



**Social Services Directorate
Adult Services**

Post Title	Senior Social Work Practitioner - Well-being Team (East)		
Post Number	BG02733	Grade 9	
Base	Agile working/VITCC	Hours of Work	34 per week
Car User Allowance		Disclosure	Enhanced
Contact	Ceri Caswell - Team Manager Tel: 01495 354754 Email: ceri.caswell@blaenau-gwent.gov.uk	Updated	November 2024

Politically restricted **No** **Yes ***

* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990.

Principal Job Purpose

Responsible to: Team Manager

Responsible for: Providing a high quality service / be a lead practitioner for the Adult Services Division in all aspects of referral, decision making and the assessment and care planning process.

Assisting the Team Manager in providing assistance and support to staff, including mentoring of newly qualified social workers.

Working alongside colleagues from health / other agencies to further develop integrated practices, designed to provide a seamless and person centred approach to meeting an individual's needs.

Principal Accountabilities

1. To act appropriately to tasks allocated by the Team Manager.
2. To provide information, best practice and evidence based learning to staff / senior management in relation to any specific responsibilities as identified within the senior practitioner role / team location e.g. (but not exclusively) Continuing Health Care, Reablement / CRT Services, Assistive Technology, Mental Health Awareness, Transition etc. as allocated by the Adult Service Divisional Management Team.
3. To ensure that there is a good understanding of the process for eligibility for services across Adult Services Teams including person centred planning and service delivery.
4. To manage caseloads, maintain records and associated administrative tasks including preparation of reports, performance data, care recordings etc.
5. To carry out quality assessments of need which promote independence and formulate outcome focussed individual care plans which are informed by best practice, guidance and eligibility.
6. To support staff in the completion of multi-disciplinary assessments in line with Welsh Government guidance and relevant case law.
7. To ensure that appropriate information is provided to individuals, their carers and families that promote the involvement of individuals and carers in both care planning and development.
8. To provide day to day management / mentoring and support to social services staff (including newly qualified staff) managing attendance, performance, supervision and professional development.
9. To identify training needs of staff and liaise with the relevant Team Managers, Training Section and external agencies to identify the most appropriate support.
10. To attend relevant Peer Review Panels / Quality Assurance panels or similar to promote consistency in assessments across all areas of Adult Services including applications for service users over who have a Learning Disability, Mental Illness, Physical Disability etc.
11. To attend Social Services team meetings, health meetings and relevant multi-professional training events as necessary and appropriate to the duties and activities.
12. To liaise with colleagues in Business Management and the Finance Department to implement appropriate systems to monitor CHC cases and the budgetary implications for both our department and our individuals.
13. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
14. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.

Person Specification – Middle Manager

1. Qualifications & experience	Assessment Method				
Qualifications/relevant experience	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Diploma/degree/masters in social work.	Essential	X			
Registered as a Social Worker with Social Care Wales	Essential	X			
Post-qualifying social work award / Masters/CPEL	Desirable	X			
Other experience					
Substantial post qualifying experience within statutory adult social services	Essential	X	X		
Experience of undertaking complex assessments using the principles of multi-disciplinary working to meet an individual's needs	Essential	X	X		
Experience of working in partnership with adults, their families and other agencies	Essential	X	X		
Experience of mentoring / supervising (students / staff) to account for professional practice and critical reflection	Essential	X	X		
Ability to prioritise work, making decisions on competing demands and taking responsibility for them	Essential	X	X		
Ability to work as part of a team and in partnership/integration with other agencies	Essential	X	X		
Experience of assessment of need and assessment of risk which promote independence and an individual's responsibilities to manage their own care needs/ health conditions	Essential	X	X		
Knowledge/Skills					
Knowledge of current legislation, guidance regulations and case law in relation to Adult Social Services (e.g. SSWWA 2014, Mental Health Act 1983, Mental Capacity Act 2005, Mental Health Measure, DOLS, Safeguarding)	Essential	X	X		
Comprehensive knowledge of working within a statutory Adult Services agency and commissioning options i.e. assistive technology, direct payments, adult placement etc.	Essential	X	X		
Knowledge and understanding of current research and good practice in Adult Services	Essential		X		
An understanding of adult safeguarding procedures	Essential		X		
Excellent interpersonal communication with internal and external colleagues	Essential		X		
Excellent report writing skills for a variety of audiences	Essential		X		
Ability to challenge agencies / professionals where appropriate	Essential		X		
I.T. Literate including use of Microsoft office packages, SSD databases (WCCIS)	Essential		X		
Negotiation skills when working with service users, their carers and other agencies	Essential		X		
Ability to deliver training and awareness sessions for staff using differing methods of communication/resources	Desirable		X		

2. Welsh Language Requirements	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Welsh language skills are desirable	Desirable	X			

	Level 0 Entry	Level 1 Foundation	Level 2 Intermediate	Level 3 Advanced	Level 4 Proficiency	Level 5
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.

3. Special Requirements	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Current driving licence and availability of transport during working hours	Essential	X			

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
Leading People	Sets the standard of leadership for the service				X
	Provides clear direction and goals for the service				X
	Takes direct responsibility and is accountable for actions				X
	Ensures the principles of equality and diversity are embedded in the service				X
	Recognises and celebrates others' contributions & achievements				X
	Challenges inappropriate behaviour				X

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc. (please specify)	Probationary Period/ Performance Coaching
Communicating the Vision	Translates the vision into operational objectives				X
	Develops long term objectives and strategies for own service area to achieve the vision				X
	Proactively promotes the vision to others				X
	Ensures others understand how their role contributes to achieving the vision				X

Topic	Competencies	Assessment Method			
		App Form	Interview	Other e.g. presentation, discussion group, simulation, etc. (please specify)	Probationary Period/ Performance Coaching
Facilitating High Performance and Results	Is committed to continually improving performance of self and others				X
	Sets ambitious performance targets and priorities for self and others				X
	Gives regular, constructive feedback on team/individual performance				X
	Motivates others to achieve and improve performance				X
	Recognises and celebrates success				X
	Challenges poor performance appropriately				X
	Seeks learning opportunities from results				X

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc. (please specify)	Probationary Period/ Performance Coaching
Maximising Potential	Encourages and develops personal accountability in others				X
	Encourages others to think for themselves				X
	Promotes risk-taking and supports appropriately				X
	Develops the skills, experience, and ambition of others at all levels to enhance flexibility of services				X
	Promotes development in self and others				X
	Supports and trains others in own areas of expertise				X

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc. (please specify)	Probationary Period/ Performance Coaching
Communicating	Promotes a culture of open communication				X
	Communicates effectively, using a variety of styles, with a broad range of people				X
	Creates and develops networking opportunities to influence				X
	Actively listens and respects others' points of view				X

	Checks own and others' understanding				X
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		Assessment Method			
Topic	Competencies	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				X
	Ensures decisions link to continually improving performance				X
	Understands problem solving is part of the improvement process				X
	Has the confidence to make ambitious, difficult, or unpopular decisions				X
	Is able to justify and explain decisions				X

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc. (please specify)	Probationary Period/ Performance Coaching
Working Together	Understands partnerships in the context of the "big picture"				X
	Promotes and contributes to multi-agency partnerships to continually improve services for the citizen				X
	Networks effectively internally and externally				X
	Identifies the expertise of others				X
	Proactively shares knowledge and information				X
	Seeks out the most appropriate people to contribute to partnership working, both inside and outside the service				X

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc. (please specify)	Probationary Period/ Performance Coaching
Promoting a Citizen Centred Culture	Recognises the importance of contributions from the community to setting and achieving continually improving services				X
	Promotes and develops a continually improving citizen-focused culture within the service				X
	Contributes to initiatives enabling regular consultation and feedback from citizens				X

	on the quality and appropriateness of service delivery.				
	Engages with the community appropriately and respectfully				X
	Is an ambassador for the organisation and the community it serves				X

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc. (please specify)	Probationary Period/ Performance Coaching
Working With Councillors	Establishes and continually improves positive and appropriate interaction with all Councillors				X
	Provides timely, constructive, high quality professional advice to assist the political decision making process				X
	Abides positively with the protocols relevant to the political relationship				X
	Is confident to refer enquiries to others when appropriate				X

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc. (please specify)	Probationary Period/ Performance Coaching
Pushing the Boundaries	Regularly and constructively challenges the status quo				X
	Proactively thinks how potential change will affect the citizen				X
	Taps into the innovative and creative potential of others				X
	Considers different methods/approaches				X
	Encourages others to suggest new ideas				X
	Supports and develops others' ideas				X
	Looks creatively inside and outside the organisation for new ideas and actively shares good practice				X