

Job Description



Job Title: Practice Development Lead	Service Area: Quality Assurance, Safeguarding and Workforce Development	
Directorate: Adults and Health – Quality Assurance, Safeguarding and Workforce Development	Post Number:	Evaluation Number: 6707
Grade: P05	Date last updated: December 2023	

People at the heart of everything we do

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

Equality and diversity

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

Protecting our staff and services

Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

Corporate parent

We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

Overall Purpose of Job

To use expert knowledge and skills to meet agreed strategic objectives in relation to our strategic safeguarding and Adult Social Care quality assurance and practice improvement framework, identifying areas of strength and development and using evidence to underpin policy, practice and professional development, to ensure the Local Authority works in accordance with best practice, developments in legislation and

policy, meets its statutory duties, ensures overall professional responsibilities are met and a healthy, motivated and skilled workforce is maintained.

Job Context

1. The post holder reports to the Deputy Principal Social Worker
2. Some supervisory responsibility for temporarily assigned or shared employees including on the job training or the allocation and checking of work for quality and quantity - up to 4 individuals
3. The post holder has no budget responsibility
4. The post holder will be required to work some evenings, weekends and occasional public holidays in order to meet service requirements and in order to ensure appropriate representation of the Council with residents, the Mayor, elected members and external bodies.

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

Main responsibilities:

1. Responsible for carrying out key tasks to achieve the agreed strategic objectives in relation to Adult Social Care local practice and workforce development, Adult Social Care Reforms, Social Care Assurance, legislative and policy changes and updates in best practice, in accordance with Local Authority corporate key policy documents.
2. Responsible for carrying out key tasks to progress the development of Social Work practice in accordance with the Key Knowledge and Skills Statements, the Professional Capabilities Framework, Social Work England, promoting the Employer Standards for Social Work and the Workforce Strategy to ensure a sustainable and engaged workforce.
3. Provide advice and guidance on Adult Social Work practice to ensure the Local Authority fulfils its statutory duties and leads on evidence based continual improvements, working collaboratively with key partners and organisations to achieve best practice.
4. Responsible for key tasks in relation to designing and implementing quality audits frameworks and undertake thematic audits and case file audits to support continually improvements.

5. Be responsible for key tasks in relation to our quality assurance and practice improvement framework – using specialist skills and knowledge to oversee and carry out regular case file audits and direct observations, leading on and being responsible for using the outcomes to ensure continual improvements in practice, compliancy of processes, identification of areas of good practice and efficiencies to improve the wellbeing, safety and quality of life of residents and minimise risks to the organisation; promoting a strong partnership working culture across Adult Social Work teams that is strengths based, person centred, coproduced, accessible to all residents and is delivered within the resources available; ensuring effective use of Reablement, Assistive Technology and equipment to optimise residents' independence, wellbeing and quality of life. Prepare and present regular update reports to evidence this.
6. To champion and role model a culture of continuous improvement and development both within the organisation and out with by keeping up to date with the development and review of legislation, policies, procedures and practice relating to Adult Social Work.
7. Support and engage Social Workers across the Adults and Health Directorate, to promote and enhance Social Work practice and drives practice, policy and service improvements.
8. To lead on the monitoring and collating of feedback from residents, staff and partners to evaluate the effectiveness of Adult Social Care practice, ensuring co production and resident and staff participation is integral to all development activity.
9. Responsible for completing key tasks associated with the development, planning, delivery, performance and governance of Adult Social Work Practice in line with various projects and portfolios, continuously identifying emerging themes in practice gaps and progressing required practice changes to support best practice
10. To lead on and be responsible for the analysing data, trends and producing reports to enable prompt, regular and well informed advice to be provided to Council staff and partner agencies on matters concerning Adult Social Care, Safeguarding Adults, Mental Capacity and Deprivation of Liberty Safeguards/Liberty Protection Safeguard, and our statutory returns. Also to develop and present reports to the Provider Risk Assessment and Management Board, Quality and Governance Board and Safeguarding Adults Board among others.
11. Responsible for key tasks to support the Safeguarding Adults Board to achieve its strategic objectives, ensuring statutory requirements are met and policy and practice development is evidence based and promotes best practice.

12. Responsible for various work streams, portfolios and projects aligned to the Local Authority or Directorate's priorities and the Newham Safeguarding Adults Board (SAB).
13. Responsible for supporting internal and external stakeholders to achieve the agreed objectives while holding professional responsibility and representation at multi agency meetings, sub groups and task and finish groups as required to optimise the safety and wellbeing of residents.
14. Have a lead role, within the remit of Adult Social Work, in the Local Authority commissioning and tendering arrangements, providing advice and ensuring this is reflected across tender specifications.
15. Ensure resources are efficiently and effectively utilised to ensure the delivery of high quality Social Work practice in accordance with the Key Knowledge and Skills Statements, the Professional Capabilities Framework, Social Work England, promoting the Employer Standards for Social Work and the Workforce Strategy to ensure a sustainable and engaged workforce.
16. Be responsible for achieving the agreed team objectives and ensure key performance indicators for associated areas of responsibility and portfolios are met.
17. Provide leadership to ensure procedures in place to respond promptly to critical events are followed, ensuring risks are recognised, mitigated or escalated as appropriate, including when there is a failure, or a risk of failure, to meet required professional standards.
18. Be responsible for using outcomes from our quality assurance and practice improvement activity, including learning from case files audits, direct observations, single and multi -agency audits, Safeguarding Adults Reviews, Learning Disability Mortality Reviews, internal management reviews, Coroner Inquests and any other relevant reviews or information, identify training needs to support the development and implementation of an evidence based Adult Social Care, Safeguarding Adult, Mental Capacity Act and Deprivation of Liberty Safeguards mandatory and non-mandatory training strategy, informed by training needs analysis, for managers, staff and partners.
19. Lead on the design and deliver appropriate activities and resources to support professional development, leading on the facilitation of training and reflective sessions with staff, residents and partners, to disseminate learning and best practice to all staff and external stakeholders and ensure learning outcomes are embedded in to practice,
20. Be responsible for the progression of key tasks in the agreed workforce development strategy to retain a healthy, skilled, diverse and knowledgeable Adults and Health workforce to meet the needs of our borough. Also working with key stakeholders to support the same for providers within the borough.
21. Champion rights in the context of professional ethics and decision making.

22. Deputise for the Deputy Principal Social Worker as required.

23. HR, Health and Safety and Data Protection policies, procedures and legislation is followed and resources including, equipment and systems are utilised optimally so there is a safe working environment and the wellbeing of staff is optimised.

Job Title: Practice Development Lead	Service Area: Quality Assurance, Safeguarding and Workforce Development	
Directorate: Adults and Health – Quality Assurance, Safeguarding and Workforce Development	Post Number:	Evaluation Number: 6707
Grade: P05	Date last updated: December 2023	

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
<p>EQUALITY AND DIVERSITY We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.</p> <p>PROTECTING OUR STAFF AND SERVICES Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.</p>	
<p>QUALIFICATION:</p> <p>Qualified Social Worker registered with Social Work England</p> <p>Desirable – post qualifying qualification related to Social Work</p>	<p>Application Form – check to be carried out on Social Work England Register at application stage</p>

<p>KNOWLEDGE:</p> <p>High level of understanding of Health, and Adult Social Care within a breadth of settings</p> <p>Significant knowledge of the Care Act 2014, Adult Social Care and Safeguarding Adult's legislation/policies/procedures and best practice, Safeguarding Adult Boards, Deprivation of Liberty Safeguards, Liberty Protection Safeguards, Integrated Care Systems, Mental Capacity and Person in a Position of Trust (PIPOT), Domestic Homicide Reviews, Safeguarding Adult Reviews, Learning Disability Mortality Reviews (LeDeR)</p> <p>leading or chairing meetings either, Strategy meetings, Sub groups or Task and Finish groups</p> <p>Significant understanding of quality assurance and evidence based practice improvement</p> <p>Good level of understanding of workforce development, recruitment and retention in Adult Social Care</p> <p>Substantial on-going continuous professional development</p>	<p>Application Form/Interview</p>
<p>EXPERIENCE:</p> <p>Significant experience of working in Adult Social Care within a breadth of settings in with internal and external key stakeholders</p>	<p>Application Form/Interview</p>

<p>Experience of providing professional guidance and support to others</p> <p>Overseeing and carrying out single and multi-agency practice and case file reviews/audits, embedding the learning and using this to underpin practice, policy, procedure and overall developments</p> <p>Experience of supporting the professional development of others</p> <p>Experience of effective co-production with residents, staff and partners</p> <p>Experience of using a preventative, strengths based and person centred approach, optimising the independence and wellbeing of residents</p> <p>Experience in submitting, monitoring and using performance data with particular regard to statutory collections and local performance indicators to underpin continual improvements</p> <p>Experience of successfully supporting change in policy, procedures and practice</p> <p>Experience of supporting the development of and working in accordance with governance arrangements and demonstrating the impact of these on policy, practice and professional development</p> <p>Experience of timely, effective and appropriate decision making in assessing risk, managing complex / high risk issues within a framework of policy and procedure, taking accountability for decisions made and</p>	
---	--

<p>escalating matters appropriately as required.</p>	
<p>SKILLS & ABILITIES:</p> <p>Excellent oral and written communication skills including excellent IT skills with experience in using a wide range of software, including spreadsheets and MS office.</p> <p>Authority and credibility to build relationships to influence and engage others</p> <p>Ability to lead improvements and motivate others to achieve change</p> <p>Confident in developing and leading reflective learning and development sessions using constructive feedback and critical analysis methods across the partnership to improve practice and outcomes for residents</p> <p>Excellent time management skills to manage a complex workload, prioritise and set deadlines and cope with conflicting and changing demands</p> <p>High level of research and analysis skills and an ability to identify and diagnose developing or current issues and develop solutions.</p>	<p>Application Form/Interview</p>
<p>PERSONAL SKILLS AND BEHAVIOUR:</p> <p>Recognises and values the contribution of others, motivates others and provides strong leadership</p>	

<p>and management, fostering a culture that encourages constructive, open feedback and innovative thinking, dignity and respect</p> <p>Works in accordance with Newham's Heart Values Honesty, Equality, Ambition, Respect, Together</p> <p>Sees diversity in their team and the community as positive and demonstrates a pro-active approach to promoting equality of opportunity</p> <p>Leads by example and sets a positive example for others to follow; is enthusiastic, approachable and motivational</p> <p>Treats people as individuals in a respectful and friendly manner</p>	
<p>OTHER SPECIAL REQUIREMENTS:</p> <p>This post is subject to an enhanced Disclosure check.</p> <p>The Local Government & Housing Act 1989 imposes restrictions on political activities for certain categories of local government employees. This post may be considered politically restricted in accordance with the provisions of the above Act. Should this be the case you will be notified and your contract of employment amended</p> <p>This post is exempt from The Rehabilitation of Offenders Act (1974)</p>	<p>Satisfactory clearance at conditional offer stage</p> <p>Application Form</p>