

## JOB DESCRIPTION

### Social Work Job Family (Pathway C)

<b>Job Title:</b>	Principal Social Worker		
<b>Directorate:</b>	People	<b>Salary:</b>	£55,596 - £57,603 per annum plus £663 London Weighting
<b>Reports to:</b>	Assistant Director (CSC or ASC)	<b>Grade:</b>	BG-C Scale-point: 49 to 51 max.
<b>Location:</b>	Flexible / Agile Working which will include regular presence in the Social Work office; Time Square, Bracknell	<b>Work Style:</b>	Flexible

#### Key Objectives of the role

**Responsible for:** Data, budgetary decisions, policy development

**Accountable for:** Workforce stability, improving and leading the quality of Social Work Practice

- To work at a strategic level of the Professional Capabilities Framework and engage with officers across the Council including elected members, senior management, frontline social workers, people who use our services and carers.
- To provide line management within the social care team and to lead and oversee excellent social work and social care practice across the People Directorate. Engaging with, consulting with and co-producing with all stakeholders.
- To lead the development of excellent social workers and support effective social work supervision and decision making.
- To work with the senior leadership team to ensure there is a secure base, culture and environment in which good social work can flourish and positively impact on better outcomes for individuals in need or at risk.
- To contribute to ensuring that the Council's responsibilities, legal obligations, and statutory duties are fully met and properly discharged in order to safeguard children and vulnerable adults.
- To support the recruitment and retention of social care workers from entry level to management positions through vacancy promotion and effective workforce planning alongside management teams.
- To advise the departmental director and/or Council in complex and controversial cases and in developing case law relating to social work practice.
- To provide professional advice and guidance on all aspects of the social care and social work profession for Bracknell Forest Council.

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- To work closely with the People Directorate senior leadership teams to strategically drive improvements in front line practice, leading system and process change to achieve this. This includes leading projects and programmes.
  - To lead on ensuring the quality and consistency of social work practice in fulfilling its safeguarding responsibilities and identify areas for practice improvement and system wide change to improve front line social work practice.

## Core Tasks

1. To support social work practice. Working alongside social workers and other practitioners to identify opportunities to continuously develop social work delivery and to champion excellence in social work practice within the Council by undertaking practice development sessions, mentoring and co-working.
2. Liaise between national and regional sector partners and professional social work bodies, ensuring that all practice, data and registration requirements are implemented, up to date and shared as required.
3. To act as the BFC social work subject matter expert at relevant local, regional, and national forums and networks that directly benefit social work practice at Bracknell Forest Council.
4. To work in partnership with DMT's, corporate colleagues, the social care workforce, the equalities group / equalities allies and service users and partners to develop, review and deliver the workforce priorities of the People Directorate, leading on priorities to drive a positive culture and working environments for all.
5. Develop effective and representative forums for individuals who are in receipt of services/social work plans, social workers, and other social care practitioners, to ensure there is consultation, feedback and co-production that enables everyone to focus on achieving consistency and positive outcomes.
6. As a standing member of the DMT, identifying issues, barriers and systems challenges making financial and business cases to ensure the services meet their aims and the culture and climate is such that good social work/care can flourish.
7. Ensure a programme of communication and engagement including a regular newsletter/briefing.
8. To develop resilience and wellbeing approaches and strategies that are aligned to the needs of front line colleagues, ensuring that initiatives are co-designed with the social care workforce and in partnership with the HR and OD and are linked to corporate strategies.
9. Take a lead on policy reviews and implementation alongside the Directorate Management Team.
10. Contribute and play a leading role in the review, assessment and quality assurance of social care practice including contributing to Ofsted and CQC inspections including data gathering, analysis, report writing and presentation.
11. Ensure that the views and experiences of service users, children, adults, and their families inform service planning and delivery, ensuring and leading co-production and engagement where practicable and appropriate.

12. Ensure quality social work management and leadership through identifying talent, succession and development opportunities for aspiring and existing social work and social care managers and leaders, in partnership with the corporate L&D team.
13. To lead the annual skills and satisfaction data collection for the social care workforce ensuring that the L&D team are supported to commission a programme of training, development and actions plans that meet the requirements of the social care workforce.
14. Play a key role in embedding / developing the practice and the practice methodology that underpins the quality of work with communities, children and their families including joint work with partners, early intervention, prevention, and proactive safeguarding.
15. To lead and champion the career pathways, training and development for social workers and social care practitioners, working in partnership with the corporate L&D team ensuring that colleagues keep accurate and up to date records of CPD.
16. To support the development of transformation and improvement plans and the translation of these into effective and improved delivery on the front line through robust change management plans.
17. Liaise with colleges, universities, job centres and other partners to ensure quality development and placement of potential students and candidates for future roles, including giving presentations on the benefits of working in social care at BFC.
18. To work pro-actively to drive the necessary changes in behaviour, culture, and practice on the front line to respond to wider legislative, improvement and transformation priorities in partnership with the corporate HR and OD teams.
19. To ensure compliance with all Council policies and procedures and Code of Conduct of the staff within the area and ensure Social Work England (SWE) Standards are met.
20. To ensure that social work and social care staff have a robust framework of supervision, individual and team performance management, ensuring that everyone has clear performance objectives that connect their work to the wider Directorate strategy.
21. Such other duties as may be requested from time to time compatible with the nature of the post.
22. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

## Scope of role

- This is a demanding post requiring extensive experience, strategic, operational and managerial skills in order to ensure that the service meets its statutory requirements, and that the vulnerable are safeguarded.
- Working within, and contributing to the development of policy and legislative frameworks
- All employees working with children, young people and vulnerable adults:
  - have a responsibility for safeguarding and promoting their welfare
  - must demonstrate a commitment to the principles of participatory practice and the involvement of service users in decisions which affect them.

- This is a budget holding post and an understanding of the appropriate use of public funds is desirable. The postholder will be responsible for a budget of approx. £250K annually.
- Commitment to:
  - the Council's Equal Opportunities policy at all times
  - working within the bounds of the Data Protection Act and GDPR legislation at all times.

## PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Experience and qualifications</b>	Professional qualification in Social Work (CQSW/Dip SW/ SW Degree)	Higher degree or Masters in related subject
	Evidence of continued professional development including development of leadership skills	Management qualification e.g., ILM, CMI or MBA
	Supervisory training	Use of / training or awareness in respect of Motivational Interviewing as a technique for change
	Function at the strategic level of the Professional Capabilities Framework	
	Significant post qualifying experience in a statutory organisation providing adult/children's social care or health related services	
	Significant experience of operating at leadership and management level	
	Appropriate accreditation/ registration with SWE	
	The ability to provide evidence of competency against the Bracknell Forest Manager Framework	
<b>Competence</b>	<b>General and Commercial</b>	
	<ul style="list-style-type: none"> <li>• Policy and Strategy Development</li> <li>• Strong stakeholder and partnership management at all levels across an organisation</li> <li>• High levels of political awareness with a thorough understanding of the political, legal and employment issues of the social care / social work workforce</li> <li>• Experience of multi-professional and interagency working and the challenges that integrated working brings</li> </ul>	
<b>Skills</b>	<b>General and Commercial</b>	
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#### **Leadership and Influence**

- Leadership
- Leading strategy and transformation
- Policy development
- Credibility and ability to quickly build trust with others
- A positive outlook with a 'can do' attitude
- Influence and negotiation
- Whole system thinking and planning
- Change, project, and programme management
- Setting and implementing quality standards
- Developing people
- Solution focused

#### **Customer Focus**

- Excellent verbal communication skills
- Understanding of the business (Council) and its wider context
- Using information effectively
- Managing resources

#### **Working with Others**

- Team management
- Developing trusting relationships
- Encouraging and motivating staff to deliver their best work
- Championing a high-performance culture
- Managing conflict
- Teaching, coaching and supervising others

#### **Policy and Strategy**

- Ability to write, develop and implement policies
  - Understanding of and commitment to the requirements of safeguarding with the ability to improve practice and drive awareness of the safeguarding agenda
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- Excellent analytical skills to highlight areas for improvement and contribute to service development
  - Ability to drive performance improvement within the service to achieve excellence as standard
  - Ability to produce and present complex, clear and precise reports
  - Ability to train/coach staff on specialist area of expertise
  - Ability to analyse problems and arrive at innovative and user-focused solutions
  - Excellent communication and influencing skills with ability to build excellent working relationships with a wide variety of partners to ensure a co-ordinated approach
  - Ability to provide reflective supervision, develop and embed integrated and new ways of working

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**Knowledge**

- Human Rights
  - Legislative framework for Social Work
  - Relevant legislation, statutory guidance and national policies
  - Good practice relating to social work assessments and lessons learnt
- Safeguarding:**
- Government agenda for social care and safeguarding
  - Extensive knowledge of the legal and social work response options to specific cases and in general.

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**Behaviours****Inclusive**

- Listens to and respects the opinions of others
  - Asks for, reflects upon and acts on feedback
  - Able to work both collaboratively and independently using own initiative
  - Understanding of inclusion, equality and diversity and how to promote positive values
  - Empathetic and understanding
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### Ambitious

- Actively seeks opportunities for improvement, instils confidence in parents and partners
- Ability to up-skill professionals in a range of social care topics to meet the needs of service users
- Is positive and drives a culture of resilience, wellbeing, and high performance.

### Always Learning

- Takes personal accountability and holds others to account
- Takes responsibility for own development
- Champions learning and development across the social care workforce

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### Other Work Requirements

- Flexibility and adaptability responding to business needs, pressures, and requirements
- To attend some evening meetings
- A satisfactory enhanced Disclosure and Barring Service check (this post is exempt from the Rehabilitation of Offenders Act 1974)
- Full UK Driving Licence (or valid equivalent) and daily access to a car and able to travel distances when required\*
- Political awareness

*\*Non-UK licences must be converted to UK licences in the first six months of employment*

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### Role models and demonstrates the Council's values and behaviours

- Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.
- We make our values real by demonstrating them in how we behave every day.

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All staff should hold a duty and commitment to observing the Council's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.