

Recruitment Pack



EAST RENFREWSHIRE COUNCIL

ADVANCED PRACTITIONER - MENTAL HEALTH OFFICER

ERN06461

EXTERNAL

CONTENTS

Advertisement
Job Description
Person Specification

This Recruitment Pack should contain all the information you require to complete your application.



our values



ADVERTISEMENT



DEPARTMENT:	Health & Social Care Partnership
JOB TITLE:	Advanced Practitioner – Mental Health Officer
JOB STATUS:	Full Time
DURATION:	Permanent
NUMBER OF VACANCIES:	1
GRADE:	11
HOURLY RATE:	£26.65 - £29.65
ANNUAL SALARY:	£48,633 - £53,177
HOURS PER WEEK:	35
LOCATION:	Barrhead Health and Care Centre

East Renfrewshire Health and Social Care Partnership have been on a journey to redesign services so that the voices of those we support are at the heart of what we do. We have a strengths based approach which prioritises walking beside young people, adults and families so that together we can deliver better outcomes.

We are looking for a highly motivated and committed Social Worker/Mental Health Officer to join our Learning Disability Team.

We are a very experienced Team of Social Workers and Health Professionals working within an integrated HSCP who work agilely between Eastwood and Barrhead Health and Care Centres.



Applicants should have a sound knowledge and experience of the duties and functions of a Mental Health Officer and experience of care management. You will be part of the MHO duty rota and carry a caseload reflective of a dispersed MHO. In addition, as an Advanced Practitioner you will support the Team Manager in the day-to-day operation of the service and provide professional leadership and guidance to colleagues.

It is essential that you are qualified, registered social worker with a recognised Social Work Diploma or Degree and a minimum of three years post qualifying social work experience.

This post is considered Regulated Work with Children and Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. It is an offence therefore to apply if you are barred from working with children and protected adults. In addition to this, if you have lived or worked in any country outside the UK in the past 10 years, there may be a requirement for an overseas police check.

This post requires Scottish Social Services Council (SSSC) registration. You must currently have registration or eligibility to apply from commencement of employment (you must apply to register within the first 3 months of employment to ensure registration is complete within 6 months of starting in your role).

For details of our employment policies and terms and conditions, please visit our Council Careers page <https://eastrenfrewshire.gov.uk/careers>

East Renfrewshire Council has launched a new 15-year Community Planning Partnership vision called 'A Place to Grow'. Please follow this link <https://eastrenfrewshire.gov.uk/placetogrow> to watch a video and read our full plan which sets out our shared hopes and aspirations between now and 2040 so that East Renfrewshire is a place where everyone can flourish, thrive and grow.

Please note – all applicants will be asked to provide proof of their right to work in the UK, and any offer of employment will be conditional upon verifying documentary evidence before employment commences. Further information can be found here: <https://www.gov.uk/prove-right-to-work>

Please note - East Renfrewshire Council does not provide Visa sponsorship.

References – during your application form completion you must provide details of a minimum of 2 referees, 1 of which should be your most recent or current employer. It is also a requirement that the referees are your previous/current managers and are not the details of work colleagues operating at the same level as you or personal



referees. Please note only work email addresses for referees will be accepted. Please contact hrrdirect@eastrenfrewshire.gov.uk with any questions.

Pension Scheme

Employees with a contract of employment for 3 months or more are automatically included in our Local Government Pension Scheme which is a career average scheme. Pension contribution rates are based on a tiered system determined by your annual full time equivalent pensionable pay. Further details can be found in the attached document General Information for Applicants or via the Strathclyde Pension Fund website [Local Government Pension Scheme \(LGPS\) Guidance](#)

Recruitment Dates

Closing date for applications: midnight on Sunday 08 November 2026

Shortleat date: 10 November 2026

Interview date: 25 November 2026

If you would like an informal discussion about the post, please contact Andrew Cuthbertson, Team Manager, on 07800 629487 (No agencies please).

Recruitment Communication

As you are applying for this post on-line you will receive an automatic e-mail receipt once you have submitted your form.

You should also note that all communication will be sent electronically to the email address you provide on your form. This can include the following:

- Email notification advising of outcome of shortlisting
- Invite to interview email
- Conditional offer email
- Full employment contract

Given the nature of the above correspondence you should ensure that the email address you provide is secure and relevant (i.e. not public or work related if possible)

Payslips



The council provides electronic payslips online through our employee self-service portal. Successful applicants will be provided with a login to the self-service portal to access their payslip.

Guaranteed Interview Scheme

Disability Confident

If a disabled applicant can clearly show in their application that they meet the essential criteria for the job (as shown in the person specification) they will be given the opportunity to demonstrate their abilities at interview.

Care Experienced Children and Young People – Looked After Children

For Local Government roles, if an applicant clearly shows in their application that they meet the essential criteria for the job (as shown in the person specification) and they have either been in the care of their local authority i.e. been in foster care or in residential care etc. and they are under the age of 29 years old they will be given the opportunity to demonstrate their abilities at interview.

Veterans

For Local Government roles, if an applicant clearly shows in their application that they meet the essential criteria for the job (as shown in the person specification) and can demonstrate in their work history they are a Veteran of the armed forces who has left or is leaving service then applicants will be given the opportunity to demonstrate their abilities at interview.

Trainee Roles or Modern Apprentices

For modern apprentices or traineeship roles where the applicant is an East Renfrewshire Council resident or school leaver, they will be guaranteed interview if the applicant clearly shows in their application that they meet the essential criteria for the job.



Equalities

East Renfrewshire Council is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

Our aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

We offer a range of family friendly, inclusive employment policies, and employee benefits to support staff from different backgrounds.

East Renfrewshire Council has committed to implement the key recommendations of the Scottish Parliament's Equalities and Human Rights Committee's Race Equality, Employment and Skills: Making Progress report.

Application Guidance

For help on completing East Renfrewshire Council's Local Government application form, we have provided guidance on our Careers webpage under the Applying to Work for Us section which can be found here

- <https://www.eastrenfrewshire.gov.uk/careers>

Please fill out the application using your own words, based on your own experiences. We ask that candidates do not use AI tools to complete recruitment application forms. We value authenticity and are genuinely interested in reading candidates personally written applications. If it looks like your application was created using AI, we may not be able to consider it unless you've told us in advance and we've agreed this as part of a reasonable adjustment.

Privacy Notice

If you would like more information about how we handle your data please read our Privacy Notice which can be found here:

<https://www.eastrenfrewshire.gov.uk/hr-privacy-notice>



JOB DESCRIPTION



Department: HSCP

Division/Section: Recovery Services

Job Title: Advanced Practitioner (Mental Health)

Responsible to: Team Manager

Grade: 11

Purpose of the Role: To provide an effective high quality Mental Health Officer Service to individuals and families with mental health problems, ensuring effective statutory requirements are met in respect of the Social Work (Scotland) Act 1968, The Mental Health (Care and Treatment) (Scotland) Act 2003, The Adults with Incapacity (Scotland) Act 2000 and Criminal Procedures (Scotland) Act 1995, associated guidance and codes of practice. This post will also provide a high quality Social Work service in accordance with local and national policy and guidance and ensure all statutory requirements are met in respect of the relevant legislation including The Adult Support and Protection (Scotland) Act 2007.

The Advanced Practitioner/Mental Health Officer (MHO) post is a professionally qualified social work and mental health officer post and is focussed on a specific area of practice. The post will be involved in the development and/or delivery of services. It is responsible for complex work, requiring a high level of knowledge and skills gained through relevant experience.



our values



Responsibilities

- To provide a high-quality social work and MHO service to individuals and their families in respect of the above legislation.
- To be responsible for a caseload as allocated by the team manager and within this to undertake the full range of social work and MHO tasks as required on an individual, joint or group basis as determined by individual needs.
- To keep records and prepare assessments and reports meeting the requirements of organisational policies.
- To effectively carry out MHO duties on behalf of East Renfrewshire Council in respect of the Mental Health Care & Treatment (Scotland) Act 2003, e.g. undertake assessments, care plans, social circumstance reports, consent in relation to compulsory treatment, present information to Tribunal (this list is not exhaustive).
- To effectively carry out MHO duties on behalf of East Renfrewshire Council in relation to Adults with Incapacity (Scotland) Act 2000 and where required, planning, co-ordinating and chairing meetings in accordance with guidance and procedures.
- To take an active role in promoting education of the legislation across East Renfrewshire Health and Social Care Partnership and take responsibility for awareness raising and a training programme to achieve this.
- To work collaboratively with other agencies and departments to ensure a coordinated approach in implementing legislation and securing required services.
- To provide social work and mental health officer expertise regarding mental disorder and the associated legislation to social work and health staff across East Renfrewshire Health and Social Care Partnership and to provide advice to assist in decision making forums, such as Adults with Incapacity case conferences.
- To participate in and contribute to post qualifying training (including MHO training) and to identify training needs.
- To participate in the Mental Health Officer Forum.
- To undertake the full range of social work tasks as required by the needs of each case and the policies of the department in order to provide the best possible service to service users.
- To promote good quality interagency relationship through effective liaison with medical, nursing and paramedical staff.



our
values



Ambition



Kindness



Trust

- To work alongside Health colleagues to facilitate appropriate discharge from the acute sector.
- Deputising for manager and participating in any rotas as required.
- Presenting cases to managers for allocation of resources and workload.
- If identified within the individual remit specification, the post holder will be responsible for the supervision and development of non-professional staff, including completion of the PRD process as appropriate
- Responsible for People Management including managing team performance and providing feedback. Managing sickness absence in line with policy and support team wellbeing. Holding regular one-to-one meetings to guide and address concerns. Support learning and development of team members.
- Managing and/or assessing risk in relation to service delivery and within evidence based risk management frameworks.
- Ensuring the implementation of policy and relevant operational guidance to support service delivery.
- Ensuring high standards of practice are maintained in line with national, corporate and team objectives and best evidence.
- Driving forward a culture of continuous improvement, including contributing to audit and self-evaluation activity.
- Contributing to strategic planning activity in specific area of expertise.
- Demonstrating an ongoing commitment to practice development.
- Using IT and other technical systems and equipment as necessary.
- Ensuring Compliance with all relevant Health and Safety and Data Protection legislation.
- Ensuring Compliance with SSSC Codes of Conduct.
- Any other duties as determined by the Chief Officer and Chief Social Work Officer.

PERSON SPECIFICATION



POST OF:	ADVANCED PRACTITIONER (MENTAL HEALTH)	DEPARTMENT:	HSCP
GRADE:	11	SERVICE:	RECOVERY SERVICES
ATTRIBUTES	ESSENTIAL	DESIRABLE	
Professional/ Educational Qualifications or Equivalent Work Experience	• Diploma in Social Work or Certificate of Qualification in Social Work • Mental Health Officer accreditation • SSSC Registered • Post qualifying experience as a qualified social worker	• Post qualifying award e.g. Certificate in Practice teaching	
Relevant Work/Other Experience/Skills	• Good verbal and written skills • Ability to problem solve and analyse complex situations • Ability to make decisions in manager's absence • Ability to identify areas for improvement and required actions		
Personal Qualities/ Behaviours	• Resilience • Initiative • Maturity of approach • Able to work as part of a team • Good interpersonal skills and ability to promote effective inter-agency co-operation		



our
values



People Management	Ability to mentor staff and offer support	
Leadership Competencies	Leads with Purpose: Leaders demonstrate integrity and align the work they are responsible for with our organisational goals, culture and values. They behave with professionalism, following up on commitments and using their expertise to maximise positive outcomes. Grows Self and Others: Leaders live by our values to empower others, support growth, and celebrate contributions, building a stronger organisation for the future. They develop talent, build confidence, and foster a culture of continuous learning and innovation for themselves and others. Nurtures Partnerships: Leaders build meaningful relationships based on trust and respectful communication. They lead with a 'One Council, One Team' mindset to achieve shared goals across teams, services and our community.	
Additional Job Requirements		Driving Licence