

# Job Description

## Position Details

<b>Position:</b>	Social Worker – CP and Court Team West
<b>Directorate:</b>	Social Services
<b>Service:</b>	Children's Services
<b>Position no:</b>	BG03405
<b>Grade:</b>	Grade 8
<b>Hours of work:</b>	37 hours per week
<b>Work style:</b>	Agile Worker
<b>DBS required:</b>	<b>Enhanced Disclosure</b>
<b>Contact:</b>	Victoria Davies - 01495 369534
<b>Date:</b>	09/03/26

**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: Team Manager

Responsible for: To provide and develop an enhanced level of social work skills within standards or practice. To comply with all relevant legislation, guidance, national and Departmental policies.

## Principal Accountabilities

1. To provide social work assessment and care management in line with the policy and procedure of the Authority.
2. To effectively manage a caseload.
3. To assist and empower service users to develop their potential for independence and enable them to exercise choices wherever possible.
4. To ensure the implementation of agreed plans, monitor progress and coordinate the process of reviews that involve service users, carers and associated professional and partner agencies.
5. To provide full information and advice on the availability of services, the appropriateness of service provision and statutory responsibility of the Department.

6. To write clear and concise reports for a variety of audiences, including court and safeguarding.
7. To act as an advocate in pursuit of the service users' best interests, including educator to professional colleagues and the community at large, the needs and rights of the service user.
8. As required, to provide or access information or refer appropriately to alternative agencies in matters which require specialist or specific advice, e.g. Welfare rights, legal rights.
9. To represent Social Services perspective in multi-disciplinary settings etc.
10. To undertake supervision, personal/professional development and training as required, and in accordance with relevant National/ Local and Departmental policies.
11. To comply with all relevant County Borough Policies.
12. To undertake any additional duties appropriate to the role of Social Worker, as required by management.
13. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
14. 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>		
CQSW: Diploma or BA honours in Social Work	Essential	A
Registered with Social Care Wales	Essential	A
<b>Experience</b>		
Social Work experience in Children or Adults Services including placements	Essential	A, I
<b>Knowledge / Skills</b>		
Knowledge of current legislation, guidance, regulations and standards	Essential	A, I
Knowledge and understanding of research, legislation and good practice	Essential	A, I
Good written and verbal communication skills with the ability to write reports	Essential	A
Ability to work as part of a team and in partnership with other agencies	Essential	A, I
I.T literate	Essential	A, I
Well-developed negotiating skills	Essential	A, I
Effective problem-solving skills	Essential	A, I
Ability to analyse and evaluate information and to apply criteria to make prioritised judgements	Essential	A, I
Knowledge of anti-discriminatory practice and equal opportunities	Essential	A, I
<b>Personal Attributes</b>		
<b>Special Working Conditions / Requirements</b>		
Current driving license, ability to travel as required and access to a car for work purposes.	Essential	A

<b>Minimum Welsh Language Skill Requirements</b> (Indicated with a tick (✓) below)	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.

Competencies – Delivering the Service	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Plans ahead, organises work in advance	PP
Involves line manager / colleagues in setting and meeting targets	PP
Reorganises work when necessary	PP
Sees tasks through to completion whenever possible	PP
Seeks help if workload becomes unmanageable	PP
Uses initiative to report issues that arise that impact on others	PP

Competencies – Improvement and Change	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Is prepared to try new things & feedback results	PP
Understands that changes are needed if things are to be improved	PP
Finds new and creative ways of doing things better	PP
Actively seeks to develop own skills and knowledge	PP
Learns from mistakes & welcomes constructive feedback	PP

Competencies – Providing Excellent Customer Service	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Recognises the importance of high standards of customer service	PP
Is committed to providing an excellent service to all the citizens of Blaenau Gwent	PP
Understands the links between own professionalism and the possible impact on the Authority's image	PP
Has a professional attitude that sets an example to colleagues	PP
Takes pride in own work and that of colleagues	PP
Is respectful, courteous and helpful at all times	PP

Competencies – Team working	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Reacts constructively to others' suggestions and requests	PP
Recognises potential value of others' opinions and actively seeks their contributions	PP
Asks for help when necessary	PP
Actively seeks to help others	PP
Is aware of the impact of own behaviour on others	PP

Competencies – Communicating	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Adapts content and style to help others understand	PP
Makes sure that people are regularly informed	PP
Uses appropriate language, gestures and tone when talking with others	PP
Checks others have understood & seeks advice when necessary	PP
Actively seeks to improve all forms of communication with others	PP
Communicates professionally by using formal channels appropriate to the situation	PP

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