



## RUTLAND COUNTY COUNCIL

### JOB DESCRIPTION

<b>Position Title:</b>	<b>Social Worker Practice Manager</b>
<b>Grade:</b>	<b>PO3</b>
<b>Directorate:</b>	<b>Adults and Health</b>
<b>Department:</b>	<b>Quality Assurance</b>
<b>Responsible to:</b>	<b>Principal Social Worker and Quality Lead</b>

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#### **Purpose of the Job:**

The Social Work Practice Manager will act as a role model and lead for excellent social work practice across the adults and health directorate. They will report directly to the Principal Social Worker and Quality Lead, and will provide leadership, expertise, mentoring and coaching to qualified and nonqualified practitioners, social workers and managers across adult social care.

The post holder will act as a point of contact for managers in adult social care and take a lead role in providing expert clinical oversight of complex case work and provide supervision to seniors and social workers.

#### **Main Responsibilities**

##### **1. Practice Improvement**

- Work autonomously and as part of a team, in leading, understanding and developing the scope of professional practice to improve or create new ways of working for the benefit of those who access services, their families, and their carers.
- To provide professional challenge, advice and support to all Adult Social Care managers and practitioners to successfully develop and embed consistently high practice standards.
- Support managers and staff with complex casework, including legal cases such as 21A, safeguarding, and mental capacity. Chair multi professional meetings, including safeguarding meetings following agreed procedures, and resulting in robust action plans with defined timescales.
- Lead on the embedding of high-quality practice across Adult Social Care through ensuring practitioners and managers have the training, guidance, and tools to deliver this.
- Exercise professional judgement to manage risk, including positive risk-taking, especially in complex and unpredictable situations, and support others to do so.



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- Demonstrate a critical knowledge of the range of theories and models of intervention for individuals, families, young adults, groups and communities and lead on embedding this within supervision, training and professional development.
- Have an excellent understanding of the practical application of all relevant Social Care legislation and proven track record of supporting staff with statutory requirements.
- Lead on aspects of workforce development, quality assurance work, peer reviews, CQC preparedness and service improvement as required.
- Anticipate and lead on aspects of change management in the social work context including any social work reforms.
- Demonstrate personal and professional resilience showing confidence about your role in the team, work positively with others and contribute to team working by developing a learning environment for self, teams and colleagues
- Advocate for, and lead in the creation of, a culture in which everyone is encouraged to reflect and learn (including from mistakes), to receive and give constructive feedback and to learn from and with each other.
- Help promote equality, diversity, and inclusion in everything we do and promoting an approach which respects and values the different opinions of people we support.

### **2. Partnership Engagement**

- To promote partnership relationships and working and represent Rutland at Safeguarding Board Groups.
- Promote and encourage partnership approaches at all levels.
- Promote, articulate and support a positive social work identity, promoting strategies for collaboration and a supportive team culture
- Awareness of changing contexts at local, national and organisational level and the implications for practice and represent Rutland at regional and national forums to share information and experience in delivering best practice in social work service provision.
- Represent the adults and health directorate at a strategic level in meetings and forums at local, regional and national levels.
- To identify areas for co-production and co-design within adult social care both from ASC professionals and adults and their carers.

### **3. Additional**

- Ensure CQC Assessment readiness and preparation for inspection activity.
- To keep records and produce regular written reports/briefing notes and case studies for the Principal Social Worker and Senior management to evidence the work undertaken.



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- The post holder should be able to interpret and analyse data and information which may be complex and sensitive to different audiences and use their professional judgment to assess potential issues and offer solutions to those issues.
- Manage own work priorities, working to outcomes agreed with the relevant lead officer within the Quality Assurance Team.
- To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees.

### **Behaviours and outcomes**

#### **Making Effective Decisions**

Use evidence and knowledge to support accurate, expert decisions and advice. Carefully consider alternative options and implications of decisions.

#### **Leadership**

Show pride and passion for Adults' Services. Create and engage others in delivering a shared vision. Value difference, diversity, and inclusion, ensuring fairness and opportunity for all.

#### **Communicating and Influencing**

Communicate purpose and direction with clarity, integrity, and enthusiasm. Respect the needs, responses, and opinions of others.

#### **Working Together**

Form effective partnerships and relationships with people both internally and externally, from a range of diverse backgrounds, sharing information, resources and support.

#### **Developing Self and Others**

Focus on continuous learning and development for self, others and the organisation. Deliver service objectives with professional excellence, expertise, and efficiency.

#### **Delivering at Pace**

Take responsibility for delivering timely and quality results with focus and drive.



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### JOB REQUIREMENTS

#### **QUALIFICATIONS/TRAINING/EDUCATION**

Essential	Method of Assessment *
Social Work Degree qualification	A/D
Evidence of post qualifying practice i.e. BIA/PE	A/D
Evidence of leadership training which may include coaching/mentoring training	A/D

Desirable	Method of Assessment *
Project management experience.	A/I

#### **EXPERIENCE/KNOWLEDGE**

Essential	Method of Assessment *
Proven record of making a positive difference for adults and their families as a Senior Social Worker, Team Leader, or Team Manager.	A/I
Strong leadership skills including mentoring and coaching	A/I
Able to establish positive working relationships with adults, their families or carers and practitioners within the Adult Social Care Service and any other partner agencies	A/I
A strong knowledge of assessment and support planning for adults and unpaid carers.	A/I
A strong working knowledge of current national and local issues within Adult Social Care	A/I
A strong knowledge of legal frameworks including but not limited to, the Care Act 2014, Mental Capacity Act 2005, Mental Health Act.	A/I
Awareness of working in a political environment.	A/I



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Able to interpret and use data to inform service developments.	A/I
Able to produce robust reports, audits, policies and service development plans	A/I
Ability to work autonomously to lead development at pace.	A/I
Ability to constructively challenge as a critical friend, recognising and celebrating high quality practice.	A/I
Understanding of how Health and Social Care is structured and works at a local and national level	A/I
Experience of working with data and interpreting information	A/I
Experience of change management and leading service improvement projects.	A/I

### **SKILLS**

	Method of Assessment *
Essential	
Excellent written and verbal communication skills	A/I/T
Ability to work in a relational way to develop and support a positive learning culture in which continuous improvement is imbedded.	A/I/T
Verbal and written presentation skills including the use of information technology (MS 365 Suite)	A/I
Personal and professional credibility and integrity	I/T/A
Ability to produce written material to a high standard which is suitable for a range of audiences.	I/T
Communication skills to navigate dynamics between social workers and senior leaders.	A/I
Presentation skills and experience of training others.	A/I
Determine priorities, allocate workload plans for own and other sections and introduce systems to ensure deadlines are met	A/I



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Demonstrate a professional attitude in dealing with the public and professionals.	A/I
Must be able to work on own as well as part of a team.	A/I
Excellent risk management - predicting, avoiding and solving problems	A/I
Analytical and problem-solving skills	A/I

### **EQUALITY AND DIVERSITY**

Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A/I

### **OTHER**

Essential	Method of Assessment *
Flexible working patterns to fulfil commitments outside the working day.	I
Motivational and Solution focussed.	I
Willingness and ability to visit other sites as and when required	I

\* **A = Application Form    D = Documentary evidence    I = Interview    T = Test**



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## STRUCTURE



DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
23.02.26	New Role	Kelly McAleese – ASC PSW and Quality Lead