



**Clackmannanshire
Council**

www.clacks.gov.uk

Comhairle Siorrachd
Chlach Mhanann

Social Worker (Children's Services)

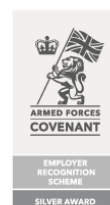
£43,161.29 - £47,924.54



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Recruitment Process and Key Dates

Apply online at www.myjobscotland.gov.uk. Applications should be submitted online using the forms provided through the myjobscotland portal.

CVs will not be considered.

All applications must be received by 11.59pm on the closing date. Late applications will not be considered.

Your application form should contain sufficient information and evidence to demonstrate that you have the skills and experience required for the post.

KEY DATES

We would ask that you note the dates of the recruitment timetable and ensure you are available to meet the scheduled arrangements.

- Closing date: 09/11/2026

You will be notified by email at each stage of the process. Please ensure that you check your junk/spam as sometime emails from my job Scotland go into there.

We will advise all candidates of the outcome of the recruitment process as soon as possible.

If you are the successful candidate:

- (a) You will be asked to submit a completed pre placement health questionnaire so that the necessary medical clearance can be obtained prior to commencement of employment.
- (b) We require **two** references. Your reference will be written to after interview. One must be from your current or most recent employer who may be contacted and can comment on your experience and competence for this post. Please state their position in the company / organisation. It would be helpful if you could advise your referees of these arrangements. Please ensure that the email address is correct for them on the application form before submitting as we contact all references by email, as this may delay the manager confirming a start date with you.
- (c) You may, depending on the type of post, be required to undergo a PVG/Disclosure check prior to a formal offer of employment being made by Clackmannanshire Council. This is now an online form, which you will be emailed a link and you only have 7 days to complete.

If successful, detailed statements of particulars will be provided to you via email once all satisfactory pre-employments have been received.

Job Profile

This job profile sets out the principal responsibilities of the post at the time it was compiled. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Section A

Post Title: Social Worker

Initial Location: Clackmannanshire
Council Buildings

In certain circumstances, during the course of your employment, you may be required to work either on a temporary or established basis at any of the Council's locations, or at other venues as advised, which will be within reasonable travelling distance. Where such a change is proposed this will be managed by a process of consultation.

Reports to post (Title): Team Leader

Service: People

Date last updated:

Date if superseded:

Grading Section

Eval Ref: A4114

Post Number: Q52a1

Grade: 8

Section B

ORGANISATIONAL RELATIONSHIP AND EMPLOYEE RESPONSIBILITY

This section describes the reporting relationships of the job within the immediate organisation and if appropriate has detail of the organisation a tier above and below the job. This also describes and responsibility for employees (if any).

Team Leader
|
Social Worker

Section C

PRINCIPAL PURPOSE AND OBJECTIVES

This section lists the main (headline) responsibilities / accountabilities of the job.

To provide a statutory Social Work Service in accordance with the provisions of relevant legislation and national and local guidelines.

To assume case management responsibilities specific to the Service, carrying out assessment of service users needs and risks, following Service procedures and delivering direct interventions to individuals and small groups as part of a programme of interventions. The role will also involve participating in structured consultation/supervision sessions and representing the Social Work Service in multi-disciplinary forums. This will all be in accordance with Council or hosted stakeholders arrangements, through a Service Level Agreement or Partnership arrangement.

Section D

MAIN DUTIES AND RESPONSIBILITIES

This section provides detail of the main responsibilities / accountabilities. Individual tasks may be included. (Note these are illustrative and are not exhaustive).

Manage/deliver the service outcomes, in the most efficient and effective way, that delivers the Council's Corporate Objectives and Social Service's Business Plan.

Manage an allocated caseload as agreed via the allocation and workload management systems.

In line with relevant national and local procedures and drivers, carrying out the duties and functions in respect of data and information protocols and communications strategies, carrying out enquires and making recommendations where necessary as to whether or not a person requires to be the subject of compulsory protection measures.

Appropriately recording and maintaining all text and digitally recorded information in accordance with appropriate policy and procedures and relevant legislative framework.

Provide advice and guidance to individuals and families, liaising and if necessary advocating on behalf of Service users, with other Council employees/services, as well as external organisations.

Promote and protect the welfare of Service Users/citizens/community, supported by professional advice from senior colleagues.

Prepare and present reports and make recommendations to Hearings, Case Conferences, Courts, Parole Boards or Tribunals as necessary.

To undertake structured risk assessments, where necessary using accredited national risk assessment tools

Authorise payments within Departmental guidelines.

Undertake assessments of need and risk in relation to child protection, carry out investigations and make recommendations related to child protection procedures, responding appropriately to any risks to achievement of the plan.

Undertake direct work with service users and their families/carers as per legislation, drawing up, reviewing and ensuring that the care plans are followed.

Engaging service users and their families/carers in identifying the outcomes written into, and that work is undertaken to ensure that the planned outcomes are achieved.

This outline is indicative of the nature and level of responsibilities associated with this post. It is not exhaustive and the post holder may be required to undertake other appropriate duties and responsibilities commensurate with the grade.

Section E

KNOWLEDGE, SKILLS AND EXPERIENCE

This section details the knowledge and skills including any qualification, specific training or experience required.

Essential:

Criteria	Means of Assessment e.g. Application, Interview, Reference, Certificate
1. Professional qualification in Social Work	Application/certificate
2. Registration with the SSSC either as a Social Worker (with qualification) or Student (working towards and near completion of qualification)	Application/certificate
3. Experience in undertaking risk assessments and comprehensive assessments	Interview
4. Good organisational skills and ability to prioritise competing demands	Interview
5. Ability to work to and meet required timescales in a demanding environment	Interview
6. Ability to work with other colleagues/disciplines in partnership and collaboratively	Application/Interview
7. Good verbal and written communication skills	Application/Interview
8. Computer literate with an ability to record appropriately and produce suitable documents	Application/Interview
9. Ability to apply confidentiality and share information appropriately	Interview
10. Good understanding of the issues which affect service users	Interview
11. Good assessment and report writing skills	Interview
12. Ability to demonstrate a sound professional understanding of current relevant legislation and national policy objectives	Interview
13. Ability to manage conflict appropriately and effectively	Interview
14. Risk management and casework skills	Interview
15. Ability to behave in a consistent and reliable manner, whilst ensuring that	Application/Interview

everyone is treated fairly and with respect.	
16. Team Worker	Application/Interview
17. Ability to travel efficiently and effectively between locations	Interview
18. JIIT/VRI training (essential for Child Protection posts and desirable for other Childcare posts)	Application
19. Gain/maintain PVG Scheme Record/Scheme Record Update	Disclosure Scotland Check

Desirable:

Criteria	Means of Assessment e.g. Application, Interview, Reference, Certificate
1. Relevant PQ awards	Application/ Certificates
2. Relevant post qualifying experience	Application
3. Knowledge and experience of working in local Government	Application
4. Caseload management experience	Application/Interview
5. Experience in delivering group work	Application/Interview
6. Knowledge of mental health issues/substance misuse issues/housing issues	Application/Interview
7. An understanding of national and local drivers	Application/Interview
8. JIIT/VRI training (essential for Child Protection posts and desirable for other Childcare posts)	Application

Section F

WORKING ENVIRONMENT AND PHYSICAL REQUIREMENTS

This section details the predominant physical environment of the job e.g. Indoor/outdoor working, hazardous conditions and any specific physical effort.

You will work in an open-plan office, alongside colleagues.

You will also be required to travel to locations where work is undertaken e.g. client homes/hospitals/care homes/education establishments

Section G

PHYSICAL CO-ORDINATION

This section details the predominant demand for physical skills and co-ordination required to undertake this job. For example: operation of hand tools, keyboard skills, driving and other equipment.

We operate a paperless office therefore computer literacy and computing skills are a requirement.

Section H

MENTAL SKILLS

This section details the level of problem solving, analysis, creativity, forward planning/scheduling required

Ability to gather information and then apply critical analysis, using relevant theories and research to present clear recommendations in reports.

Ability to manage a diary of ever competing demands, ensuring high quality service is delivered to clients they care for, at all times.

Ability to problem solve and think creatively under pressure.

Section I

CONCENTRATION

This section details the work related pressures which may make concentration more difficult and also the responsiveness required of the job holder. For example: Service related deadlines, internal /external deadlines, conflicting demands.

Manage/deliver the service outcomes, in the most efficient and effective way, that delivers the Council's Corporate Objectives and Social Service's Business Plan.

Manage an allocated caseload as agreed via the allocation and workload management systems.

Section J

COMMUNICATIONS SKILLS AND DEALING WITH RELATIONSHIPS

This section notes examples of the individuals or organisations with whom the post holder will come into regular contact and explains the nature of the communication and level of skill required by the post holder. E.g. dealing with complaints, clients etc.

Participate in projects, Working Groups, Team meetings or other forums internal to the Council or the Service and contribute to the preparation of Service business and team development plans, as required.

Ability to work in accordance with Shared Service and Forth Valley protocols.

Internal

Colleagues and other Social Work Services employees
Other Council employees

External

Voluntary and statutory organisations and Partnership agencies
Service Users and Carers
Health Service staff
Staff in other Local Authorities

Section K

PHYSICAL ASSETS, DATA AND FINANCIAL RESOURCES

This section details responsibility for **physical assets**, e.g. vehicles, buildings, stock control/procurement, **data** e.g. computers, record keeping **financial** the direct/indirect responsibilities for financial resources, from handling cash and cheques, through processing invoices and other financial transactions, to accounting for financial resources and budgetary activities.

The post holder will interrogate analysis and verify information in service user files or records. This primarily involves keeping records updated which accurately reflect clients circumstances in accordance with policies and procedures.

The post holder has a responsibility for adhering to financial governance in line with policy and procedures, (e.g. processing financial documents or transactions, including approval for payment, data input/resolution of queries/anomalies, this could include invoices, placement agreements on a regular basis.

Section L

INITIATIVE AND INDEPENDENCE

This section details the problems which the post holder must deal with in the course of normal working, the decisions which the jobholder is able to take, and the extent to which advice and guidance is available (Note, these are illustrative and are not exhaustive).

Provide evidenced assessments of need and risk, drawing on the analysis of all available facts and theoretical based knowledge and research

Contribute to the construction, implementation, monitoring and review of appropriate care/case plans on an interagency basis, working collaboratively with colleagues and professionals in other agencies to achieve the best outcomes for Service users and their carers

Act as designated Lead Professional in assessing and implementing inter-agency plans in line with GIRFEC.

Section M

EQUAL OPPORTUNITIES

Staff are expected to promote equality of opportunity.

As a member of staff you will be expected to uphold and promote the Council's policy commitments to equality and diversity and its legal obligations under the Equality Act as well as ensuring the fair, equitable and non-discriminatory treatment of service users, colleagues and partners.

Section N

HEALTH AND SAFETY

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required to take care of their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and current and appropriate codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and must comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

Section O

CLIMATE CHANGE

The Council agrees that climate change is one of the most serious challenges facing its communities and across the world and understands that meaningful action at international, national and local level is required in order to safeguard our planet for future generations. As a member of staff you are asked to uphold and promote the Council's net zero targets and its statutory requirements to reduce greenhouse gas emissions as part of the Public Bodies Climate Change Duty reporting process.