# Recruitment Information Pack

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| Job Title | Social Worker |
| Reference No | 496.120 |
| Location | HMP Addiewell |
| Hours | 36 Hours |
| Salary | £45,349 - £49,779 |
| Status | Permanent |

Thank you for your interest in this post, if you have any questions in relation to the recruitment process or if you are disabled and require any adjustment to the recruitment process please contact our recruitment team on 01506 28 22 22 or email recruitment@westlothian.gov.uk.

# Privacy Notice – HR Services - Recruitment

**Information held about you.**

West Lothian Council will hold the following personal information:

- Full name
- Home address
- Email address
- Employment history
- Training/qualifications
- Registration with professional bodies
- Equal opportunities monitoring information (gender, ethnic origin, sexual orientation, religion and disability)
- Criminal convictions (if applicable)
- Pre-employment checks (health screening, references and PVG check if applicable)

**Who is processing my information?**

All personal information is held and processed by West Lothian Council in accordance with data protection law.

**How will we use information we hold about you?**

Personal information held by West Lothian Council will be used in the following ways:

- To assess the suitability of applicants for the job they have applied for
- Equal opportunities monitoring information will be used to monitor the councils compliance with equality legislation
- To populate the HR Payroll system for successful candidates (see privacy notices on performance of contract of employment for further details)

**Who we will share your information with?**

We will not share your information with any external bodies.

**How long do we keep your records?**

If your application is successful we will keep your information for a period of 6 years after you leave employment with the council. Information stored on the Myjobscotland website will be retained for 7 years from the date of your application.

If your application is unsuccessful, all information will be kept for a period of 6 months, following which it will be securely destroyed. Information stored on the Myjobscotland webstie will be retained for 5 years from the date of your application.

**Your rights**

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or, in some circumstances, erased if incorrect.

To request your records, you will need to put your request in writing to HR Services, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF

Email – hrsupport@westlothian.gov.uk

You also have a right to make a complaint about our handling of your personal information to the Information Commissioner's Office.

**Further information**

If you have any questions or concerns about how your information is used, please contact Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF or email DataProtectionOfficer@westlothian.gov.uk

More information about data protection and how it applies to you is available from the Information Commissioner's Office.

# About Social Policy

Social Policy encompasses a wide range of services planned for and delivered to a large number of people with a spectrum of differing needs. Social Policy services have a duty to meet the needs of the vulnerable in communities.

**Community Care**

Community Care spans a wide range of services to adults and older people who have care needs. Services include Care at Home, Care Homes, Occupational Therapy, Sheltered Housing and Housing with Care, Support for People with Learning and Physical disabilities and Support for People with Mental Health Problems and Addications.

The main aim of the service is to promote, enable and sustain independence and social inclusion for service users and carers.

**Children & Families**

The primary function of the teams and services within Children and Families is to ensure that children, young people and families can maximise their potential through the identification of additional support services and ensuring that children and young people are safe. The service delivers services that are child centred, developed in partnership with other organisations and with families themselves that tackle inequalities and focus on improved outcomes for children.

**Criminal & Youth Justice Service**

The main focus of the service is on providing services statutorily required through legislation for the assessment, supervision and management of offenders. The service supports offenders to live in the community an works to ensure that the aims of reducing reoffending are achieved.

**Council Strategies**

Social Policy has responsibility for the development and implementation of the Children's Services Plan, Public Protection Strategy, Reducing Reoffending Strategy, Older People Joint Commissioning Plan, Learning Disabilities Joint Commissioning Plan, Physical Disabilities Joint Commissioning Plan, Mental Health Joint Commissioning Plan, Substance Misuse Joint Commissioning Plan

# Equality and Diversity

**Equality is relevant to us all. Addressing discrimination and promoting equality are everyone's core business.**

We want a West Lothian in which all people and communities have a say in their future and an equal opportunity for health, safety, education, fulfilling work, and a high quality of life. West Lothian Council has published equality outcomes, equality information on our workforce and our progress on mainstreaming equality. This reflects our commitment to promoting equality and eliminating discrimination as well as fulfilling our statutory duties under legislation.

The council recognises and values the diverse range of talents, skills, experience and perspectives that exist within society and believes that those qualities and attributes should also be reflected within the composition of its workforce, its employment practices and in the planning and delivery of its services.

Central to the council's Equality and Diversity agenda, is the prevention of discrimination, victimisation and harassment against service users and employees on any grounds, but particularly in relation to the following protected characteristics:

- age;
- disability;
- sex (gender)
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race;
- religion or belief;
- sexual orientation

In addition, prevention of discrimination, victimisation and harassment in relation to gender identity, gender expression, non-binary identities, language, social origin, employment status, political belief, trade union membership or activity, or responsibility for dependants is key to ensuring we have a diverse and inclusive workforce that reflects the communities we serve.

West Lothian Council is a Stonewall Diversity Champion and is committed to advancing LGBT equality and this is reflective in all our policies which are inclusive of all protected characteristics

# How to apply

Our preferred method of receiving applications is on line.  In the interests of equality we do not accept C.Vs.

All applications must be received by the closing date stated on the advert and any late applications will not be accepted.

We do not keep copies of application forms on file for any future similar vacancies and therefore you will need to complete a separate application form for each post that you apply for. However, when applying on line the system will remember your core details.

If you apply for a post on line we will contact you using the email address you have provided. If you do not have an email address you can sign up for a free account through internet providers such as Yahoo, Hotmail or Googlemail.

The information you provide in your application is used to determine whether or not you should be shortlisted for interview. It is therefore in your interest to complete the form fully and carefully. Your application form should contain sufficient information to demonstrate that you have the skills and experience required for the post.

**What happens next?**

Following consideration of your application you will be notified as to whether or not you have been selected for interview.

If you are selected for interview you will receive an email from us confirming this and asking you to log in to the Myjobscotland website and select a suitable interview time. If you are not selected for interview you will receive an email confirming this.

**Successful Candidate**

The successful candidate will receive a conditional offer of employment, pending completion of the following checks, as appropriate.

- Pre-employment health check
- References
- PVG
- Eligibility to work in the UK

A formal offer of employment will be issued only when all checks have been satisfactorily completed.

If you have any questions please email recruitment@westlothian.gov.uk

**Terms and Conditions of Employment for Employees**

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| **Conditions of Service** | Conditions of Service are those of the Scottish Joint Council for Local Government employees as adopted and amended by West Lothian Council |
| **Hours of Work** | Hours of work for a full time post are 36 hours per week. The standard working hours are Monday – Thursday 8.30 – 5.00, Friday 8.30 – 4.00.<br><br>School based staff are employed on sessional contracts of either 38, 39 or 40 weeks. |
| **Pay** | Employees are paid by bank transfer on the last Thursday of the month. Where appropriate you will receive an annual increment on the 1st April each year, until you reach the top of the grade. |
| **Annual Leave** | Depending on length of service you will be entitled to either 26 (187.2 hours) or 31 (223.2 hours) days annual leave, this will be pro-rated for part time employees. The leave year is 1st January to 31st December.<br><br>School based sessional staff will receive additional pay, depending on their length of service, to reflect their annual leave entitlement. |
| **Public Holidays** | There are 7 paid public holidays.<br><br>Part time employees will be given a pro -rated entitlement to reflect their particular working arrangements. |
| **Sickness Absence** | Your entitlement to sickness allowance will be in accordance with the Scheme of Sickness Absence set out within the National Agreement on Pay and Conditions of Service for Scottish Local Government employees. |
| **Pension** | You are legally required to make provision for your pension. Employees with permanent contracts, or temporary contracts for 3 months or more, will automatically become members of the Local Government Pension Fund, unless they apply to opt out. Pension contributions are based on your salary. |
| **Appraisal Development and Review** | All employees are entitled to an annual review with their manager, to identify any development needs and set objectives for the coming year. |

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| **Employee Benefits** | The council has negotiated discounts for employees with over 90 local businesses and over 1,000 businesses nationally. Employees can also take advantage of 20% off membership and free joining fees with West Lothian Leisure.<br><br>As part of its commitment to having a healthy workforce the council offers physiotherapy, counselling and an Employee Assistance Programme. |
| **Pool Cars** | The council provides access to pool cars for employees who need to drive as part of their job. |
| **Trade Union** | The council supports collective bargaining and you have the right to join a trade union and take part in its activities and are encouraged to do so. |
| **Health and Safety** | The council is committed to ensuring a healthy and safe working environment for all employees. Health and safety responsibilities are set out in the Occupational Health and Safety Supplementary Policy and Safety Arrangements booklet for your workplace. |

West Lothian Council

## Job Description

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| Job Title | Social Worker |
| Reports to: | Team Manager |
| Location: | HMP Addiewell |

**Purpose of the Job:**

To work within Justice Services as a Social Worker undertaking an integrated range of social work services in relation to promotion of welfare and support for service users in West Lothian under the relevant legislation. Where necessary to supervise a range of statutory orders and if appropriate to report and be accountable to relevant bodies.

To deliver these services in accordance with current legislation, and HSCP procedures and standards.

To carry responsibility for a workload of cases the complexity of which requires social work experience, knowledge and skills.

To ensure that practice standards are evidenced at an advanced level in casework and to engage in a range of tasks which will contribute to continuous service improvement.

**Job Scope:**

**COMPLEXITY:**

- Required to have a working knowledge of Social Work legislation and specific legislation frameworks relevant to the client group.
- Required to have a working knowledge of Council policies and strategic planning objectives.
- Awareness of the needs and resources of the local community.
- Complexity of holding together a wide range of identified care and risk management needs, e.g. health, education, culture.
- Complexity of matching identified needs to resources.
- Must ensure accurate case recordings, case notes, etc. are fully maintained and that reports are completed within relevant timescales.
- Able to cope with the range of emotional demands inherent in a complex workload.

**CREATIVE:**

- Preparation of a range of reports and assessments for the relevant partners/agencies
- Deploy a range of intervention skills with a wide range of service users
- Create individual plans to match identified risk and needs.
- Able to negotiate the support and participation of relevant parties within a care plan.
- Authorise payments within the agreed financial authorisation limit.

- Required to use social work skills to address the sometimes conflicting interest of the service user, other agencies and the wider community.
- Contribute to new initiatives and service development in consultation with customers and/or stakeholders.
- Be committed to personal and professional development
- Keep well informed of the range of services, resources, initiatives which can be mobilised to benefit service users and to take a lead role within the team in promoting these.

**Principal Accountabilities /Key Tasks:**

- Where appropriate to undertake assessments.
- Review the effectiveness of services, interventions and plans within timescales determined by legal or procedural requirements.
- Be responsible for the implementation of any compulsory measures of care/ supervision where required.
- Liaise with other agencies in the community to provide a comprehensive service.
- Identify unmet need and ensure this is reported using current HSCP mechanisms.
- Ensure work is appropriately recorded in accordance with Open Access requirements and West Lothian Council policies and procedures.
- Participate in formal consultations and supervision sessions as required.
- Participate in office duty/access systems as/if required.
- Participate actively in all team activities, including team development and training and team meetings.
- Participate in appropriate personal development and training opportunities.
- When required, participate on other groups as a representative of the service.
- Develop and maintain a working knowledge of current/relevant legislation.
- In all of the above tasks, empower and enable service users to reach their potential.
- Ensure that individuals are supervised in order to maximise public protection.
- Provide reports timeously and ensure accurate, up to date records including electronic data is kept in line with relevant legislation, council policy and procedures.
- Undertake such other appropriate duties as the Head of Social Policy shall determine.
- Attend appropriate training and development sessions and deliver inputs to such events as appropriate.
- As delegated by the team manager, take a lead role for responding on behalf of the team to consultation response requests.
- Cover for the Team Manager during absences if required.
- Supervise students as appropriate.
- Assist in the collection and processing of management information.
- Consult with the Team Manager and other managers as required by legal, policy and procedural guidelines.
- Where delegated by the Team Manager participate in recruitment, selection and supervision of staff that are not qualified to BA in Social Work level or equivalent.
- Undertake any other duties appropriate of a qualified social worker and as determined by the Head of Social Policy.

- Responsibility for managing a caseload including complex cases as determined by service priorities.

**Qualifications, Skills, Knowledge:**

BA in Social Work or other approved recognised Social Work qualification essential.

**Other Essential Information:**

**DECISIONS MADE IN COURSE OF JOB:**

- Decisions in relation to ensuring the needs of the service user and the safety of the public are met.
- Make service recommendations within the parameters as outlined within the policy framework of each sector.
- Consistently evaluate risk to service users and publicly report to first line manager or others as appropriate.

**Supervision Received:**

Regular supervision by the Team Manager, regarding general and specific issues relating to workload, caseloads and personal development.

**Contacts:**

- Social work colleagues across the service; with a wide range of professionals within the HSCP and other statutory, voluntary and private agencies, clients, carers and other representatives.
- You will have responsibility for key decisions in relation to compulsory measures of care.
- You will have accountability for practice recommendations and decisions made in the context of supervision of a student.
- You will have responsibility for decisions in relation to prioritisation of services and resources
- You will have devolved responsibility for financial management in agreement with the Team Manager

**PERSON SPECIFICATION**

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| **Post Title** | Social Worker- Justice Services |
| **Service Area** | Health and Social Care Partnership |

| Attributes | Essential | Desirable |
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| Education / Training / Qualifications | BA in Social Work or other approved recognised Social Work qualification.<br><br>Registration or eligibility for registration with the SSSC | |
| Previous Experience (Paid & Voluntary Work) | | Previous experience of work with Justice client group either pre or post qualification. |
| | | Experience of using LSCMI, SA07, SARA, RM2000, START_AV risk assessment tools is desirable although training can be provided as part of the role. |
| Skills / Abilities / Knowledge | Good understanding of the challenges of the client group | |
| Personal Qualities | | Be committed to personal and professional development |
| Other Requirements | Must be prepared to work with violent and sexual cases | Support Trauma informed practice |