

Job Description



Social Services Directorate

Post Title	Senior Social Work Practitioner – IAA Team, Children’s Services		
Post Number	BG16727	Grade	9
Base	Agile Worker	Hours of Work	37 hours per week
Car User Allowance		Disclosure	Enhanced
Contact	Stacey Smith Tel: 01495 355794	Updated	August 2022

Principal Job Purpose

Responsible to: Team Manager

Responsible for: The allocation of proportionate assessments (IAA’s) within the team. Mentoring and supporting staff to carry out the IAA’s with families, using a strengths based approach to explore personal outcomes, to determine if eligibility has been met for statutory intervention or if needs can be met through preventative services. In addition, providing a high quality service in relation to all aspects of the referral and decision making process using the Local Authority’s access and eligibility criteria. Furthermore, chairing strategy discussions, supervision of staff and quality assurance of work to contribute to the high quality service provided by the IAA Team.

Principal Accountabilities

1. To undertake decision making in relation to new referrals where a proportionate assessment is required, mentor and support staff during the completion of the assessment, ensuring assessments are completed to a high quality exploring ‘what matters’ with families, inclusive of relevant agencies and responded to in a timely manner.

2. Quality assurance of work produced in the team to contribute towards the high quality service provided by the IAA Team, identifying areas for improvement.
3. To provide supervision, mentoring and support to staff.
4. Chairing strategy discussions where safeguarding concerns are identified.
5. Collating information from the Local Authority's Database information on young people who have been reported missing in a 24-hour period via the Missing Persons Team.
6. Quality assurance of all Domestic Abuse Incidents that have occurred in the previous 24 hours have been received by the Local Authority to ensure that vital information isn't missed.
7. To deputize for your Team Manager and act appropriately to tasks allocated by your Team Manager.
8. To contribute to the decision making process on new referrals received in the IAA Team using the Local Authority's access and eligibility criteria.
9. To assist in ensuring that there is a good understanding of Child Protection matters in the Team and with partner agencies.
10. To ensure that appropriate information is available for citizens and carers and to promote the involvement of citizens and carers.
11. To identify training needs of staff and liaise with Workforce Development in identifying the most appropriate support.
12. To work in cooperation with colleagues in this Department and in other agencies in order to provide an efficient service to service citizens and carers.
13. To attend team meetings and undertake any necessary and appropriate team duties and activities.
14. To contribute to the professional development of less experienced colleagues as appropriate
15. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
16. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.

Person Specification – Senior Social Work Practitioner

1. Qualifications & experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Qualifications/relevant experience					
CQSW; Diploma in Social Work or equivalent.	Essential	✓			
Registered as a Social Worker by the Care Council for Wales	Essential	✓			
C-PEL Advanced Practitioner award	Desirable	✓			
Substantial post qualifying childcare experience within a statutory children's services team.	Essential	✓			
Experience of decision making, undertaking assessments and writing complex reports for a variety of audiences	Essential		✓		
Working in partnership with children, their families and other agencies	Essential	✓			
Experience of mentoring / supervising others (students / volunteers / staff)	Essential		✓		
Ability to prioritise work, making decisions on competing demands and taking responsibility for them.	Essential		✓		
Experience of assessment of need and assessment of risk.	Essential		✓		

Knowledge/Skills	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Knowledge of current legislation, guidance regulations and standards in relation to operational social work in Children's Services	Essential	✓	✓		
Comprehensive knowledge of working within a statutory Children's Services.	Essential		✓		
Knowledge and understanding of current research and good practice in Child Care	Essential		✓		
An understanding of child development	Essential		✓		
An understanding of child protection practices and procedures	Essential		✓		
Excellent report writing skills for a variety of audiences	Essential		✓		
Able to meet deadlines	Essential		✓		
Ability to work independently when required, showing drive and initiative	Essential	✓			
I.T. literate	Essential		✓		
Negotiation skills when working with families and other agencies	Essential	✓			
Ability to motivate and encourage staff in order to ensure best practice	Essential		✓		
Skills in training and presentation	Essential		✓		

2. Special Requirements	Essential	Desirable
Current driving licence and access to a vehicle for work purposes	✓	

3. Welsh Language Requirements (please select one of the following)	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Welsh language skills are desirable (level 0 in all Welsh Language Levels above).	Desirable	✓	✓		

	Level 0	Level 1 Entry	Level 2 Foundation	Level 3 Intermediate	Level 4 Advanced	Level 5 Proficiency
Listening/Speaking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading/Understanding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please see "[Welsh Language Skills Guidelines](#)" on the Blaenau Gwent website for further information on the above levels.

4. 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 afterwards through the Authority's performance coaching scheme.

Assessment Method

Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc. (please specify)	Probationary Period/ Performance Coaching
Managing the Team	Sets an example to the team by own approach and attitude				✓
	Gets the best out of people by developing the skills, experience, and ambition of self and team	✓			✓
	Ensures equality & diversity issues are integral to service		✓		✓

	delivery				
	Recognises when it is necessary to take a firm but appropriate line				✓
	Supports & encourages good work-life balance in the team				✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc. (please specify)	Probationary Period/ Performance Coaching
Delivering a Continually Improving Service	Ensures the team understand how they contribute to achieving operational objectives				✓
	Is focused on continually improving performance of self and team and gives regular, constructive feedback on team/individual performance				✓
	Challenges poor performance appropriately				✓
	Is positive about improving the service and identifies potential benefits for the citizen				✓
	Consults team and others, inside and outside the organisation, for improvement ideas				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc. (please specify)	Probationary Period/ Performance Coaching
Communicating	Uses appropriate and precise methods of communication		✓		✓
	Communicates positively and respectfully				✓
	Checks others' understanding				✓
	Clearly explains and justifies decisions made elsewhere				✓
	Encourages team members to think about and suggest improvements				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc. (please specify)	Probationary Period/ Performance Coaching
Making Informed Decisions	Considers implications of proposed decisions				✓
	Ensures decisions link to continually improving performance				✓
	Uses problem solving as a method of improving the service				✓
	Seeks clarification or challenges appropriately				✓
	Explains decisions appropriately				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc. (please specify)	Probationary Period/ Performance Coaching
Working Together	Understands the benefits of working together		✓		✓
	Promotes and contributes to partnerships to continually improve services for the citizen		✓		✓
	Networks effectively internally and externally		✓		✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc. (please specify)	Probationary Period/ Performance Coaching
Putting the Citizen First	Recognises the importance of the citizen's input to improving the service				✓
	Ensures team is focused on serving the citizen as the first priority		✓		✓
	Seeks feedback from the citizen on the quality and appropriateness of service delivery				✓
	Is positive about the organisation and the community it serves				✓