Bridgend County Borough Council
Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr
www.bridgend.gov.uk

Job Description

DIRECTORATE:	Social Services & Wellbeing
DEPARTMENT:	Adult Social Care / Safeguarding, Liberty Protection Safeguards (DoLS LPS) & Secure Estate
POST:	Team Manager - Safeguarding, Liberty Protection Safeguards (DoLS LPS) & Secure Estate
GRADE OF POST:	GR14
RESPONSIBLE TO:	Service Manager – Safeguarding, Liberty Protection Safeguards (DoLS LPS) & Secure Estate

JOB PURPOSE:

To operationally lead and manage the professional social work element of Adult Protection and Safeguarding practice and promote adherence to Wales Safeguarding Procedures and associated guidance for Bridgend County Borough Council and its partners. To have delegated deputising responsibilities for the Service Manager – Safeguarding, Liberty Protection Safeguards (DoLS LPS) & Secure Estate.

To act as a professional social work lead possessing responsibility for the professional standards of social work practice of the Adult Safeguarding and Secure Estates Social work team; including ensuring the highest standard within day-to-day operational management and specialist social work advice.

To lead the management of multiple or complex investigations that may occur across Bridgend and manage the quality assurance and audit of cases, to report findings whilst developing and monitoring progress against action plans.

To manage and lead the social work teams through supervision and development of their roles to ensure best practice at all times, and well as managing resources to deliver care and support to meet need.

To work in compliance with social care legislation, and council policies, and collaboratively with partner agencies. To contribute to the compliance with the Deprivation of Liberty Safeguards (DoLS), including Court of Protection applications. Adhere to the multi-agency policy and procedures on behalf of the authority. To be a point of information and advice for DoLS and contribute to learning and development programmes.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- To be responsible for managing and leading social work staff within the Adult Safeguarding & Secure Estate Team. This includes the allocated workload management and professional practice, supervision, advice and support of the Safeguarding and Secure Estate service to agreed priorities of the team.
- To ensure that practice is of a high standard and that the quality and performance of service is equitable and maintained. Ensuring service provision and delivery is person centred: outcome focused and aligned to individuals directed aspirations, delivering high quality assessments with individuals, their families and carers.
- To review, evaluate and agree innovative and imaginative plans of care and support to ensure they are proportionate, and continue to meet identified needs, maintaining independence and stated outcomes as well as mitigate risk.
- To comply with Cwm Taf Morgannwg Safeguarding Board's Safeguarding procedures and practices. To be a member of, and contribute to, any required Adult Services groups, Cwm Taf Morgannwg Safeguarding Board working groups and multi-agency panels.
- To chair meetings as required to facilitate the work of Adult Services and Safeguarding practices. To represent Adult Services as required at MARAC, MAPPA or other Safeguarding or Public Protection arenas.
- To work collaboratively with other professionals from the Contracting and Commissioning Team and Social Work teams sharing information and support; where cases of alleged abuse involve settings where BCBC commission the service/placement; whilst advising provider agencies in their development of policies which promote the protection and safety of vulnerable adults in their care.
- To deputise for the Service Manager – Safeguarding, Liberty Protection Safeguards (DoLS LPS) & Secure Estate when required, representing the authority within multi-agency meetings as the lead agency in adult safeguarding.
- To ensure the social work team maintains high quality, up to date recordings. To oversee electronic files so that Safeguarding reports are quickly and efficiently risk assessed and processed, enabling decisions to be made in compliance with the Wales Safeguarding Procedures.
- To manage and be responsible for the allocation of Council resources, as well as those to manage the care and support of people with eligible needs.
- To oversee and manage the Lead Co-ordination role for allocated “Adult at Risk” cases within a multi-agency framework, from the point of referral through to the strategy meeting, investigation, case conference, review and finalisation stages when appropriate.
- To ensure own performance meets agreed national health and social care targets aligned to the team and adhere to the code of practice for professional practice.

- To prepare for and participate in supervision, appraisal and personal development reviews with Line Manager.
- To supervise and appraise the practice of the Safeguarding & Secure Estate Team and identify developmental and training needs of the team to meet registration.
- To assist in the training and development of staff / service user groups regarding awareness raising of Adult Safeguarding and Deprivation of Liberty Safeguards and contribute to the promotion of public awareness through a variety of media including information sharing, seminar presentations and publicity events.
- To support the Service Manager – Safeguarding, Liberty Protection Safeguards (DoLS LPS) & Secure Estate, in their responsibilities, ensuring the effective and efficient operation of the work if the Safeguarding and Secure Estate Team and the delivery of continual improvements.
- To contribute to data collection, analysis, development and monitoring of Quality Assurance systems ensuring appropriate links to performance management outcomes.
- To be responsible the implementation of Council policies and procedure relating to Human Resources, recruitment, finance as well as statutory complaints, performance and disciplinary and competency matters.

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.

Criminal Records Check
This post requires a criminal records check through the Disclosure & Barring Service (DBS).

Bridgend County Borough Council
Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr
www.bridgend.gov.uk

Person Specification

Team Manager - Safeguarding, Liberty Protection Safeguards (DoLS LPS) & Secure Estate

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
Qualifications, Education & Training	• A recognised professional qualification in social work and registration for professional practice with Social Care Wales. • Evidence of Continuing Professional Development. • A relevant management qualification preferably recognised by Social Care Wales such as the Postgraduate Certificate in Managing Practice Quality in Social Care (TMDP) or NVQ Level 4 in Leadership or Management (work based) or a willingness to undertake such an award.	Yes Yes	Production of original Qualification Certificates and application form.
Knowledge & Experience	• Substantial post-qualifying experience in a relevant field. • Knowledge & experience of social work in the area of integrated and/or multidisciplinary health and social care settings. • Knowledge of current Policy, Statutory Guidance and the Law as it is applied and affects people in the delivery of Social Care Services. • Knowledge of governance and regulation and record-keeping requirements. • Knowledge & experience of the management of resources. • Knowledge of procedures & regulations relating to the management of social services. • Understanding of Performance Management.	Yes	Interview, application form, and selection process.

Knowledge & Experience (ctd.)	• Understanding of the equality of public bodies. • Knowledge and understanding of the impact of frailty and chronic ill-health and its effects on individuals/carers/family with people their families and carers. • Experience of practice teaching/ supervising/ coaching and/or managing staff. • Experience of working in partnership with statutory/voluntary organisations to promote the independence of service users. • Experience of managing within allocated resources. • Knowledge of Performance Management in health and social care settings. • An understanding of the principles of citizen directed support.	Yes Yes Yes Yes	Interview, application form, and selection process.
Skills & Personal Qualities	• An ability to achieve the highest professional practice skills, through the ability to motivate, encourage, coach and develop all team members. • Effective interpersonal and people skills. • Ability to prioritise and willingness to take responsibility for workload management and performance in a busy environment of changing priorities. • To work to the code of practice for professional Social Work. • Ability and commitment to working to the principles of the social model of disability and the requirements of the Equality Act	Yes Yes Yes Yes Yes	Interview, application form, and selection process.

Skills & Personal Qualities (ctd.)	• Willingness and ability to make sound professional judgements including high risk issues about services users their families and carers. • Ability to manage and resolve conflict in a positive way. • Ability to competently utilise ITC systems to record and evidence work, undertaking any necessary training. • Ability to work in a professional manner, representing the Directorate and Health Board in a variety of internal and external meetings. • A demonstrable commitment to equalities and anti-discriminatory practice and ability to integrate equality policies into strategy and service delivery • You will be expected to have a motor vehicle available for use on official journeys. • The ability to communicate through the medium of Welsh	Yes Yes Yes Yes Yes	Interview, application form, and selection process.