

# Job Description and Person Specification



This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and adults at risk, and requires all staff and volunteers to share this commitment.

Solihull Council is committed to equal opportunities and expects all staff and volunteers to recognise and value differences.

## SECTION A: Role Profile

<b>Post Title</b>	Experienced Social Worker	<b>Post No</b>	Various
<b>Directorate</b>	Children's Services		
<b>Division</b>	Children and Young People Services		
<b>Band and Salary</b>	Band E + 4 MF £35,745 to £45,441 per annum. Incremental progression is subject to performance.		
<b>Responsible to</b>	Assistant Team Manager		
<b>Location</b>	Various		
<b>DBS Check</b>	Enhanced check for regulated activity for working with Children		
<b>Fluency Duty</b>	This post is covered by the Fluency Duty, as outlined in the Code of Practice on the English language requirements for public sector workers.		
<b>Car User Status</b>	<p>This is an essential car user post as the demands of the job make it operationally essential and there is a contractual requirement to make a suitable vehicle available to ensure the requirements of the job can be carried out effectively.</p> <p>Applicants must be able to drive, have a driving licence and be a car owner, however for disabled applicants, reasonable adjustments will be made where required.</p>		
<b>Special Conditions</b>			

## Role Purpose

- To provide a Social Work service to vulnerable children, young people and their families that positively promotes their welfare and life changes.
- To carry out a range of Social Work duties as allocated by the Team Manager and Assistant Team Manager.

## Role Responsibilities

- To make timely and appropriate responses to and manage assigned work in accordance with Directorate policies and procedures, budgets and relevant legislation.
- To share information and develop effective working relationships with team members, professionals in other agencies and other colleagues in the Directorate.
- To promote integrated working, ensuring a need led response that improves the outcomes for children and their families.
- To undertake assessments in line with the "Framework for the Assessment of Children in Need and their Families".
- To establish and implement action plans based on the assessed needs of the children, young people and their families, the child/young person in conjunction with their family and other agencies using Signs of Safety.
- To promote partnership and participation with children and their families.
- To carry out regular reviews of individual plans, record outcomes and formulate plans based on those reviews.
- To maintain manual and computer-based records in accordance with the Directorate recording policy.
- To provide detailed reports for statutory reviews, child protection conferences, panels and courts as required.
- To carry out all statutory requirements that arises in relation to allocated work.
- To assist and support colleagues in carrying out statutory requirements and other work required.
- To contribute to new developments and policy formulation as appropriate.
- To operate at all times within Social Work England standards and to work and progress within the Professional Capabilities Framework'.
- To actively participate in supervision, performance management and target setting.
- Any other duties as may be appropriate to achieve the objectives of the post or to assist the Directorate in the fulfilment of its objectives, commensurate with the post holders grade, abilities and aptitude.
- To work within allocated budgets and in accordance with Corporate and Directorate policies and procedures concerning the use of resources.

## Section B: Person Specification

	Essential Criteria	Desirable Criteria	Measured By
<b>Education &amp; Qualifications</b>	Professional Social Work Qualification and Social Work England registration or pending registration.	Evidence of CPD e.g. completion of ASYE, Practice Educator etc.	Application Form Certificates CPD Log
<b>Experience &amp; Knowledge</b>	A sound knowledge of relevant childcare legislation, including a clear understanding of 'Working Together to Safeguard Children'.		Interview
	Significant experience of working with children, young people and families.	Experience of working in a statutory social work setting.	Application Form Interview
	Knowledge and understanding of relevant child, and adolescent, development theories and models.	Knowledge and understanding of attachment theory, signs of safety etc.	Interview
	Significant post qualifying experience of undertaking high quality, analytical and timely assessments to inform the delivery of a range of interventions to promote change	Experience of writing outcome focused plans based on identified needs	Application Form Interview
	Knowledge of current social work policies/practices both national and regional.		Interview
<b>Skills &amp; Abilities</b>	Ability to recognise signs of harm, abuse or neglect and respond to them appropriately to improve safeguarding.		Interview Test
	The ability to effectively communicate complex and sensitive information verbally and in writing to children, young people and families in a timely way, as well as effective report and assessment writing skills.		Application form Interview
	Effective judgement skills including the ability to demonstrate sound evidence based decisions		Interview Test

	Ability to work as part of a team and make contributions to the development of services through a team approach.		Application form Interview
	Effective IT Skills using Microsoft Office packages Word and Outlook (or equivalent) and also the use of databases	Experience of using Liquid Logic	Interview
	Ability to prioritise and work effectively on own initiative as well as within a team.		Interview
	Ability to build effective relationships with children, young people and families to achieve positive outcomes		Application form Interview
	Ability to work collaboratively in partnership with other agencies to promote positive change for children, young people and their families.		Interview
	Ability to listen effectively so that the views of the children and their parents/carers, affect appropriate involvement in care planning.		Interview

<b>Core Behaviours</b>	<b>Excellence</b> - With enthusiasm, you work to deliver a high-quality service from your work location, whether that be in a Council building or in a remote working location, to meet customer, organisation and personal expectations. You adopt a 'can do' attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers.	Interview
	<b>Simplicity</b> - You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all taking into account hybrid working.	Interview
	<b>Trust and Respect</b> - You are aware of your impact on others including confidentiality, team relationships and wellbeing. You value openness and listen carefully to understand the views of others. You promote the values of inclusion and diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect.	Interview
	<b>Working Together</b> - You work with others to reach a common goal; sharing information, supporting colleagues, both in their work and wellbeing, and searching out expertise and solutions from relevant partners and/or the communities we serve.	Interview

	<b>Responsibility</b> - You take ownership for your own wellbeing, work and working environment and use your initiative to deliver. You are accountable for your own performance and development, and you take responsibility for your actions and decisions.	Interview
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<b>Other Requirements</b>	Commitment to a high quality transparent service to children and families		Interview
	Emotional resilience in working with challenging behaviours and attitudes.		Interview
	Commitment to anti-discriminatory practice and an understanding of the impact that oppression has on service users.		Interview
	Applicants must be able to drive, have a driving licence and be a car owner, however for disabled applicants, reasonable adjustments will be made where required.		Application, Interview

<b>Compiled/Reviewed by</b>	Toni Clifton
<b>Date</b>	August 2024

## **Section C: Additional Information**

### **Corporate Parent Responsibilities**

All employees should act as an advocate for our Looked After Children; fulfilling our corporate parenting responsibilities by considering Children and Young People in everything we do.

### **Health and Safety**

Health and safety laws require all employees to help the Council maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others' health and safety and co-operate with any reasonable request to support the Council, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis.

All duties and responsibilities must be carried out in line with the Council's Corporate Health and Safety Policy and any local safety procedures.

### **Information Management**

As an employee of the Council, the post holder will be expected to manage information in accordance with standards outlined in the Corporate Records Management and Information Security policies. They will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of Data Protection legislation and guidance.

The post holder will be accountable for ensuring that he/she is aware of relevant Council policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

### **Training and Development**

The Council is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

### **Solihull Behavioural Framework**

The Council expects all employees to conduct themselves in a way that is consistent with the values and behaviours set out in the Solihull Behavioural Framework.

### **Mobility**

Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the Council they may be required.

## **Variations to Job Descriptions**

Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Council therefore retains the right to amend job descriptions to reflect changing requirements.