

JOB DESCRIPTION

Post Title: Principal Social Worker	
Department: Health and Adult Care	Post No:
Division/Section: Adult Social Care	Post Grade: Chief Officer Band A
Location: Bury Town Centre/Agile	Post Hours:
Special Conditions of Service: Enhanced DBS and signed up the DBS online update service. Participate in the out of hours on call senior management rota.	

Purpose and Objectives of Post:

The Adult Principal Social Work role is a statutory requirement, referenced in the regulations in the Care Act 2014 and will be a member of ADASS.

The Principal Social Worker will provide professional leadership and representation of evidence-based social work practice across diverse practice areas and influence the organisation at a senior level; ensuring senior managers are aware of the experience of front-line social work within adult services.

The post holder will manage a team ensuring learning and development is delivered across all the adult social work services across the borough and support services in developing new approaches to practice and service delivery. Delivering evidenced improvements in the delivery of Adult Social Care aligned to the new CQC inspections.

The post holder will be responsible for the quality assurance of all adult social work functions across the department and ensure a culture of continual improvement is embedded and evidenced.

The post holder will be central to the design and delivery of services, influencing both strategic and operational developments and ensuring that all strategic decision making, and the highest standard of social work practice is embedded across the organisation, in accordance with the Council's values and help deliver the Adult Social Care priorities.

The PSW will contribute to the strategic leadership of services and develop and implement standards to ensure a cohesive and high performing social work workforce which embraces cultural change and improved strength-based practice to our citizens.

The role will champion the social work profession within the council, through strategic partnerships and links nationally with the Chief Social Worker.

The role will ensure the service is compliant with ASC reforms and support the readiness for CQC inspections.

To ensure compliance with the LETS strategy, supporting strength based, resident focused services delivered in place.

Accountable to: Director of Adult Social Services

Immediately Responsible to: Director of Adult Social Services

Immediately Responsible for:

Relationships: (Internal and External)

Contacts are employees of the team, division, the council, partners, external organisations and the public.

Control of Resources:

Duties/Responsibilities:

Key Responsibilities:

- Support the Director in developing strategies and plans for improving the service which contribute to and are consistent with the Council's overall aims and business objectives
- Take a professional lead across the organisation and partnerships, with responsibility for supporting and advising on the quality of social work practice
- Lead the professional registered social work workforce Development Strategy and Delivery Plan.
- You'll ensure that recruitment of Social Work staff moves at pace so that we have a permanent, skilled and established team in place and develop a pipe line of social workers using students, apprenticeships and other methods of talent creation including the development of Approved Mental Health Practitioners
- Lead effective change management projects across all aspects of service provision within the portfolio
- Support the development of social work career pathways, having a particular focus on induction and 'onboarding' of all staff and the development of newly qualified social workers and the continuing professional development opportunities for all staff in your service area.
- Lead a team delivering quality assurance and improvement across the social work services in the Adult Department
- Provide advice guidance and support to members of the public and professionals
- Develop and maintain statutory services as required.

Key Tasks:

- To lead adult social work practice ensuring:
 - practice is developed that recognises the strengths of individuals and our communities,
 - the person requiring support is at the centre of all decision-making
 - work takes place across service boundaries
- Champion the rights of citizens in the context of professional ethics and strategic decision making, using a legal and human rights framework.
- Lead on learning from best practice to be shared across the service and partner agencies.
- To act as expert advisor to the DASS, Senior Managers and wider Council members on matters relating to:
 - complex cases or cases of reputational significance, ensuring statutory responsibilities are discharged effectively
 - Fitness to practice issues
- To work in partnership with Senior Managers, colleagues, and HR to positively contribute to the workforce strategy and workforce planning across Adult Social Care, promoting a workforce culture that creates an enabling environment and common practice between professionals, including developing new roles and career paths for social workers, in turn thinking differently about recruitment and retention.
- To attend senior management meetings as the professional lead for social work.
- Represent the organisation at regional and national forums and feedback national developments in adult social work and influence development of government policy and

- To provide operational and motivational leadership of staff, providing a visible presence to the workforce and promoting a good working environment with the primary aim of delivering high quality services.
- Monitor social work performance and provide evidence-based information on emerging practice and initiate changes within the organisation promoting continuous improvement in quality and outcomes for service users as well as meeting national and local agendas, standards and targets.
- To take the lead and have overall responsibility to champion and role model a culture of continuous improvement and development both within the organisation and at a regional and national level.
- To act as a 'challenge' and 'change agent' to the system, in the role of 'critical friend' providing quality assurance on social work and case holding practice.
- To maintain an overview of the effectiveness of all local social work services for adults and be able to articulate the experiences of front-line staff across all levels of management.
- To take the lead and advise on the development and review of systems, policies, and procedures in place to ensure that Adults across all service areas are protected from significant harm and that developments are in line with the council's priorities and customer need, and their voice is heard.
- To promote the active participation and involvement of a wide range of service users and stakeholders to ensure the views and experiences of and their carers' influence service review and design and contribute to local and national strategic and organisational decision making.
- To lead and take active responsibility to establish and maintain relationships with internal and external training and providers including HEI's to lead, champion and advise on social work training programmes and evidence based and reflective practice.
- To provide leadership to Service Managers, Team Managers and Social workers to ensure that strategies are in place routinely quality assure and audit social work case records, assessments, plans and documentation to ensure that practice standards are being met and to support staff development, supervision, and appraisal.
- To ensure the social work voice is strong and maintained in an integrated way of working with stakeholders and partners, ensuring all statutory duties are prioritised and implemented across Adult Social Care.
- Implement and champion, through service and staff development, the Council's Health and Safety, Equal Opportunity and Information Security Policies.

Values and Behaviours:

Our The Let's Do It! Strategy sets out a clear ambition and delivery plan for the next 10 years. But it is not just a strategy for service improvement, it is a radical new proposition for community power; putting relationships first and creating a borough in which every single person plays their part.

To support delivery of this we have a clear set of values that outline how we do business. We share these Borough-wide with our residents, partners and businesses:

- Putting residents first
- Empowering and supporting communities
- Supporting people in severe need
- Openness and transparency

[Let's Do It! strategy - Bury Council](#)

THESE BULLETS WERE ALREADY ON THE BURY COUNCIL JD:

- As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.
- Bury Council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.
- The post holder is responsible for Employees Duties as specified with the Corporate and Departmental Health and Safety Policies.
- As an employee of Bury Council you should contribute to a culture that values and supports the physical and emotional wellbeing of your colleagues.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of supplemental Conditions of Service)

Job Description prepared by:	Sign: A Crook	Date: June 2024
Agreed correct by Postholder:	Sign:	Date:
Agreed correct by Supervisor/Manager:	Sign:	Date:

DEPARTMENT FOR HEALTH AND ADULT CARE

PRINCIPAL SOCIAL WORKER

PERSON SPECIFICATION

SHORT LISTING CRITERIA	ESSENTIAL	DESIRABLE
<p>Education and Qualifications</p> <ul style="list-style-type: none"> • Degree in Social Work or equivalent professional social work qualification. • Registered with Social Work England • Evidence of continued professional, managerial and personal development acquired through degree/diploma, specialist training, management qualification and/or equivalent 	<p>X</p>	
<p>Experience</p> <ul style="list-style-type: none"> • A proven track record of leading, motivating staff teams, leading through change and of developing a performance culture, working successfully and effectively as part of a management team and of formulating strategies, policies, objectives and targets • Experience of supporting the delivery of effective performance and continuous improvement against practice standards. • Experience of managing and successfully delivering projects • Experience of multi-agency working and networking. Working with all service user groups and with service users from the minority ethnic background • Experience of developing governance systems to plan and manage performance to oversee quality and safety service provision • Evidence of successful resource and financial management, including evidence of managing budgets and effective workforce planning. 		

<p>Skills and Abilities</p> <ul style="list-style-type: none"> • Ability to function at the strategic level of the Professional Capabilities Framework (PCF). • Able to work through problems, evaluate risks and offer practical solutions • Using persuading and influencing skills to bring about behavioural change and achieve desired results/outcomes as necessary • Able to use new technologies in improving services, and modernising working processes • Effective presentation, communication, conflict resolution and interpersonal skills and ability to apply these effectively to a variety of audiences • Ability to manage change in a positive way and adapt quickly and flexibly to a constantly changing environment • Ability to provide clinical/professional governance/supervision to ensure the safe delivery of high quality services. • Ability to demonstrate professional credibility with others in this senior social worker role 		AF / I / AC
<p>Knowledge</p> <ul style="list-style-type: none"> • An understanding of the issues and challenges facing the Service both operationally and strategically • Detailed knowledge and understanding of the legislation, regulations and guidance relating to children and/or adult services. • Good understanding of the multi-agency roles and responsibilities in relation to Adult Services • Understanding of principles of service transformation, improvement and quality and project management techniques and their application in a business context • A clear understanding and knowledge of the workings of local government and including its legal, financial, social and political context, political processes and the current issues faced in a multi-cultural area 		AF / I / AC
<p>Work Circumstances</p> <ul style="list-style-type: none"> • Able to work flexibly to meet the demands of the service (including evening and weekends as necessary) 		AF / I / AC

Abbreviations: AF = Application Form; I = Interview; AC = Assessment Centre; T = Test

NB. - Any candidate that meets the criteria of our Guaranteed Assessment Scheme and meets the essential criteria will be guaranteed an interview. Our Guaranteed Assessment Scheme supports candidates with disabilities, those who are aged 24 or under and have previously been in or currently in care, and those whose last long term substantive employer was the Armed Forces

CRITERIA FOR INTERVIEW AND OTHER ASSESSMENT METHODS

The short-listing criteria listed plus the following:

ASSESSMENT METHOD	CRITERIA