

Social Services Department

Post Title	Senior Social Work Practitioner (Adult Safeguarding Team)		
Post Number	BG16576	Grade	9
Base	Agile Working	Hours	37
Car User Allowance		Disclosure	Enhanced
Contact	Michelle Church	Updated	March 2024

Principal Job Purpose

To Undertake the role of safeguarding adults at risk and assist in the management of the Adult Safeguarding Team performing all the functions of the post consistent with legislation and within the policies, strategic aims, plans, standards, procedures and guidelines established within Blaenau Gwent.

Responsible to: **Adult Safeguarding Manager**

Responsible for: To ensure compliance with Part 7 of the Social Services & Wellbeing (Wales) Act 2014 and to contribute fully to the on going development of promoting best practice and strategic development in Adults Safeguarding.

Principal Accountabilities

1. To perform all the functions of the post consistent with the Wales Safeguarding Procedures and the policies, strategic aims, plans, and guidelines established within Blaenau Gwent and to assist with policy development in this area.
2. To work in collaboration and promote effective communication with other agencies including Gwent Police, Aneurin Bevan University Health Board, Care Inspectorate Wales, Healthcare Inspectorate Wales, and the Independent and voluntary sector to ensure the statutory requirements of SSWBA are met.

3. To contribute and link to with operational staff within Blaenau Gwent and other agencies to ensure that changes in process and procedures reflected in the delivery of services to adults at risk. This will include assisting in the training and development functions for the safeguarding of adults at risk.
4. To assist with the management of the professional concerns process regarding practitioners and those in a position of trust and to manage complex cases and overarching concerns.
5. To assist in the collection, monitoring (quality assurance), analysis and reporting of Performance Information relating to Adult Safeguarding to determine patterns of abuse and actively engage in the preventative strategy.
6. To manage a complex caseload and associated administrative tasks from point of referral through to closure in an efficient and effective manner.
7. To develop, implement and review effective service user risk management plans and care and support plans in relation to Adult Safeguarding.
8. To maintain accurate records in line with the requirements of the Directorate, which will involve the use of I.T systems.
9. To work within multi professional / integrated health and social care hubs to ensure that they are supported in the delivery of Adult Safeguarding policies and processes.
10. To provide staff with mentoring, supervision, professional support and Development.
11. To attend team meetings and undertake any necessary and appropriate team duties and activities.
12. To undertake direction, supervision and personal development requirements appropriate to the post and as agreed by the Safeguarding Manager
13. To Lead the Adult Safeguarding Team in the absence of the Safeguarding Manager.
14. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
15. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.
16. To accept that this job description may periodically be subject to review.
17. To undertake any additional duties appropriate to the role as required by the Director of Social Services.

Person Specification – Non Managerial

1. Qualifications & experience

Qualifications/relevant experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
CQSW: Diploma or BA honours in Social Work	Essential	Y			
Registered as a Social Worker with Social Care Wales	Essential	Y			
Knowledge/Skills – Other Experience	Essential	Y			
Substantial post qualifying experience within Social Care	Essential	Y			
Social Work experience in Adults or Children Services	Essential	Y			
Previous experience of providing training / briefing sessions to staff / colleagues of internal and external agencies	Essential	Y	Y		
Experience of undertaking Adult Safeguarding related work.	Essential	Y	Y		
Significant working knowledge of relevant legislation, guidance, regulations and research in respect of Adult Safeguarding	Essential	Y	Y		
Ability to collate, analyse and report on relevant performance information.	Essential	Y			
A proven excellent history of multi-disciplinary and/or interagency working experience.	Essential	Y	Y		

2. Special Requirements

Special Requirements	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Demonstrates highly developed verbal, written and interpersonal skills, with an ability to communicate confidently and effectively to a broad spectrum of people; employing tact, understanding and integrity.	Essential	Y	Y		
Ability to demonstrate IT literacy skills.	Essential	Y			
Ability to work under pressure, including the ability to meet tight deadlines	Essential	Y	Y		
Able to work with team members , independently and on own initiative	Essential	Y	Y		
A comprehensive understanding of diversity and equality issues and the ability to embed anti-discriminatory practice throughout the service.	Essential	Y	Y		
Be committed to continual professional development	Essential	Y	Y		
Welsh Language Ability	Desirable	Y			
Full driving licence and access to a car for work purposes	Essential	Y			

3. Welsh Language Requirements (please select one of the following)

Welsh Language Requirements	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Welsh language skills are desirable (level 0 in all Welsh Language Levels above).	Desirable	Y			

	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.

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Delivering the service	Plans ahead, organises work in advance				✓
	Involves line manager/colleagues in setting and meeting targets				✓
	Reorganises work when necessary				✓
	Sees tasks through to completion whenever possible				✓
	Seeks help if workload becomes unmanageable				✓
	Uses initiative to report issues that arise that impact on others				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Improvement & Change	Is prepared to try new things & feedback results				✓
	Understands that changes are needed if things are to be improved				✓
	Finds new and creative ways of doing things better				✓
	Actively seeks to develop own skills and knowledge				✓
	Learns from mistakes & welcomes constructive feedback				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Providing Excellent Customer Service	Recognises the importance of high standards of customer service				✓
	Is committed to providing an excellent service to the all the citizens of Blaenau Gwent				✓
	Understands the links between own professionalism and the possible impact on the Authority’s image				✓

	Has a professional attitude that sets an example to colleagues				✓
	Takes pride in own work and that of colleagues				✓
	Is respectful, courteous and helpful at all times				✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Team Working	Reacts constructively to others' suggestions and requests				✓
	Recognises potential value of others' opinions and actively seeks their contributions				✓
	Asks for help when necessary				✓
	Actively seeks to help others				✓
	Is aware of the impact of own behaviour on others				✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Communicating	Adapts content and style to help others understand				✓
	Makes sure that people are regularly informed				✓
	Uses appropriate language, gestures and tone when talking with others				✓
	Checks others have understood & seeks advice when necessary				✓
	Actively seeks to improve all forms of communication with others				✓
	Communicates professionally by using formal channels appropriate to the situation				✓

