

Job Description

DIRECTORATE:	Social Services and Wellbeing
DEPARTMENT:	Children and Family Services
POST:	Principal Officer – Social Work Transformation (Children and Family Services)
GRADE OF POST:	GR15
RESPONSIBLE TO:	Head of Children and Family Services

JOB PURPOSE:

Lead the continued implementation and embedding of the signs of safety practice model for children and family services and the IT system that underpins it.

Lead the ongoing wider implementation of signs of safety with partner agencies. Have lead responsibility and management oversight of policy development and quality improvement. To ensure the voice of children and young people is at the heart of strategy and service development.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Work collaboratively with the Head of Service and senior management team to continue to implement and embed the Signs of safety model of practice and the IT system that underpins it.
- To engage with stakeholders and implement the new model within the agreed timeline.
- Line manage/support the Consultant Social Worker and relevant trainers and any new or emerging service developments, as required as part of the project.
- Take a lead role in the interpretation of Directorate policies and strategies in relation to Childrens and Family Services, ensuring compliance with legislation, guidance, and the signs of safety approach.
- Set targets, priorities and quality standards for Childrens and Family Services that are consistent with the new model, developing methods of performance management, monitoring and evaluation and quality assurance.
- Work with relevant stakeholders including Police, the Health Board, Education, and family support and third sector to ensure effective implementation and joint commissioning/delivery of services where appropriate, in line with the strategic plans for Childrens and Family Services.
- Lead and manage the Directorate's quality assurance and policy functions, ensuring the delivery of the quality assurance framework for social work and regulated social care services. To have responsibility

for ensuring effective quality assurance mechanisms and systems are in place; coordinating the implementation of the audit plan that underpins the framework and annual reports on findings and wider quality assurance activity

- Ensure requisite social care and social work policies are in place, audited and reviewed, to ensure legislation, regulatory and good practice standards are reflected in the social services and wellbeing policies.
- Take a lead role in the development, audit and review of Directorate and Corporate policies, procedures and strategies and new models of practice, including identifying gaps. Interpreting and ensuring compliance legislation, regulations, guidance, and practice standards.
- Lead on the strategic development and operational implementation of the Quality Assurance Framework and support the delivery of the framework across the Directorate. To work with the senior management team and operational staff, to promote understanding and commitment to quality assurance and to drive forward improvements in outcomes for children, young people adults and carers. To produce regular quality assurance analytical reports, and associated action plans to drive service improvement. To provide professional supervision and line management of relevant staff.
- Develop and oversee strong performance monitoring and data quality mechanisms and processes, including audit of performance in line with national standards and performance measures.
- Collaborate effectively with staff across the Authority on corporate and other cross service issues affecting the Council's activities and/or objectives and taking a lead responsibility for Directorate-wide initiatives as required. Provide specialist advice and support, as well as operational direction where necessary.
- Initiate and develop links and partnerships and participating in multi-disciplinary working with other local authorities, regional and national bodies, and other private/public/ third sector organisations necessary to achieve objectives and service improvements included in relevant local, regional, and national strategies. Represent the Directorate on local, regional, and national fora and participate in policy/service developments accordingly.
- To support internal management reviews and systematic embedding of learning following child and adult practice reviews, quality assurance audits and other service reviews.
- To be a part of the senior management team in Childrens and Family Services and to assist in achieving the objectives of the Directorate Plan, Corporate Plan and Directorate Business Plan.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

Criminal Records Check

This post requires a criminal records check through the Disclosure & Barring Service (DBS).

Person Specification

Principal Officer – Social Work Transformation (Children’s Social Care)

The following attributes represent the range of skills, abilities, and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> • Social work qualification together with registration with the Social Care Wales (SCW) or equivalent. • An appropriate management qualification and/or training or an ability to demonstrate competence through experience. • A recognised project management qualification or an ability to demonstrate considerable experience in this field. • Educated to Masters level or equivalent • Evidence of continued professional development. 	<p>Yes</p> <p>Yes</p>	<p>Production of original Qualification Certificates and application form.</p>
Knowledge & Experience	<ul style="list-style-type: none"> • Extensive and considerable post qualifying experience in Social Services or integrated service settings. • Demonstrable experience of change management. • Experience of working in a complex and diverse organisation, including involvement in the development of practice models, plans, and policies. • In-depth and broad knowledge of relevant legislation, statutory functions and national guidance that pertains to the delivery of statutory social services in Wales. 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Interview, application form, and selection process.</p>

Attributes	Requirements	Essential	Method of Evaluation/ Testing
Knowledge & Experience (ctd.)	<ul style="list-style-type: none"> • Experience managing resources in the delivery of social services. • Thorough knowledge of the duties and responsibilities pertaining to assessment of individuals and the commissioning of services to meet needs. • Experience of working effectively with a wide range of statutory, voluntary, and private & public sector organisations / parties. • An awareness and understanding of political structures and sensitivities and the respective roles and responsibilities of members and officers. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Interview, application form, and selection process.</p>
Skills & Personal Qualities	<ul style="list-style-type: none"> • Ability to analyse and identify implications of legislation / policy on professional practice. • Ability to consult persuade and influence others in the delivery of best practice. • Ability to work in a professional manner, represent the authority at a variety of internal and external meetings. • A demonstrable commitment to equalities and anti-discriminatory practice and ability to integrate equality policies into strategy and service delivery. • Commitment to improving services to children and young people as well as their families/carers. • Ability to lead and motivate teams and inspire confidence. • Ability to communicate effectively, presenting complex information and managing conflict across professional and organisational boundaries. • Ability to organise and deliver a diverse range of priorities that is 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Interview, application form, and selection process</p>

Attributes	Requirements	Essential	Method of Evaluation/ Testing
	responsive to the needs of social services.		
Skills & Personal Qualities (ctd.)	<ul style="list-style-type: none"> • Ability to find innovative and creative solutions. • Willingness and ability to express views and opinions in corporate and partnership settings. • Ability to evaluate and action issues of compliments and complaints. • Computer literate with an ability to use Microsoft office and other ICT systems as required. • Numeracy and analytical skills to interpret research and performance data. • Commitment to delivering excellence in customer care. • Ability to be independently mobile within a geographical area. • The ability to communicate through the medium of Welsh. 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form, and selection process

Bridgend County Borough Council

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