# Job Description and Person Specification

## POST IDENTIFICATION

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| **Post Title:** | Senior Practitioner |
| **Job Evaluation ID:** | 1194SS |
| **Grade:** | 10 |
| **Directorate:** | Education and Social Services |
| **Division:** | Childrens Services |
| **Section:** | Various |
| **Location:** | Various |
| **Responsible to:** | Team Manager |

## JOB PURPOSE

Provide an enhanced level of social work skills and expertise within the team in order to develop and maintain standards of practice and to deputise for the Team Manager on specified occasions. This will include direct supervision of Social Workers, Students, Volunteers and Support Workers.

Assist the Team Manager in the continued development of high quality service delivery.

Work with the Team Manager to ensure that the team provides an appropriate service within current legislation, regulations, guidance, and the Directorate's policies and procedures.

Manage a caseload of complex cases.

## KEY RESULT AREAS

Manage complex cases within required timescales.

Assist in the team reaching its performance targets.

Ensure effective multidisciplinary working with partner agencies.

Contribute to the development of quality services.

Demonstrate professional competence in social work practice and to fulfil all the requirements of a social worker.

Assist and support the Team Manager in motivating, mentoring and developing team members.

Manage and be accountable, with supervision and support, for your own social work practice.

Lead role in the development of the service and to deputise for the Team Manager as and when required.

## DETAILED TASK PROFILE

**Manage complex cases within required timescales.**

Manage a mixed complex caseload. Cases will be managed within statutory and locally agreed timescales.

Intervention and support to be focussed on achieving the best possible outcomes for vulnerable people.

**Assist in the team reaching its performance targets.**

Able to monitor team performance and assist the Team Manager where issues arise.

**Ensure effective multidisciplinary working with partner agencies.**

Have a good understanding of local and national agencies and to evidence positive partnership working in delivering outcome focussed plans.

**Contribute to the development of quality services.**

Work with other Social Services Teams and partner agencies in order to improve services for vulnerable people.

Contribute to development opportunities such as meetings and workshops and task groups.

**Demonstrate professional competence in social work practice and to fulfil all the requirements of a social worker.**

Attend agreed training to improve knowledge and skills, both for skill enhancement and personal development.

Attend departmental meetings and provide written or verbal reports as required.

Represent the Directorate as required in panel and court processes, including the provision of written reports, statements and the giving of verbal evidence.

Liaise and work jointly with staff of other Directorates and agencies as appropriate.

Ensure that all work is carried out in line with statutory requirements and the Directorate's policies and procedures.

**Assist and support the Team Manager in motivating, mentoring and developing team members.**

Co-work with staff in the team as and when necessary.

Contribute to the identification of the training and development needs of staff.

Provide support and guidance to staff on a daily basis.

**Manage and be accountable, with supervision and support, for your own social work practice.**

Engage fully in regular supervision with the Team Manager, in accordance with the Directorate's policy and procedure.

**Lead role in the development of the service and to deputise for the Team Manager as and when required.**

Chair planning meetings and core groups and /or other relevant multiagency meetings as directed by the Team Manager.

Allocate work and manage operational functions of the team in the managers' absence.

Identify unmet need arising from assessments and bring these to the attention of managers within Social Services.

Provide feedback to lead managers on service developments where necessary.

## KEY WORKING RELATIONSHIPS

Members of the public, Service Manager, Team Manager, Senior Practitioners, Social Workers, Support Workers. Education, Health, Police and other external agencies.

## VALUES AND BEHAVIOURS

***Accountability***

1. **Take responsibility for your work** – Own your decisions, tasks and outcomes.
2. **Deliver on your commitments** – Meet deadlines, honour promises, and let your team know early if something might slip.
3. **Be honest about mistakes** – If you make an error, acknowledge it quickly and take action to fix it and learn from it.

***Trust***

1. **Be honest and transparent** – Communicate openly, tell the truth, and don't hide mistakes or important information.
2. **Act with integrity** – Do the right thing, even when no one is watching, and treat everyone with fairness and respect.
3. **Listen actively and respectfully** – Show that you value others' perspectives by giving your full attention, asking questions, and responding thoughtfully.

***Respect***

1. **Treat everyone with courtesy** – Act politely, use respectful language, and show kindness in your daily interactions.
2. **Value differences** – Show appreciation for diversity, different ideas and perspectives.
3. **Acknowledge contributions of others** – Give credit where it's due and show appreciation for efforts of others.

***Honesty***

1. **Communicate clearly and directly** – Be clear, concise and open with your language.

2. **Speak up about concerns or unethical behaviour** – Report issues respectfully and responsibly.
3. **Give honest feedback respectfully** – Share constructive feedback that's truthful, helpful, and aimed at improvement.

***Working together***

1. **Share information and ideas openly** – Keep colleagues in the loop, collaborate effectively and contribute knowledge that helps the organisation to succeed.
2. **Offer help and support** – Step in when others need a hand and offer your time and skills.
3. **Resolve conflicts constructively** – Address disagreements calmly, listen to all sides, and focus on solutions.
4. **Celebrate team successes** – Acknowledge wins and recognise the contributions of others.

## RESPONSIBILITIES FOR STAFF

***Post Titles, Numbers and Level of Accountability***

Shared responsibility with the Team Manager for staff in relation to day-to-day operations and some welfare issues.

Line Management and supervisory responsibilities for up to five Social Workers, Students, Volunteers and Support Workers.

## RESPONSIBILITIES FOR RESOURCES

***Financial; Plant; Buildings or Equipment***

Responsibility for the appropriate use of a desktop PC and mobile phone.

***Data Systems***

Responsibility for updating and maintaining relevant social care data systems.

## WORKING ENVIRONMENT

Mainly office based at one of the Social Services Offices based at various locations in the borough.

Regular requirement to make visits to families and other agencies.

## ADDITIONAL REQUIREMENTS

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| **Politically Restricted:** | No |
| **Disclosure and Barring Service Check:** | Enhanced |
| **Barred List Check:** | Children |
| **Baseline Pre Employment Medical Assessment:** | No |
| **Registration:** | Registered as a Social Worker with Social Care Wales |

## ORGANISATIONAL RESPONSIBILITIES

Understands and demonstrates the principles of confidentiality.

Work within the policies and procedures of the Council including recognising the duty to protect vulnerable adults, children and young people.

Understands and demonstrates commitment to the Council's policies.

Demonstrate commitment to ongoing personal development.

**The duties and responsibilities are difficult to define in detail and may vary from time to time without changing the general character of the duties or level of responsibilities entailed. The post-holder is therefore expected to undertake such other duties as may be requested provided the general character of the duties or level of responsibility does not change.**

## PERSON SPECIFICATION

| | ESSENTIAL | DESIRABLE |
|---|---|---|
| **QUALIFICATIONS** | Diploma/Degree in Social Work or predecessor qualification.<br><br>Successful completion of the Consolidation of Practice Programme within the first three years of practice (if qualified after 1 April 2016). | Social Care Wales approved Practice Assessor / Educator qualification (or predecessor qualification eg PQ1) or required to achieve following appointment. |
| **KNOWLEDGE** | Up to date knowledge of current legislation and statutory regulations, research and practice in relation to the relevant service area.<br><br>Evidenced based practice. | |
| **SKILLS** | Excellent communication skills.<br><br>Presentation skills.<br><br>Ability to use a wide range of IT based packages.<br><br>Motivation and encouragement skills.<br><br>Decision making and judgement skills.<br><br>Coaching and mentoring skills.<br><br>Able to produce reports to deadlines.<br><br>Able to plan, undertake and complete assessments and reviews.<br><br>A high standard of report writing and case recording skills.<br><br>Ability to manage the exercise of authority and influence with individuals within a managed framework.<br><br>Ability to identify people at risk of actual or likelihood of significant harm. | Welsh language skills. |

| | ESSENTIAL | DESIRABLE |
|---|---|---|
| **EXPERIENCE** | Post qualification experience in social work - fieldwork.<br><br>Experience of working as part of a team.<br><br>Experience of supporting, monitoring and guiding staff.<br><br>Experience of working with people in complex situations.<br><br>Experience of undertaking assessments.<br><br>Experience of multiagency working.<br><br>Experience of chairing meetings.<br><br>Experience of working in the relevant service area.<br><br>***For Children's Services Locality Teams:***<br>Experience of Court proceedings. | 2 years post qualification experience in social work - fieldwork. |
| **OTHER** | Registered as a Social Worker with Social Care Wales or equivalent regulators in England, Scotland or Northern Ireland.<br><br>Commitment to Caerphilly County Borough Council's equal opportunities policies and anti discriminatory practice.<br><br>Flexible attitude, coupled with the ability to adapt approach within changing situations.<br><br>Prepared to work flexible hours, within and beyond the boundaries of the authority, which may include evenings and weekends.<br><br>Full UK Category B (Cars) driving licence and the use of a motor vehicle insured for business purposes to travel throughout the borough to attend meetings. | |

## HUMAN RESOURCES AUTHORISATION

| HR OFFICER: | DATE: |
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| Janine Harrington | |
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