Recruitment Profile

Post number	10595
Position title	Social Worker
Grade	Chief Executive SBC
Department	People
Location	West Adult Social Work
Salary/Rate of Pay	Hours: 35 Salary: £45,153.19 - £48,766.68 per annum & Hours: 28 Salary: £36,122.55 - £39,013.35 per annum
Hours of work	35 & 28
Weeks per year	52.1428
Number of staff responsible for	nil
Reports to post number	Assistant Service Manager and 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	Negotiable how 28hr is placed over 5 days - Mondays and Fridays essential Core hours 35 Hours – Monday - Thursday 8.45am-5pm - Fridays 8.45am - 3.45pm
Vacancy number	SBO10571
Closing date	07.12.2026

Role purpose

To undertake statutory Social Work duties for adults and carers including assessment and care management; adult protection work; promoting outcome focused interventions and maximising independence. To work alongside Occupational Therapists, Mental Health Officers and colleagues in other agencies, in particular Health, to carry out these duties.

1. Provide a Social Work service in accordance with relevant legislation and Scottish borders Council policy and procedures.
2. Undertake adult protection work, including the role of Council Officer.
3. Undertake assessments in a range of settings and reviews in conjunction with health staff and others.
4. Be responsible for the care management/planning of individual packages of care.
5. Undertake joint working with other disciplines.
6. Carry a caseload under direct professional supervision in line with Scottish Government guidance.
7. Provide advice, support and guidance to carers.
8. Liaise with other agencies on behalf of clients and carers.
9. Participate in team meetings.
10. Record all work undertaken in accordance with departmental procedures.

11. Accept responsibility for professional development through participation in supervision and training.
12. Promote anti-discriminatory practice and Social Work values in all activities.
13. Promote public understanding of Social Work services and encourage community involvement in the delivery of those services.

Person specification		
Criteria	**Essential**	**Desirable**
Education, qualifications and training	Professional Social Work qualification Registration with the Scottish Social Services Council	Experience of care management and working in a variety of settings. Approved Council Officer status Accreditation as an Appropriate Adult Previous experience as a statutory social worker
Skills, knowledge and competences	Comprehensive knowledge of Community Care and Health legislation with the ability to work within a statutory framework Practical and written skills in assessment, analysis and intervention. Risk assessment and management skills. Ability to present clearly written reports and assessment information Negotiating and networking skills with the ability to work collaboratively with other agencies in support of achieving outcomes Interpersonal and communication skills which promote partnership working with service users, carers, and allied professionals An ability to prioritise and balance a workload and meet deadlines. An ability to build good, trusting relationships with service users, colleagues and other professional staff. An ability to be an effective team member.	An ability to manage computerised recording and information systems
Experience	1 years post qualifying social work experience	Work within statutory social work Previous experience as a Council Officer undertaking Adult Support and Protection work Experience completing social work duty tasks and role
Other	Experience of working within the adult social care sector. Experience of working in a multi disciplinary and multi agency context	Experience of working in a range of community settings

Driving Licence - Where it is an essential requirement for this post to hold a current driving licence. Note: 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.

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.

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.