on Safeguarding concerns.	Essential	A/I
<b>Knowledge / Skills</b>		
Knowledge of current legislation, guidance regulations and standards in relation to operational social work in Children's Services.	Essential	A/I
Comprehensive knowledge of working within a statutory Children's Services.	Essential	A/I
Excellent report writing and presentation skills for / to a variety of audiences and able to manage workload, prioritise and meet deadlines.	Essential	A/I
Ability to work independently when required, showing drive and initiative. I.T. literate and able to use a range of programmes and packages including Microsoft suite and various data collection / analysing packages.	Essential	A/I/PP
Able to demonstrate excellent communication, leadership and management skills.	Essential	A/I/PP
Ability to thrive and manage staff within a fast paced, demanding work environment and ensure best outcomes.	Essential	A/I/PP
Possess skills to chair meetings, deliver training and presentations to a range of audiences.	Essential	A/I/PP
<b>Personal Attributes</b>		
<b>Special Working Conditions / Requirements</b>		
Current driving licence and access to a vehicle for work purposes.	Essential	A
Ability to work flexibly including unsociable hours to meet the needs of the service.	Essential	A/I

<b>Minimum Welsh Language Skill Requirements</b>	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Welsh Language Skills Level 0. Level 1-5 is desirable. Training is optional.	A
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are desirable and need to be learnt when appointed. Training required: "Welcome Part 1 & 2" (10 hours in total)	
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are essential. Training required: "Welcome Part 1 & 2" and "Welcome Back Part 1 & 2" (20 hours in total).	

For further information on the above please refer to the [Welsh Language Skills Guidelines](#)

Welsh language skills requirements beyond the minimum stated above e.g. fluent speaker / proficient writer will be outlined within the person specification under qualifications and skills.

### **Personal Competencies**

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework. In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and through the Council's performance coaching scheme.

<b>Competencies – Managing the Team</b>	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Sets an example to the team by own approach and attitude	PP
Gets the best out of people by developing the skills, experience, and ambition of self and team	A/PP
Ensures equality & diversity issues are integral to service delivery	I/PP
Recognises when it is necessary to take a firm but appropriate line	PP
Supports & encourages good work-life balance in the team	PP

<b>Competencies – Delivering a Continually Improving Service</b>	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Ensures the team understand how they contribute to achieving operational objectives	PP
Is focused on continually improving performance of self and team and gives regular, constructive feedback on team/individual performance	PP
Challenges poor performance appropriately	PP
Is positive about improving the service and identifies potential benefits for the citizen	PP
Consults team and others, inside and outside the organisation, for improvement ideas	PP

Competencies – Communicating	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Uses appropriate and precise methods of communication	I/PP
Communicates positively and respectfully	PP
Checks others' understanding	PP
Clearly explains and justifies decisions made elsewhere	PP
Encourages team members to think about and suggest improvements	PP

Competencies – Making Informed Decisions	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Considers implications of proposed decisions	PP
Ensures decisions link to continually improving performance	PP
Uses problem solving as a method of improving the service	PP
Seeks clarification or challenges appropriately	PP
Explains decisions appropriately	PP

Competencies – Working Together	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Understands the benefits of working together	I/PP
Promotes and contributes to partnerships to continually improve services for the citizen	I/PP
Networks effectively internally and externally	I/PP

Competencies – Putting the Citizen First	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Recognises the importance of the citizen's input to improving the service	PP
Ensures team is focused on serving the citizen as the first priority	I/PP
Seeks feedback from the citizen on the quality and appropriateness of service delivery	PP
Is positive about the organisation and the community it serves	PP

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