 **Job Description**

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| **Department** | **CHILDRENS** |
| **Job Title** | **PRINCIPAL SOCIAL WORKER** |
| **Grade** | L |
| **Primary Purpose of Job** | The primary responsibility of a Principal Social Worker (PSW) is to lead on the development of the workforce ensuring high standards of practice within social work teams that support children and families. The PSW will be an integral part of the leadership team, providing guidance and expertise to social workers, as well as being a bridge between frontline workers and senior management. The PSW will be responsible for advocating for best practices, influencing policy, and ensuring that social work practice is responsive to the needs of children and their families. |
| **Reporting To** | Assistant Director |
| **Direct Staffing Reports** | Consultant Social Worker (Frontline)  Quality Assurance Lead  AYSE Learning Lead  Social Work Learning and Development Lead (shared with Adults PSW)  Workforce Development Officer |

**Main Duties**

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| **1**  **2** | To support the senior management team in providing professional leadership across the organisation and partnerships, the PSW is responsible for advising on social work quality, overseeing the quality assurance framework, and using insights to enhance practice and address identified needs through a robust feedback process.  To lead on the recruitment and retention of the social care workforce, with responsibility for routes into Social Work, the ASYE programme, Progression pathway and the training offer to staff. | |
| **3** | To draw on professional experience in influencing strategic decision-making across the organisation, using knowledge and skills to inform the wider functions of the organisation, beyond social work and social care boundaries | |
| **4** | Identify and respond to new initiatives and changes in legislation and government policy, maintaining a high level of professional expertise and utilising professional networks to maintain a sound awareness of relevant law, policy and regional and national developments; ensuring it informs local policy and practice | |
| **5** | To be responsible for ensuring that relevant advice and guidance in the Directorate, Council and from external agencies and organisations is effectively implemented | |
| **6** | To help promote local and national research and evaluation to influence and develop social work evidence informed practice, liaising and developing professional networks locally, regionally and nationally to identify and influence practice improvements | |
| **7** | To help ensure that organisational change and integration takes account of professional social work issues, promoting and taking part in developing the body of social work knowledge and research within and outside of the organisation, working in partnership to ensure that developments reflect the needs of front line practice | |
| **8** | To help promote organisational development, championing the rationale for change and supporting cultural development. To help drive effective partnership and collaborative working both internally and externally, to further improve outcomes for Children and Families in need or at risk | |
| **9** | To provide a robust and supportive challenge to standards of operational practice, to ensure high quality practice, sensitive to the needs of children and families at risk that includes informing them of their rights | |
| **10** | To encourage professional scrutiny, promoting the principles of personalisation and effective risk management, championing research and evidence-informed practice | |
| **11** | To lead on the Social Work Health Check action plans and promote and take an active role within the Quality Assurance Framework | |
| **12** | To facilitate or participate in the development and delivery of training programmes and with others to help ensure that a workforce development strategy is in place within the organisation to ensure that staff are equipped to deliver quality outcomes for people who use services, families and carers | |
| **13** | To carry out all duties with due regard to confidentiality and data protection regulations | |
| **14** | To ensure the social work voice is strong and maintained in an integrated way of working with stakeholders and partners, ensuring all statutory duties are prioritised and implemented across Childrens Social Care | |
| **15** | Represent Bolton in the Greater Manchester and North West PSW networks and link in to the national network and office of the Chief social worker | |
| **16**  **17** | To act as a single point of contact with Social Work England for referrals and enquiries.  Any other duties in line with the post, which may be required from time to time. | |
| **Date Job Description prepared/updated:** | | **November 2024** |
| **Job Description prepared by:** | | **N Litchmore, Interim Assistant Director** |

**Person Specification**

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| **Department** | | | **Childrens** | | | |
| **Job Title** | | | **PRINCIPAL SOCIAL WORKER** | | | |
| **Stage One** | | | Candidates who are care leavers, have a disability, are ex-armed forces or are a carer (see [Carers-Charter-FINAL.pdf (gmhsc.org.uk)](#) are guaranteed an interview if they meet the essential criteria for the role | | | |
| **The Minimum Essential Requirements for the above Post are as Follows:** | | | | | | **Method of Assessment** |
| **1.** | **Skills and Knowledge** | | | | | |
| 1. | Good working knowledge of the Care Act 2014, Human Rights Act, DOLS, Children Act 1989/2004, Working Together, Adoption Act 2005, Care Planning guidance and other relevant legislation | | | | | Application |
| 2. | Extensive experience of working with adults/children ~~i~~n need or at risk of abuse or neglect | | | | | Application |
| 3. | Excellent analytical skills and the ability to use analysis to plan and direct actions | | | | | Interview |
| 4. | Strong leadership skills with demonstrable influencing and negotiation skills and good verbal communication skills | | | | | Interview |
| 5. | Excellent written communication, presentation and report writing skills | | | | | Application |
| 6. | **Competencies** – Please note the council’s corporate competencies, which are essential for all roles, are below in the Core Competencies section | | | | | Interview |
| **2. Experience/Qualifications/Training etc** | | | | | | |
| 1. | | Professional social work qualification and registered with Social Work England | | | Application | |
| 2. | | A minimum of 5 years post qualification practice in a social work and / or social management post | | | Application | |
| **3. Work Related Circumstances** | | | | | | |
| 1. | | All posts require the job holder to undertake mandatory training for the role and to regularly review their developmental needs in conjunction with their line manager. Development of our employees plays a key role in delivering our services | | | Interview | |
| 2. | | The Council has a framework of Values & Behaviours that guide our behaviour and decision making to help achieve our vision. All employees are expected to be mindful of these when undertaking their work. | | | Interview | |
| 3. | | This post is subject to an enhanced disclosure from the Disclosure & Barring Service with check of relevant barred list(s) | | | Interview | |
| 4. | | This post has been designated an essential car user post. You must hold a full, current and valid driving licence and a vehicle with a current valid MOT certificate. You will also need adequate vehicle insurance cover to comply with the council’s requirements, in line with the Travel Costs Reimbursement Policy | | | Interview | |
| 5. | | Posts that are designated as Information Asset Owners will be expected to lead and foster a culture that values, protects and uses information for the public good. They must know what information the asset holds, what enters and leaves it and why, being responsible for maintaining this overview within the Councils Information Asset Register. The IAO will also need to know who has access and why and ensure their use of the asset is monitored and used for service delivery and performance management, understand and address risks to the asset and provide assurance to the SIRO/ DSIRO. Ultimately, the IAO must ensure the asset is fully used for the public good, including responding to access requests, audits and transparency /open data requests. | | | Interview | |
| 6. | | This post is designated as politically restricted. The holder of a politically restricted post is unable to have any active political role either in or outside the workplace. Politically restricted employees will automatically be disqualified from standing for or holding elected office. This means you are not permitted to stand for office as a local councillor or MP. In addition, you are restricted from canvassing on behalf of a political party or a person who is, or seeks to be, a candidate. You are also restricted from speaking to the public at large or publishing any written or artistic work that could give the impression that you are advocating support for a political party. | | | Interview | |
| **STAGE TWO** | | | | Will only be used in the event of a large number of applicants meeting the minimum essential requirements | | |
| **Additional Requirements** | | | | | | **Method of Assessment** |
| **1. Skills and Knowledge** | | | | | | |
| **2. Experience/Qualifications/Training etc** | | | | | | |

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| **Date Person Specification prepared/updated** | **November 2024** |
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**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.

**The values of an organisation are those key principles by which people are expected to work to day to day. They’re our culture and help define what is expected of each and every one of us**.





