Dumfries & Galloway COUNCIL

JOB DESCRIPTION

Job Title: Senior Social Worker		**Ref No:**	**JE Ref:** G258(5)
Department: Social Work	**Band:** 12	**Location:** Dumfries and Galloway	
Responsible To:	Locality Manager or equivalent		
Responsible For:	Frontline staff within team		
Job Purpose:	Develop, supervise and manage Social Work staff and paraprofessionals to ensure delivery of high-quality services within the context of legislation, policy, procedures, standards, values and SSSC Codes of Conduct		
Main Responsibilities:	**Leadership** - Lead a team of operational professionals and support staff to deliver on objectives and targets described in the Social Work Business Plan, Operational and Team Plans **People Management** - Direct line management responsibility for operational staff, including allocation, supervision and PDR and ensure that all employees, directly or indirectly managed, are able to grow and develop in a culture that encourages continuous improvement through personal and team planning, in line with the Council's organisational development framework **Financial Management** - Exercise effective budgetary control within your area of responsibility and be responsible for authorising expenditure within agreed limits **Resource Management** - Manage the allocation and sustainability of resources (including vehicles and equipment) within own area of responsibility and seek solutions to ensure more effective use of resources, working with colleagues to effectively resource wider Service initiatives as required **Policy Development** - Contribute to the development and review of Service / Team policies and procedures **Strategic Thinking and Planning** - Contribute to the development of the Social Work Business Plan and lead on the development of your Team's plan, aligning it to the Service operational plan. **Team Working to deliver improvement** - Ensure effective working relationships with work colleagues, partners and stakeholders to ensure performance objectives describe focused outcomes **Operational Management** - Responsible for the effective delivery of the frontline services allocated to the team, ensuring compliance with local strategic priorities and policies. Support the development and implementation of cross agency local partnership working		

Job Activities:	1. Manage Social Work services within remit 2. Use a best practice approach ensure that staff are appropriately supported, supervised and managed 3. Support the development and skills enhancement of staff 4. Ensure that service policy, procedure and standards are adhered to 5. Ensure that legislative requirements are met 6. Keep updated on the latest evidenced based best practice in social work and act as a source of professional advice to staff 7. Assist in the development and co-ordination of learning and development for staff and contribute to team development 8. Be responsible for the Health & Safety of staff as delegated by the line manager 9. Deputise as required for the line manager 10. Chair meetings as required including those with service users, their carers and or families 11. Oversee and manage investigations in respect of service users 12. Act as the Investigating Officer in respect of complaints, disciplinary and grievance procedures 13. Provide professional advice on all aspects of the social work task 14. Undertake specific project-based work as required 15. Lead key areas of development work as requested 16. Attend meetings in a management capacity and represent the social work service position 17. Hold statutory case management responsibility in accordance with service policy and procedure ***The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.***	
Performance Management	• To manage your own performance and any staff you may be responsible for in accordance with the Council's values of Customer First, continuous improvements, openness and honesty, local decision making and team working. • To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities. • To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance. • To manage risk, promote risk awareness and prioritise work in light of the risk analysis. • To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users. • To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities.	
Prepared by:	Senior Operational Manager	**Date:** August 2019

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