

Post number	11242 / 10617
Position title	Social Worker
Grade	9A
Department	People
Location	Newton Saint Boswells (Council HQ)
Salary/Rate of Pay	£45153.19 - £48766.68
Hours of work	35 (One post permanent one temporary for 6 months)
Weeks per year	52.1428
Number of staff responsible for	N/A
Reports to post number	Service Manager
Registration requirements	SSSC Registration essential
Drivers Licence required	A current driving licence and use of a vehicle is an essential requirement of this post. * If you have a disability which precludes you from holding a drivers licence, Scottish Borders Council will take into account its responsibility to make reasonable adjustments to allow for your disability. Should it be possible to make such an adjustment in order that you can undertake the travel responsibilities of the post, this will be taken into account in consideration for this role. Category B
Contract status	Permanent
Disclosure status	PVG Adults
Political restrictions	No
Role profile number	SC 7A
Business World post status	Permanent
Work pattern	Mon - Thurs 8:45-17:00 Fri: 08:45 - 15:45
Vacancy number	SBO10484
Closing date	03.11.2026

Role purpose

Please note if applying as a NQSW you will begin on Grade 8 during NQSW year

This post is part of the Community Learning Disability Team. The team is an integrated Social Work and Health team providing a single dedicated learning disability service. This role will primarily involve contributing to a frontline duty service, care management responsibilities, working collaboratively with colleagues to respond to referrals and provide timely support to service users and their families, many of whom have complex needs. Alongside duty and care management responsibilities, the post will include a element of guardianship supervision, what matter hub work: supporting assessment, care planning, and reviewing to ensure services meet identified needs and achieve positive outcomes. The role requires effective partnership working, a person-centred approach, and the ability to assess and manage risk within a supportive multidisciplinary team environment.

Purpose

To provide a Duty Social Work service for Adults who have a Learning Disability and their carers

To provide initial assessment and individual support to service users and carers

To deliver services in accordance with current legislation and council policies, procedures and standards

PRINCIPAL DUTIES & RESPONSIBILITIES

To act as the first point of contact and receive / process appropriately all enquires in respect of the Duty system to undertake outcome focused Assessments in accordance with Scottish Borders Council's eligibility criteria for services including self directed support arrangements as part of the Assessment process to undertake appropriate risk assessments and progressing statutory intervention where necessary

To appropriately process and manage incoming Adult Protection referrals for unallocated cases

To provide information and advice regarding eligibility for services arranged, purchased or provided by Social Work

To provide a range of information and advice in response to enquiries.

To work collaboratively with service users, carers and other appropriate agencies

To negotiate with a range of providers, both internal and external to the council

To record appropriate information in accordance with Open Access requirements and departmental policies, procedures and standards.

To identify unmet need and ensure this is reported using current mechanisms.

To be aware of current welfare benefit entitlements in order to maximise service user income whenever possible.

In all of the above tasks to empower, enable and promote choice for service users and their carers.

To manage competing demands within a high-volume duty environment prioritising risk and urgency

To Participate in relevant learning and development opportunities and take responsibility for CPD

To maintain an awareness of current legislation applicable.

To maintain an up-to-date awareness of the range of resources / providers of service available both locally and nationally.

To have a good working knowledge of equipment , minor adaptations and assistive technology for independent living to participate in formal consultation and supervision sessions as required.

To work in a multi-disciplinary environment, co-working with other professionals as appropriate

To participate actively in all team activities, including team development, training and team meetings.

When required, to participate in a range of forums as a representative of Social Work Services.

To comply with the SSSC Codes of practice for Social Service Workers and their employer.

As demonstrated by the range of major tasks and job activities identified, the role of the Learning Disability Social Worker is by definition complex, and one which will require individuals to demonstrate a wide range of skills and abilities. This list is not exhaustive; the post holder may be required to undertake other such appropriate duties commensurate with a qualified Social Worker in order to meet the needs of the service.

Person specification		
Criteria	Essential	Desirable
Education, qualifications and training	Professional Social Work Qualification SSSC	One Year Post Qualifying Experience Council Officer Accreditation Practice Educator Certificate Mental Health Officer Qualification
Skills, knowledge and competences	Understanding of Community Care legislation, including Community Care and Health (Scotland) Act 2002, the Adults with Incapacity (Scotland) Act 2000 and the Adult Support and Protection (Scotland) Act 2007 Ability to work within the statutory	Knowledge of positive behavioural support (PBS) or trauma-informed approaches Familiarity with Adult Protection and Adult's with Incapacity case conferences and inter-agency procedures Confidence supporting people to make

	framework and an understanding of relevant legislation and guidance including the Social Care (Self-directed Support) (Scotland) Act 2013, and the Carers (Scotland) Act 2016 Familiarity with 'The Same as You?', 'The Keys to Life', 'Promoting Health, Supporting Inclusion' policy documents and other policy drivers for Learning Disability Services Personal effectiveness in time management, objective setting and stress management Assessment and Care Management skills which reflect an out comes approach. An ability to provide analysis of complex situations Clear value base, which includes an understanding of non-stigmatising and of non-discriminatory practice. Negotiation skills and an ability to work in partnership with users and carers. An ability to develop and maintain constructive, positive, working relationships with service users, carers and Providers An understanding of Learning Disability and its impact on the person and those close to them Understanding of mental health needs. Excellent written and verbal communication skills The ability to communicate effectively using a variety of ways with people who have communication difficulties Skills in use of IT systems for electronic recording purposes	informed choices about care packages Experience of chairing meetings or coordinating complex cases Involvement in Practice development initiatives Confidence working with health, housing, police, and providers
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	Ability and commitment to work constructively with other agencies to develop high quality services.	
Experience	Experience of working within a statutory social work setting Experience of undertaking assessments, care planning and reviews within a community care framework Experience of working with adults who have complex needs and/or vulnerabilities Experience of risk assessment and risk management, including safeguarding/adult protection work Experience of working in partnership with service users, carers, and multi-agency colleagues Experience of managing competing demands and prioritising workload effectively Experience of maintaining accurate and timely records in line with organisational and legal requirements	Experience of working with adults with a learning disability Experience of working within a duty team Experience of Adult Support and Protection processes, including investigations Experience of self-directed support (SDS) assessments and support planning Experience of working within an integrated health and social care team Experience of Adults with Incapacity work
Other	Personal Attributes: High commitment to working with people with learning disabilities and their families to improve outcomes for them. Be self directing and able to be flexible. Have commitment to furthering own professional development. Be committed to working in partnership in an integrated service Able to reflect on practice and be open to learning	



Recruitment Profile



reasonable adjustments to allow for your disability. Should it be possible to make such an adjustment in order that you can undertake the travel responsibilities of the post, this will be taken into account in consideration for this role.

HEALTH & SAFETY STATEMENTS

Must take reasonable care for the health and safety of themselves, other employees and anyone else who may be affected by their work activities carried out. Employees shall work in accordance with policies, procedures, information, instructions, and / or training received.

This profile is indicative of the nature and level of responsibility associated with the post. It is not exhaustive and the post holder may be required to undertake such other duties as may be required by the Workforce Planning & Development Manager to meet the needs and responsibilities of the Service and the Council.

Equality – Ensure that all work and outputs comply with and promotes equal opportunities and diversity.

Supervisory or Managerial posts only - Ensure that HR systems are in place for reporting management information and making recommendations for any corrective action necessary.

Equal Opportunities - Scottish Borders Council is committed to improving the diversity of its workforce to better reflect the communities we serve. We welcome applications from all minority groups and individuals who identify with one or more of the protected characteristics as defined by the Equality Act 2010. In particular from candidates who assess themselves as having a disability, under the Disability Confident Employer scheme this guarantees an interview to those individuals who meet the essential criteria of the post. All appointments will be made on merit.

Digital Innovation & Solution Focused Statement

Scottish Borders Council is committed to excellence and continuous improvement through the transformative power of digital solutions reinforcing our commitment to excellence, sustainability, enhancing our work practices and enriching our support to the community. As digital innovation evolves, our organisation is dedicated to integrating these advancements in a manner that aligns with our core values and strategic objectives.

All roles across the Council will actively seek and implement the latest digital solutions and technologies that can improve efficiency, productivity, and the quality of our services. Training will be provided, to ensure staff are proficient in utilising new technologies, fostering a culture of continuous learning and adaptability.

Please note priority will be given to staff on the deployment/redeployment list who meet the essential criteria of the post.

Please note that applicants who have received early retirement/voluntary severance from Scottish Borders Council will not be considered.

TEMPORARY POSTS

If at a later date a temporary post becomes permanent, it will be at the discretion of the Department's management team to confirm the post holder as permanent without readvertising.

PRE EMPLOYMENT CHECKS

Essential

- Confirmation of Right to Work in the UK - **(All posts)**
- Level 1/Level 2/PVG Registration Disclosure Check - **(PVG/Disclosure posts only)**
- References - **(All posts)**
- Confirmation of qualifications required to meet the essential criteria on the person specification - **(All posts)**

Right to Work in the UK - To ensure that you are eligible to work in the UK, we will require the following documentation:

- A Passport showing you are a British/Irish Citizen.

OR

- A British Birth/Adoption Certificate along with an official document containing your name and permanent National Insurance number

For all other nationalities

- Settled status code

OR

- Immigration status document, for further information visit Apply to the EU Settlement Scheme (settled and pre-settled status) - GOV.UK (www.gov.uk)

Please note that a Short Birth Certificate and a Driving Licence are not sufficient to show your entitlement to work in the UK.



Recruitment Profile



OTHER DETAILS

Disclosure/PVG Registration

Under the Rehabilitation of Offenders (Exclusion and Exceptions) (Scotland) Order 2003 to the 1974 Rehabilitation of Offenders Act (ROA) Scottish Borders Council are entitled to ask "exempted questions" that require applicants for certain positions to reveal their full criminal history.

This means that all details of criminal convictions, whether they are spent or not, must be disclosed to help the recruiting manager assess the person's suitability for a position of trust.

Disclosure

These "excepted professions" are set out in the Exceptions Order and include:

- certain professions in areas such as health, pharmacy and the law;
- senior managers in banking and financial services;

PVG Registration

Certain posts are considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. Preferred candidates will be required to join the PVG Scheme or undergo a PVG Scheme update check prior to a formal offer of employment being made by Scottish Borders Council.

PVG/Disclosure Process

After the application is processed you will receive an email with a secure link to view the disclosure. You must share this with us to progress the recruitment process.

Teacher Posts in Catholic Schools

Certain posts are in a denominational school therefore candidates must seek Catholic Church approval when submitting their application for these posts. You should apply for RC Church approval at the same time as submitting your application form. Guidance and the relevant forms can be obtained at www.sces.uk.com/approval.html.

Political Restrictions

Certain posts within Scottish Borders Council will be deemed Politically Restricted. If you are appointed to such a post the Local Government Officers' (Political Restrictions) Regulations 1990 provide that your terms and conditions of employment are deemed to incorporate additional provisions set out in the Schedule to the Regulations, a copy of which can be obtained from HR. Full details of restrictions will be provided in your application pack if you are applying for a Politically Restricted post.

**** From 1 April 2026 a Scottish Local Government Living Wage Rate of £13.52 per hour has been agreed. All employees recruited on a salary/wage less than the SLGLW rate shall receive a payment additional to their salary/wage in order that they are paid at the rate of £13.52 per hour. The additional payment shall count as pensionable earnings and be subject to deduction of tax, national insurance and pension where appropriate.