

## Job Description

Job Title        Senior Practitioner  
Directorate     People & Communities  
Grade            P2

### Overall purpose of the job

To manage a complex caseload commensurate with qualification, experience and competency. Workload will be highly complex with a degree of autonomy with regular supervision.

To coach and mentor less experienced team members as a Practice Educator.

To work within the legislative and procedural framework of Cambridgeshire County Council.

### Main accountabilities

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1.	<p><b>Service Delivery</b></p> <p>To provide professional leadership in situations which have highly complex case arrangements for assessment and support planning, which involve risk, complexity and safety of children, young people and families.</p> <p>To deputise for the Team Manager when required and as agreed by the District Safeguarding Manager, including responsibility for all key duties of the Team Manager in their absence.</p> <p>To undertake timely assessments in accordance with statutory, regulatory and operational standards, policy, and procedures for the service with a high degree of efficiency.</p> <p>To plan, implement and review services, actions and processes for service users in accordance with statutory, regulatory and operational standards, policy and procedures for the service.</p> <p>To chair and attend relevant childcare meetings to ensure that the outcomes identified at assessment are met through the provision of support, equipment, adaptations and enabling programmes.</p> <p>To provide written and verbal reports for a variety of settings including Court that are concise, informative and based on analysis of complex evidence.</p> <p>To lead, guide and direct team members, to ensure work plans are in place and accountability taken by each team member for the cases held.</p> <p>To manage the planning, allocation and review of workload for direct reports so priorities are managed, shortfalls identified and services delivered within capacity and within departmental and partnership policies, procedures and timescales.</p>

	<p>To develop effective partnership working with colleagues in related teams and partner agencies including community services both in terms of providing effective responses to service user's needs and the development of an integrated service.</p>
2.	<p><b>Safeguarding and risk management</b></p> <p>To assess and balance risk and protective factors within a safeguarding framework.</p> <p>To provide advice and guidance on case management and effective risk management of complex situations, understand when to take positive risks as appropriate and escalate to the Team Manager as required.</p> <p>To actively model a robust commitment to safeguarding and promoting the welfare of children and young people within your team.</p> <p>To provide more specialist social work practice skills and knowledge of Childrens Services user groups and make independent decisions.</p> <p>To work systemically, collaboratively and sensitively with service users and their families, creating opportunities for the promotion of growth and resilience.</p> <p>Maintain accurate and up to date records safely and confidentially in accordance with Cambridgeshire County Council policies and procedures.</p>
3.	<p><b>Service and team development</b></p> <p>To act as a practice lead to other members of the team, contribute to the induction of new staff and act as a Practice Educator to Children's Practitioners within the team.</p> <p>To be responsible, alongside the Team Manager, for the supervision responsibilities for Social Workers and Children's Practitioners, including overall responsibility for case outcomes within the teams.</p> <p>To take responsibility for professional development and training needs of direct reports through appropriate training, mentoring and supervision.</p> <p>In conjunction with the Team Manager, ensure every team member is confident to deliver a service to children and families that utilises a range of evidenced based methodologies including systemic and social learning approaches.</p> <p>To participate and lead in project and service development work as required.</p>
4.	<p><b>Performance management</b></p> <p>To utilise management information to monitor team performance, reporting as required on team performance, escalating and addressing any areas of concern in conjunction with the Team Manager.</p> <p>To prioritise activities and resources to meet team objectives including effective workload management of self and others.</p> <p>To contribute to service plans to reflect links between activity and key performance indicators.</p>

**5. Professional Values, Behaviours and Standards**

To carry out duties in a timely and responsive manner, in line with CCC Standards, the Professional Capability Framework and CCC's behaviours – working together, integrity, respect, excellence.

To keep and maintain accurate service user records, in line with professional requirements and departmental recording methods and standards.

To demonstrate an understanding of, acceptance and commitment to the principles underlying equal opportunities.

To fulfil the requirements of registration with the HCPC in respect of conduct, professional development and National Standards.

## Person Specification

### Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Recognised degree level qualification in Social Work		Essential
Registration with HCPC		Essential
Ability to travel between locations		Essential
Relevant post graduate qualification including qualification/training in systemic social work practice		Desirable
Practice Educator qualification or ability to undertake within a year in post		Desirable

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
<b>Knowledge</b>		
	<p>Proven extensive knowledge and experience of Social Work with children and families.</p> <p>Completion of comprehensive risk assessments in child protection including investigations/court work/complex case work with children and families.</p> <p>Knowledge and proven experience of managing complex case arrangements.</p> <p>Proven previous experience of summarising, analysing and evaluating complex information.</p> <p>Knowledge of relevant safeguarding legislation, statutory guidance and procedures.</p> <p>In depth knowledge and understanding of best practice and national developments relating to the service area.</p> <p>Knowledge and awareness of issues relating to communities from different racial and cultural backgrounds and Equal Opportunities</p> <p>Knowledge and understanding of Government and Council performance indicators and targets</p> <p>In depth knowledge and understanding of the values and principles underpinning service user involvement and good Customer Care.</p>	Essential

<b>Skills</b>	<p>Proven ability to communicate to an advanced level verbally and in writing to a range of audiences including children, young people, parents and carers and professional colleagues.</p> <p>Ability to create a rapport and build relationships with children, young people and their families.</p> <p>Ability to prioritise tasks, manage own workload and be accountable for case work.</p> <p>Able to work with a person centred, strengths based approach.</p> <p>Ability to operate in a fast pace, changing environment.</p> <p>Ability to actively support and promote Equal Opportunities.</p> <p>To be able to thrive in a complex and demanding environment with a high level of autonomy.</p> <p>Excellent communication and negotiation skills including the ability to deal with complex issues in a sensitive and appropriate manner.</p> <p>Ability to formulate and implement effective social work interventions focused on outcomes.</p> <p>Ability to lead and direct team members regarding professional practice and social work interventions.</p> <p>Excellent IT skills and ability to use a variety of IT devices, systems and databases.</p> <p>Ability to work from a variety of locations and travel countywide.</p> <p>Proven ability to transfer knowledge and skills to colleagues through coaching, mentoring and co-working.</p>	Essential
<b>Experience</b>	<p>Significant experience of identifying and assessing complex need, balancing and managing risk, formulating and implementing effective social work interventions</p> <p>Proven experience of managing a diverse and complex workload and ability to thrive in a complex environment.</p> <p>Experience of using information management systems to produce good quality data in a variety of formats.</p> <p>Broad range of experience in multi-agency working.</p> <p>Ability to take responsibility for creating and maintaining a culture of safe working in relation to children and young people within your team.</p>	Essential

	<p>Knowledge and awareness of issues relating to communities from different racial and cultural backgrounds and Equal Opportunities.</p> <p>Experience of actively supporting and promoting Equal Opportunities.</p>	
<b>Safeguarding</b>	<p>Demonstrate an understanding of the safe working practices that apply to this role.</p> <p>Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.</p> <p>Demonstrate understanding of and acceptance and commitment to the principles of human rights and equality and how they underpin practice.</p>	<b>Essential</b>