

WHERE  
CAREERS  
THRIVE

When potential  
is unlocked,  
talent *thrives*



West  
Northamptonshire  
Council

Job description and person specification

## Principal Care Manager

People Services, Safeguarding and Wellbeing

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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## Purpose and impact:

To provide and maintain a high quality of direct practice within the team to promote independence, social inclusion and the safeguarding of adults.

To undertake delegated responsibility for the functioning of the team.

## Accountable to:

The role is accountable to the Team Manager for Safeguarding responsible for the direct line management of the Principal Care Manager/Social Workers in the team. The role sits within Adults, Safeguarding and Wellbeing Service, part of the People Directorate in West Northamptonshire Council.

## Responsibilities:

1. To commit to and develop effective partnership working with specified agencies and organisations.
2. To assume the role of lead practitioner in certain situations of specific complexity or of a particular specialist nature.
3. To contribute to the development and delivery of the team service plan.
4. To develop, implement and maintain effective performance management and quality assurance systems and to use the information to ensure continuous improvement in delivery of services.
5. In the absence of the team manager, and within a scheme of delegation, to take summary decisions to ensure effective running of the team and use of resources.
6. To contribute to the recruitment and induction of staff.
7. To directly support Social Worker, Senior Assessment and Enablement Workers and other support staff and to ensure through training, development and appraisal programmes that they can maintain professional standards and deliver an effective service to customers, carers and other agencies.
8. To implement mobile working in line with West Northamptonshire Council policies.
9. To ensure the implementation of electronic data systems to effectively manage information on staff and customers.
10. To contribute to the monitoring of the budget in accordance with the service policies and procedures and complying with all financial regulations.
11. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
12. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the department.

13. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

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

Skills and abilities:	Essential / Desirable	Measured by
Articulate and numerate. Good verbal and written reasoning sufficient to write and present concise and relevant reports.	Essential	A, I, P
Good organisational and problem solving skills.	Essential	A, I, P
Ability to act decisively in complex and difficult situations, but to seek appropriate advice when required.	Essential	A, I, P
Demonstrate an understanding of the safe working practices that apply to this role.	Essential	A, I, P
Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	Essential	A, I, P
Ability to travel effectively to different locations.	Essential	A, I, P
<b>This is applicable to all roles in WNC that are required to use IT equipment:</b> Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A/T/I

Knowledge:	Essential / Desirable	Measured by
Understanding of Performance Indicators and their impact on service delivery.	Essential	A, I, P
Sound understanding of current developments in Community Care and relevant legislation.	Essential	A, I, P
Understanding of financial systems and budgetary requirements.	Essential	A, I, P

Relevant experience:	Essential / Desirable	Measured by
Previous experience of supervising staff.	Essential	A, I
Previous experience in an adult care multi-agency setting, in a professional capacity.	Essential	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
3 A's or equivalent	Essential	A, D
Relevant Management Qualification	Desirable	A, D
Relevant professional qualification in Health or Social Care.	Essential	A

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance, and verification of certificates.

**Additional pre-employment checks specific to this role include:**  
*Enhanced Disclosure and Barring Service check*

## Day-to-day in the role:

<b>Hours:</b>	37	<b>Primary work base:</b>	One Angel Square
<b>Job family band:</b>	Care & Welfare – Band 8	<b>Worker type:</b>	Part-flexible
<b>Salary range:</b>	£38, 387 - £41, 595	<b>Budget responsibility:</b>	No
<b>People management responsibility:</b>	Yes		

### Working conditions & how we work:

This role has been identified as a part-flexible worker type, this means that you will be able to worker from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

## Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

<b>T</b>	Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
<b>H</b>	High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
<b>R</b>	Respect	we respect each other and our customers in a diverse, professional and supportive environment.
<b>I</b>	Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
<b>V</b>	Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
<b>E</b>	Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

**“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”**

# When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

## The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

