



**SWINDON**  
BOROUGH COUNCIL

## Role Profile

<b>Job Title:</b> Qualified Social Worker	<b>Role Profile Number:</b> SBC_11712
<b>Level:</b> CFL 9	<b>Date Prepared:</b> Feb 2024
<b>Directorate/Group:</b> Children's Services	<b>Reporting to:</b> Assistant/Team Manager
<b>Structure Chart attached:</b>	No

### Job Purpose

To carry a workload reflecting increasing complexity, risk, uncertainty and challenge in line with the capability of a Social Worker with a minimum of one year's post qualification experience in a Social work role. Regular supervision will be in accordance with the departments supervision policy.

To work within relevant legislation and the procedural framework set out by Swindon Borough council  
To work collaboratively with Children, young people and families to assess their needs, plan and deliver services in accordance with the social work team's area.

To uphold standards of practice for social workers as defined by Social Work England (SWE) and in accordance with the BASW Professional Capabilities Framework for Experienced Social Workers.

### Key Accountabilities

- Work in partnership with children young people and families / carers and through built relationships, to elicit their needs views and promote participation in decision making
- To undertake assessments in accordance with statutory / regulatory and operational standards, policy and procedures for the service and in the context of assessing risk and harm to children and young people
- Plan, implement and review a range of interventions for children, young people and families in accordance with statutory/ regulatory and operational standards policy and procedures for the service
- Manage a workload independently, seeking support and suggesting solutions for workload difficulties
- Make proactive use of supervision to support effective proactive, reflection, and career development and to meet the objectives of performance, development reviews

- To ensure appropriate professional standards are maintained, as well as a good overall and working knowledge of relevant legislation, regulation and practice methods which are in line with children and young People
- Maintain accurate and timely recording confidentially in accordance with the Councils policies and procedures regarding information sharing, produce succinct, well-structured records and reports, clearly recording and reporting analysis and judgments of all information and activity and case notes onto relevant IT systems in accordance with operational practice standards
- Contribute to multi-disciplinary working with health, police and other colleagues working collaboratively to ensure effective communication / information sharing and to support decision making processes where required
- Contribute to local knowledge (internally and externally) about universally available services, including what is available within the voluntary and community sector, as well as the Department's commissioned and contracted services and to signpost/advocate where it is needed
- Operate within the departmental financial and budgetary processes at all times
- Ensure that Council corporate and service policies and procedures are followed at all times by contributing proactively to the effective working of the team with positive attitude, by sharing knowledge, offering advice and support and by preparedness to be involved in the development of services

### **Supplementary accountabilities**

- To fully engage and prepare for own supervision and appraisal through self-evaluation, ensuring that continual professional development is evidenced
- To be an ambassador for the Council and the department at all times, always representing the Council positively, professionally and appropriately at meetings with individuals and external partners and agencies
- Contribute to the effective working of the team with a positive attitude, by sharing knowledge, offering advice and support
- Promote equality and diversity best practice in all areas of work and treat everyone with fairness and dignity
- Recognise that health and safety is a responsibility of every employee. Take reasonable care of self and others and comply with the Council's Health and Safety policy and any service-specific procedures/rules that apply to this role
- Ensure conduct is within the expectations of our corporate values and behaviours
- Swindon Borough Council have teams in various locations across the town. You could be asked to work from a different team if the business requires you to do so

### **Safeguarding**

For all roles within Children's services. All children have the right to grow up safe from harm and the Children Act 1989, and 2004 place duties on all agencies to promote and safeguard the welfare of children in need and at risk in their local area. A child is defined within the Children Act 1989, as anyone who has not yet reached their 18th birthday. The Safer Swindon Partnership Levels of need Document 2024 is aimed at every agency, statutory, voluntary, private and independent which works directly or indirectly with children, young people and families. The purpose of this guidance is to help agencies identify a child's degree of need and respond appropriately. The level of need document includes: The assessment framework to determine and decide when a case should be referred to the local authority children's service referral and assessment team for

statutory services under: section 17, section 47, section 31 and section 20 Working Together 2023

### **Knowledge & Experience**

*Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:*

- Evidence of completing the Assessed and Supported Year in Employment (ASYE) if applicable.
- Up-to-date knowledge and understanding of strengths-based social work with adults and / or children, including the safeguarding of adults and children
- Knowledge and understanding of health & social care and other relevant legislation pertaining to Children, Young People and wider policy context
- Well-developed interpersonal skills and ability to effectively communicate with people in a variety of ways and levels
- Ability to utilise a range of Microsoft and electronic social care record software. Be able to access information digitally and to promote use of self-help via digital platforms.
- A self-starter, well organised person who is passionate about delivery of high-quality services
- Ability to work with others in a developmental way
- Ability to write clear, complex and accurate reports
- Evidence of appropriate work experience and reflective learning from placement experience whilst qualifying as a Social Worker and of appropriate professional and personal development relevant to length of post-qualifying experience
- You must be fluent in the English language (as a requirement of Part 7 of the Immigration Act - for the effective performance of an individual-facing role)
- Hold an Advanced DBS certificate

### **Qualifications**

- Qualified Social Worker, Degree in relevant profession
- Social Work England registered
- May be part qualified of a higher level relevant professional qualification, license / certificate / qualification required for the role

### **Decision Making**

- Make evidenced based decisions and utilise a wide range of relevant information. Make appropriate decisions where advice is not readily available
- Assess the options and take appropriate action, where only general guidelines exist
- Make appropriate decisions to ensure outcomes are achieved which serve the best needs of individuals and as a consequence can result in improved services
- Understand the consequences of the decisions will have a material effect on the service
- Conduct assessments of individuals' circumstances and issues to determine intervention or referral to the appropriate service
- Ensure appropriate support/care plans are developed and that considerations are made to the cost effectiveness of these plans

- Consider when it is appropriate to alert line manager or a senior Manager to your concerns

**Creativity and Innovation**

- Work on own initiative to manage own activities and contribute to longer term activities / plans  
Creativity and innovation is a feature of the job along with ability to interpret general guidelines to resolve issues
- Skilled in using relevant legal powers to protect people’s rights (and at times need to balance the rights of everyone involved)
- Identify areas where improvements could be made within own role
- Use independent analysis and judgement to apply knowledge of systems, procedures and best practice in assessing risk to individuals or others. Subject to practices and procedures which have clear precedents or operational guidance. Subject to managerial control and review of results.

<b><u>Job Scope</u></b>		
<b>Number and types of jobs managed</b> <ul style="list-style-type: none"> <li>• None Directly Managed, requirement to support junior members of staff</li> </ul>	<b>Budget Holder Responsibility</b>	No
<b>Typical tasks supervised/allocated to others</b> <ul style="list-style-type: none"> <li>• no</li> </ul>	<b>Asset Responsibility</b>	No

**Contacts and Relationships**

*(How the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)*

- Work in partnership with key statutory agencies such as Police, Health, ICB, Education Providers, Probation and wider Community , Voluntary and Private sector providers for Children and Young People
- Provide more specialist / professional advice and guidance where the situation and outcome are not straightforward or well established. Liaise with professional colleagues, providers and external agencies to gather and exchange information and co-ordinate actions and interventions where required
- Deal with people at all levels confidently, sensitively and diplomatically and draw upon empathy and sensitivity to cause understanding in others and support people in accessing services
- Be first point of contact on a range of queries from internal / external people. Contribute to challenging situations where influence could be required
- Support parents or carers regarding development issues including complex problems
- Contacts will include: Colleagues, senior managers, partners, individual children, parents and carers, members of the public, and internal stakeholders such as colleagues in Housing, HR or Finance.

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers Signature:</b>	Print Name:
<b>Date:</b>	