

POST TITLE	PRINCIPAL SOCIAL WORK OFFICER
DIRECTORATE	CHIEF OFFICER
SERVICE	EDINBURGH HEALTH AND SOCIAL CARE PARTNERSHIP
RESPONSIBLE TO	CHIEF OFFICER
NUMBER OF POST HOLDERS	1
ACTING UP/ SECONDMENT	NO

PURPOSE OF JOB

The post holder will have direct operational responsibility for the Mental Health Officer Service (MHO) and Adult Support and Protection service (ASP) and will be responsible for the quality of social work practice, ensuring delivery of high quality, safe, person-centred practice.

The post holder will have accountability and responsibility for professional standards and regulation of adult social work and social care services across the whole Health and Social Care Partnership (The Partnership) and will have a lead role in the broader governance of social care functions and responsibilities.

The post holder will provide professional leadership and representation of evidence-based social work practice across a range of diverse practice areas within the Partnership and influence the organisation at a senior level; ensuring the unique role of social work is understood and valued within the Partnership.

The post holder will actively 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 provide leadership and champion the social work profession within the Partnership and Council, with the Council's Chief Social Work Officer and through key strategic relationships.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- To provide professional social work leadership across all social work services within the Partnership including assurance and escalation regarding fitness to practice of social services workers and application of professional standards through monitoring, registration, recruitment, retention, conduct and capability; and ensure that systems for professional supervision are embedded and implemented at all levels of practice in social work and social care.
- To manage and lead on the Mental Health Officer and Adult Protection services, ensuring the delivery of high-quality person-centred services and performance standards.
- To ensure the Partnership and Council meet their statutory duties in relation to Mental Health Officer and Adult Protection services.

- To provide leadership in relation to the overall governance of social work and social care within the Partnership supporting the development and delivery of an effective social care governance framework
- To support the interpretation, planning, and implementation of the delivery of the Partnership's strategic priorities in relation to social work and social care, to meet agreed targets.
- To lead on the interpretation of and oversee the implementation of local and national social work policy and directives across the Partnership.
- Manage a network of communications to achieve objectives and ensure staff are informed this will include other senior managers and professionals in the HSCP, other councils, NHS and Independent Sector. NHSL and Council Directors. Occasional engagement with Councillors and Board members, MSPs/MPs.
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THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)

- Degree and/or post graduate qualification in social work, with significant experience of managing social work services at a senior level and evidence of continuous professional development.
- Relevant post qualifying experience within the social work profession and significant experience of managing professional social work services.
- SSSC registered and member of the Protecting Vulnerable Groups scheme.
- This post holds functional responsibility for oversight, monitoring, assurance of the statutory functions and standards of regulated social work and social care including and aligned with Social Work (Scotland) Act 1968 CSWO duties as they apply to Adult Social Work and Social Care. The postholder must have an excellent working knowledge of relevant legislation including but not limited to Adult Support and Protection (Scotland) Act 2007, Social Care (Self-Directed Support) (Scotland) Act 2013, Social Work (Scotland) Act 1968, Mental Health (Care and Treatment) Act 2003 and Adults with Incapacity (Scotland) Act 2000
- Ability to decide on priorities, solve problems, delegate work to their teams and initiate improvement activity across adult social work and social care, monitoring performance to drive improvement.
- Ability to provide professional leadership and decision making on complex cases, professional standards and statutory functions to assure delivery of rights based, safe, person-centred care in accordance regulatory requirements including the management of the complex balance of need, risk and civil liberties. The results of these decisions are likely to have a significant impact on the individuals concerned, the service and Partnership's reputation.
- Ability to work autonomously, guided by national and organisational policy and regulations.
- Ability to lead change in culture and practice. Embrace partnership working, balancing the needs of the Partnership, the Chief Officer, the Chief Social Work Officer and the wider functions of NHS Lothian and City of Edinburgh Council.
- Ability to be an effective member of the top team in the HSCP, building and maintaining effective working relationships with colleagues and peers within the leadership team, while challenging and holding them to account on key objectives.
- Ability to lead on complex reviews within the social work service when areas of concern are raised.

- Ability to provide support and mentoring to managers in respect of complex areas of adult protection or areas of investigation of harm; and in discussing and explaining the complexity and challenges of social work issues to non-social work colleagues, elected members and the public.
- Complex decision making is required, decisions will have significant impact on the safety and wellbeing of citizens across the city of Edinburgh, as well as ensuring delivery targets to prevent delayed discharges and avoid admission to hospital or care home in avoidance of crisis situations.
- Decisions will have an impact on the reputation of the Partnership, the Council and NHS Lothian.
- Ability to maintain key relationships and effective communication with a range of other individuals and parties will be crucial to the success of this role. It is essential strong relationships are developed and maintained with colleagues across the Partnership, NHS Lothian and the City of Edinburgh Council.
- Ability to work closely with the other professional leads and senior managers to enable an integrated approach to clinical and care governance and assurance, common professional priorities to support new models of care, safety, and new ways of working within integrated services.
- The post holder will require strong skills in persuasion, negotiation, diplomacy, advocacy, and change management as part of this role.

ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

- Expected to manage their own time to meet tight and shifting deadlines and deliver outcomes to agreed quality standards.
- High degree of personal resilience, with a focus on health and wellbeing, especially at times of significant organisational change and in a turbulent and politically driven environment.
- Dealing with complex enquiries from staff, people and/or relatives or advocates such complex complaints which have implications for fitness to practice.
- Ensuring that the highest standards of confidentiality are maintained and that interactions and the sensitivities associated with our people's population are managed appropriately.
- Overseeing complaints that have implications for professional standards and fitness to practice and to advise on any thematic learning that may be transferable across the Partnership.
- Implementing difficult decisions may be required and providing senior professional social work advice will be critical to advising and assuring safety.
- Although the post may be exposed to some physical demands these will be predominantly within the range of normal office-based activities.
- Although the post may be exposed to some adverse working conditions these will be predominantly within the range of normal office-based activities.
- Although the post will have some requirement to take care in relation to the working environment, work activities and dealing with people this will not be more than the normal required of a council employee.
- Frequent use of a DSE for long periods of time when analysing data or writing papers or reports.
- Blended model, with both office based and some remote home working.

SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)

The role will have direct accountability for mental Health Officer and Adult Support and Protection statutory social work services with approximately 40 staff. This will include direct management of 2 senior managers at Grades 9 and 10 who manage a range of statutory and specialist social work and social care services. Additionally, the role will have professional governance responsibility for a further approximately 250 staff.

The post holder will be responsible for the management of a range of social work and social care teams. This will include a range of services and staff including professional and support staff.

RESOURCES

The post holder will be responsible for staffing budget of c.£3.2M

The post will have shared responsibility for the security and maintenance of council wide information systems.

HEALTH AND SAFETY (DO NOT ALTER THE WORDING OF THIS SECTION)

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions.
- Co-operating with management and following instructions, safe systems, and procedures.
- Reporting any hazards, damage, or defects immediately to their line manager; and
- Reporting any personal injury and work-related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed, and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).