



RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Position Title: Senior Practitioner – Safeguarding and DoLS
Grade: PO2
Directorate: Adults & Health
Department: Safeguarding and DoLS
Responsible to: Team Manager

Purpose of the Job:

To support with processing safeguarding contacts, apply Leicester, Leicestershire and Rutland (LLR) adult safeguarding thresholds and oversee section 42 enquiries to address risk and meet individual's outcomes.

To complete section 42 enquiries, community DOLs, 21a appeals and other legal or complex case processes as determined by service needs.

To support, and deputise for, the Team Manager, completing supervision with team members, attending strategic meetings with LLR partners and chairing strategy meetings and case conferences.

Main Responsibilities:

1. To support with identifying and managing the risk and experience of abuse from first contact with the service, including applying eligibility criteria and LLR Thresholds to evidence decision making.
2. Ensure that Making Safeguarding Personal principles are central to all practice.
3. To hold a small case load made up of section 42 enquiries, 21a appeals and or community DoLS, representing RCC in court proceedings as required.
4. To support the Team Manager with formal and informal supervision of team members.
5. Ensure your own recording, and that of others, is accurate, up to date and of an appropriate standard, e.g. case notes, enquiry reports and court statements.
6. Support with providing specialist advice to the wider service, both on a case by case basis and through the delivery of targeted training and development ensuring all staff are aware of their responsibilities and are able to evidence safeguarding competencies.



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7. Build effective relationships with external agencies to support with the awareness of, prevention and appropriate responses to safeguarding concerns.
8. Support with promoting awareness and understanding of adults safeguarding across the county as a whole.
9. To oversee the case work, including legal processes and safeguarding enquiries held by Social Workers within the team, including chairing strategy meetings and case conferences as required.
10. To deputise for the Team Manager when required, such as to cover annual leave, attending meetings and supporting the wider team functions.
11. Support with identifying and responding to patterns and themes of abuse, including for example where there are concerns of organisational abuse and working with relevant partners such as Rutland County Council's Compliance and Quality Assurance Team and the Care Quality Commission.
12. To support the Team Manager in service planning activities, reviewing the service to ensure value for public money and that any potential efficiencies are maximized.
13. To assist in case management, data and performance monitoring, and embedding quality assurance. Ensure that all appropriate planning and review activity is carried out effectively.
14. To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.
15. To manage delegated budgets and ensure effective financial planning and monitoring in accordance with the Council's Financial Procedure rules.
16. To lead and develop a motivated team and ensure they are developed in their role through effective use of 'My Conversation'/supervision and effective performance management as appropriate.
17. Take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties, in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Departmental codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.



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18. This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

Dimensions:

Line management responsibilities for members of the team and budget management responsibilities as delegated by the Team Manager.



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JOB REQUIREMENTS

QUALIFICATIONS/TRAINING/EDUCATION

Essential	Method of Assessment *
DIPSW, BASW / CQSW	A, D
Registration with SWE	A, D

Desirable	Method of Assessment *
Degree or equivalent	A, D

EXPERIENCE/KNOWLEDGE

Essential	Method of Assessment *
Experience of supervision and performance development of staff.	A
Post qualifying experience working with adults at risk.	A, I
Knowledge of Adult Care legislation and procedures.	A, I
Demonstrate understanding and experience of risk management of complex and high risk issues.	A, I
Experience of multi-agency working.	A, I
Knowledge and experience of safeguarding adults procedure.	A, I

Desirable	Method of Assessment *
Evidence of other learning and development training.	A, I



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SKILLS

Essential	Method of Assessment *
An ability to demonstrate supervisory skills	A, I
Ability to monitor performance of staff and mentor	A, I
Decision making skills	A, I
Good communication skills both written and oral	A, I
Ability to work under pressure	A, I
Ability to work in partnership within the department and external agencies	A, I
IT skills.	A, I
Negotiation skills	A, I
Excellent assessment and Risk management skills	A, I
Managing conflict and maintaining professional relationships	A, I
Good organizational skills	A, I
Ability to manage conflicting demands and priorities	A, I
Team working skills	A, I
Delegation skills	A, I
Chairing skills	A, I

EQUALITY AND DIVERSITY

Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A, I



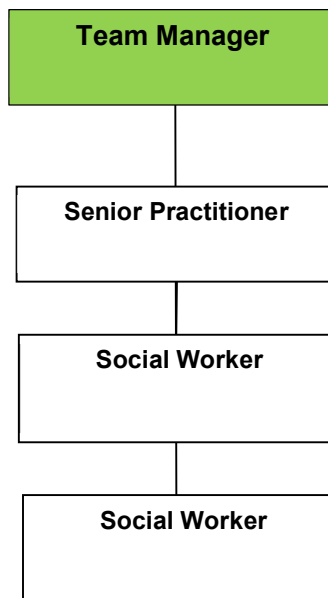
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OTHER

Essential	Method of Assessment *
Mobile and be able to work from various locations.	A, I
Able to work outside of normal office hours if required	A, I

* A = Application Form D = Documentary evidence I = Interview T = Test

STRUCTURE



NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
27/02/24	NEW	Hayley Morris, Team Manager