

## **Job Description**

<b>DIRECTORATE:</b>	Social Services and Wellbeing
<b>DEPARTMENT:</b>	Adults Social Care
<b>POST:</b>	Social Work Lead in Adult Social Care
<b>GRADE OF POST:</b>	GR18
<b>RESPONSIBLE TO:</b>	Head of Adult Social Care

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### **JOB PURPOSE:**

To support the Head of Service in leadership and management responsibility for the Council's Safeguarding and Assessment services for adults and carers. Supporting Corporate Director of Social Services and Wellbeing in providing assurance on the quality and performance of adult social care.

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### **PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:**

- To actively support the Head of Adult Social Care in:
  - formulating, reviewing and developing strategies and policies that reflect the objectives of the Council.
  - maintaining and evidencing high standards of management and governance.
  - undertaking delegated statutory and regulatory duties as required.
  - delivering Directorate priorities in line with the Medium-Term Financial Strategy.
  - taking a lead responsibility for authority wide, regional and national initiatives as required.
- To demonstrate commitment, vision and leadership of Adult social care services:
  - Shaping excellence in practice and safeguarding, encouraging and supporting strength-based working and partnership working.
  - working closely with the Council's regulators and partners at a local, regional and national level.
- To lead robust quality assurance of strength-based practice in adult social care, in Bridgend County Borough, ensuring that there is a culture and practice of continuous improvement.
- To ensure effective professional social work management arrangements, across the service including the integrated services and cluster developments, that includes supervision, communities of practice, coaching and mentoring and action learning.

- To ensure arrangements are in place to effectively manage the quality and performance of Safeguarding and Assessment services, e.g. liaise with Care Inspectorate Wales on supporting regulation and inspection activity and delivering improvement action plans.
- To ensure the Council plays a lead role in implementing the national policy of health and social care integration. Working closely with the Health Board and Public Health to continuously work toward achieving the joint vision and implementation of necessary integrated governance systems that will support safe, effective and efficient operational services.
- To play a lead role representing the Council in national working groups, regional collaborations and local partnerships whilst also ensuring that the needs of the citizens of Bridgend County Borough continue to be met.
- To brief the relevant Cabinet Member, Corporate Director of Social Services and Wellbeing and Head of Adult Social Care on service-related issues and meet the requirements of Cabinet, Council and Scrutiny Committees.
- To deputise for the Corporate Director and Head of Service and represent the Directorate and Council at a local, regional and national level, to influence policy and best practice.

## **GENERAL DUTIES**

### **Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

### **Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

### **Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

### **Review and Right to Vary**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

## Person Specification

### Social Work Lead in Adult Social Care

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential

Attributes	Requirements	Essential	Method of Evaluation/ Testing
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>Social work qualification together with registration with Social Care Wales.</li> <li>An appropriate management qualification and/or training or an ability to demonstrate competence through experience.</li> <li>Evidence of continued professional development.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	Production of original Qualification Certificates and application form.
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Substantial and recent track record of leading innovation and transforming and delivering adult social care services at a senior level gained in a comparable organisation.</li> <li>Experience of leading, motivating and managing multi-disciplinary teams to achieve sustainable improvements through internal and external partnerships.</li> <li>Substantial experience of working with a variety of stake-holders and representatives from public and private organisations in order to manage both strategic and operational tasks.</li> <li>Sound knowledge of operating within a performance management framework, including measuring service</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form and selection process.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
<b>Knowledge &amp; Experience (ctd.)</b>	<p>performance and outcomes and the development of specific measures to support achievement.</p> <ul style="list-style-type: none"> <li>• Experience of responding to political challenge.</li> <li>• Wide experience in establishing providing and implementing service / business plans.</li> <li>• Knowledge of current good practice standards at local and national level and regulatory framework</li> <li>• Sound knowledge of project management.</li> <li>• Proven track record of managing budgets and achieving budget reductions.</li> <li>• Practical experience of significant organisational / service change.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form and selection process.
<b>Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Demonstrable commitment to a corporate culture and cross service working.</li> <li>• Ability to lead and inspire and translate vision into clear and practical goals.</li> <li>• Ability to take a strategic view and ensure that strategies are clearly identified and confidently communicated.</li> <li>• Ability to change and improve through innovation and adaptation.</li> <li>• Ability to deliver value for money within an environment of continuous change.</li> <li>• Ability to make effective decisions and sound professional judgements and</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form, and selection process.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
	to be accountable for those decisions and judgements.		
<b>Skills &amp; Personal Qualities (ctd.)</b>	<ul style="list-style-type: none"> <li>• Ability to balance the operational responsibilities of the post with the responsibility to contribute to the corporate agenda.</li> <li>• The ability to develop comprehensive reports for senior management and elected members and give advice across a broad range of services.</li> <li>• Excellent presentational and negotiation skills.</li> <li>• Ability to work together with peers, partners, employees and politicians.</li> <li>• Ability to support employees develop their capabilities.</li> <li>• The ability to communicate through the medium of Welsh.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form, and selection process.