CYNGOR SIR *POWYS* COUNTY COUNCIL

JOB DESCRIPTION

Position Title:	**Principal Social Worker - Assessment**
Position Number:	**CHL0462**
JE Code:	**HAYCSS068**
Service:	**Children's Services**
Location/Work Base:	**South Powys**

This is a flexible worker position and therefore the Council offers opportunity to work in an agile way to include home working.

Grade:	**Grade 13** **Point 37 to Point 39** **£49,817 to £51,928 per annum** **£25.82 to £26.91 per hour**

An additional market supplement premium applies to this role - this will be discussed at interview

Contracted hours:	**37 hours, Permanent**
Reporting to:	**Team Manager – Assessment**
Responsible for:	**None**

Summary

About the role:
The Principle SW Role in the Assessment team aims to assist in the day-to-day management of the team – both with regard to active cases and SW staff. There are times when you step-up into the management role when needed however support is always given from counter parts in other teams. The role helps SW development in that you begin to step into a decision making role with the support of the team manager whilst also holding some cases of your own.

About you:
Being able to respond promptly to safeguarding concerns with a calm and nurturing approach with SW staff. Good IT skills to be able to access information swiftly. To be assertive and professional during multi-agency discussions, with a good knowledge base of the All Wales Child Protection Procedures and threshold documentation.

What you will do:
The role involves

- attending strategy discussions with the Front Door SW team and contributing towards threshold decisions and risk assessment with Police and Health colleagues.
- Chairing strategy meetings for open cases within the team.
- Supporting SW staff with planning Sec47 and CAWA's. Using a mapping exercise to plan the intervention with families and developing strength-based questions to help manage risks.
- Supervising unqualified staff within the team and, when needed, qualified staff. Both formal and informal supervision.

If you would like to know more I am happy to receive any calls about the role – Sam Palmer
recruitment@powys.gov.uk

Your responsibilities will be:

1. The Principal Social Worker will possess advanced social work knowledge, skills and leadership related to improving outcomes for children in need of care and support and protection and young people leaving care. Will consistently demonstrate a high level of competence and confidence in the full range of social work tasks with children and their families, particularly in relation to child protection, court proceedings, work with looked after children, and partnership working.

2. Expected to model core social work values, best practice and a strong commitment to continuous improvement. To establish Signs of Safety as the model of Social Work practice

3. Will provide line management to a range of workers within the service.

4. Will provide mentoring and coaching to other members of the team and provide accredited practice teaching to student social workers including complex and challenging cases. This may include co-working.

5. Expected to achieve high practice standards and meet performance targets within their workload and those of staff they supervise. To contribute to the learning culture of the team by sharing knowledge and skills with colleagues.

6. To deputise for their Manager and represent the team in working groups set up to raise the quality of practice and improve the effectiveness of the service.

7. Assist their Manager in providing support and supervision to specific other members of the team and are accountable for their work.

8. Take responsibility for cases including those which are complex and demanding, to assist people to resolve major difficulties in their lives and enhance their independence and coping skills and provide a consultation/ management role on practice issues for staff

9. To deputise for their Manager and represent the team in a variety of settings/meetings.

3. Meet the requirements of Social Services and Wellbeing Act by:-

- Assisting people to access and use information and advice with ease.
- Working with partners to ensure that we prevent needs and difficulties from escalating and act early
- Supporting people to make decisions about what they need and how services are provided
- Ensuring assessments are proportionate to need and plan delivery of services to meet that need. Working together to be creative about meeting needs, changing services to be more responsive.

4. Assessment of need
   - Seeking to maximise the financial and material resources available to service users from all possible sources.
   - Recording unmet need.
   - Collating the findings of the assessment and completing assessment documentation in accordance with statutory guidance, legislation and departmental procedures and timescales.
   - Preparing and overseeing court and other specialist reports in the required format and to the appropriate standard.
   - Ensuring the case file recording is completed in accordance with departmental policy and procedures.
   - Chairing case meetings, including reviews and statutory discussion/meetings and to ensure care plans are in the best interests and safety of the child.

5. Planning and managing care
   - Agreeing resources with service providers to meet needs.
   - Recording and ensuring the dissemination of care plans in accordance with statutory requirements, legislation and departmental procedures.
   - Completing commissioning/ contracting documentation in accordance with departmental policy and timescales.
   - Convening, chairing and / or attending interagency meetings/ liaison e.g. case conferences, planning meetings.
   - Participating in statutory processes to promote and protect the well-being of vulnerable children and / or adults.
   - As well as managing care on an individual casework and caseload basis, having an important role to play both directly and indirectly in shaping services.

6. Monitoring and reviewing provision
   - Evaluating and recommending requests for expenditure within the limits of cash limited budgets.
   - Liaising with other professionals and contacts to ensure on going appropriateness of the care plan.
   - Overseeing casework to ensure that assessments are up-to-date and relevant.
   - Arranging and coordinating review of the Care Plan.
   - Negotiating and agreeing changes to plan with providers and other agencies involved.
   - Ensuring that service users are aware of complaints procedures and advocacy services.
   - Contributing to the professional development of others by supervising others including those who are supporting students on placement.
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7. Managing workload

- Ensuring the timely administration of all aspects of caseload to ensure that the recorded caseload fairly reflects work done.
- Preparing and engaging in professional supervision with Line Manager.
- Identifying and addressing areas for professional development and training.
- Completing appropriate documentation e.g. agenda / minutes of supervision.
- Agreeing action plans to take the service and locality forward
- Complying with Welsh language requirements of the position (no competency level).
- To be responsible for the development and implementation of health and safety principles and practice as laid down in Council's Health & Safety policies and arrangements.
- To be responsible for implementation of equal opportunities principles and practice as laid down in the Council's Equal Opportunities Policy.

DBS:

This position has a requirement for an Enhanced DBS Check, this position is classed as regulated activity under the Safeguarding of Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012 and will be subject to a check to the list of those people barred from working with children

Health and Safety Statement:

To be responsible for the development and implementation of health and safety principles and practice as laid down in Council's Health & Safety policies and arrangements

Equalities Statement:

To be responsible for implementation of equal opportunities principles and practice as laid down in the Council's Equalities Policy

Welsh Language Requirement:

Welsh language skills are desirable

NOTE;

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Manager from time to time, up to or at a level consistent with the 'Principal Responsibilities of the Job'.

PERSONAL SPECIFICATION

Do you think you're the right person for the role? Then, demonstrate you meet the following criteria in your application.

Experience

Essential

- Significant proven post qualifying experience including in-depth experience in the field of child and family social work, court work at a senior level.
- Experience of coaching/mentoring including practice teaching
- Experience of undertaking the management role within a child and family social work setting
- Experience of supervision and line management of staff
- Experience of Multi Agency work at a senior level
- Experience of understanding and managing set budgets for example Section 17 and the budget implications and resources linked to practice.

Knowledge

Essential

- Knowledge of current legislation, national guidance and best practice relevant to the post.
- Knowledge of social care needs of children and families.
- Knowledge of current research and the ability to demonstrate in practice.

Qualifications and Training

Essential

- Appropriate social work qualification (i.e. Degree in Social Work, DipSW or equivalent).
- Registration as Social Worker Social Care Wales
- PQ1 and Practice Assessors Award or equivalent under the Framework for Continuing Professional Education and Learning.
- Commitment to undertaking any qualification relevant to this post within CPEL Framework e.g. AMHP.
- Management qualification.

Skills

Essential

- Ability to demonstrate a high level of competence in the practice of child and family social work including court and care proceedings.
- Ability to practice manage complex cases in line with nation quality standards and best practice.
- Commitment to the achievement of the highest possible standards of professional practice by all team members through co-working, coaching/mentoring and the provision of advice, guidance and assistance.
- Excellent organisational, time management and administrative skills
- Ability to make and act upon sound professional judgements.
- Ability to work to complex and conflicting demands.
- Ability to develop the professional needs of other team members.
- Ability to communicate and build effective relationships with customers, staff, public and other professionals.
- Ability to negotiate and influence others.
- Demonstrable report writing skills e.g. Court reports.
- Ability to undertake research and initiate change/development.

Other Requirements

Essential

- Current driving licence and the ability to travel extensively around the county.

Welsh language skills are desirable

Recruiting manager: Jan Coles
February 2019

Our values:

Professional
Whatever role we play in the council, we act with professionalism and integrity

Positive
We take a positive attitude in all we do

Progressive
We take a proactive and responsible approach to planning for the future

Open
We keep each other informed, share knowledge and act with honesty and integrity

Collaborative
We work constructively and willingly on joint initiatives

How to apply

You will need to complete the online application, it's simple, just follow the process step by step.

Top tips:

- Read the Job Description and Person Specification carefully and evidence that you meet all of the essential criteria in your supporting statement.
- Sell yourself and where possible give examples
- List your qualifications that are relevant for the position, as detailed in the person specification.
- Ensure one of your referees is from your most recent employer or if this is your first job why not ask a school teacher or tutor, just ensure you know them at a professional level.
- Be honest Tell us about any gaps in your employment history
- Complete the application in full

Next steps

The closing date for applications is 08/11/2026
Once submitted we will email you to let you know we've received your application.
We will be shortlisting the applications on 09/11/2026. We will email you either way if you have been successful. So, keep an eye out in your inbox!

The interviews will take place on TBC.

We wish you luck with your application.