

Associate Principal Social Work Officer

Reference No:	A5031		
Service:	Health and Social Care Partnership		
Job Family:	Executive/Senior Manager	Grade:	FC12

Purpose

The Service Manager for Professional and Quality Standards is responsible for the development of effective social work and social care performance and clinical and care governance arrangements in the HSCP. Working across all service areas in the HSCP, the role will be critical to ensure the necessary frameworks are in place to meet the legal duties and functions for social work and social care in an integrated arrangement.

The role will provide strategic and operational guidance to the HSCP in line with national and local legislative and policy drivers to enable a continuous learning and improvement culture. The post will contribute to strategic planning and development in relation to improving HSCP performance.

The role will include operational line management and leadership to teams, including responsibility for both people and budget.

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<p>Policy and Strategy Development:</p> <p>The Service Manager for Professional and Quality Standards is a key member of the Health & Social Care Partnership, sitting within the Professional and Quality Standards area of business and reporting to the Principal Social Work Officer. The post holder will create and deliver new professional frameworks</p>	<p>Educated to SCQF level 9 which includes a Degree or equivalent in a relevant subject / professional area. Post Graduate qualification in associated subject.</p>	<p>✓ ✓</p>	

Role Profile

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<p>developed in response to professional drivers and changing demographics.</p> <p>Development of adult social work and social care strategy, policy, and practice in collaboration with senior operational leadership.</p> <p>Working with operational leaders to monitor and report the impact of policy, strategy and practice developments in services to assure the Director and the IJB of the continuous improvement of the profession.</p>		<p>Relevant qualification and registration in social work.</p> <p>Membership of a relevant professional institute / regulatory body.</p> <p>Manage/Lead on projects and specific areas of professional social work activity to drive quality improvement, change, improve outcomes and performance improvement and innovation.</p> <p>Experience implementing and monitoring policy and strategic initiatives in practice.</p> <p>Experience working at or in a national context to inform, develop and/or implement policy and legislation.</p> <p>An understanding of the key national organisations that support the partnership in delivering on its objectives and functions.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p></p> <p></p> <p></p> <p></p> <p>✓</p> <p>✓</p>
<p>Delegated Responsibilities:</p> <p>Deputising for Principal Social Work Officer at the Senior Leadership Team, IJB, Committees and national forums as required.</p> <p>Linking with national and local organisations to inform and develop local policy in adherence with national standards and best practice (e.g. SWS, COSLA, Care Inspectorate, SSSC, OCSWA and Scottish Government, etc).</p>		<p>Ability to provide a regular and effective service.</p> <p>Project management skills</p> <p>A high degree of skill and ability to interpret, understand, and convey legislation and policy into practice, with a proven track record of collaborative working to achieve this.</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p></p> <p></p> <p></p>

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<p>Undertake delegated functions on behalf of the Principal Social Work Officer in the delivery and implementation of responsibilities for Regulatory Functions, Quality Improvement, Workforce Development and Care Standards.</p> <p>The individual will represent the Council/Partnership, Division or Service at agreed internal / external meetings, producing reports and delivering presentations as required.</p> <p>Delegated accountability for the strategic and operational management of agreed named services including responsibility for the performance, resources and activity reporting directly to the Principal Social Work Officer.</p>		<p>Strong knowledge and practice experience of delivering on the legislative and policy landscape in which social work and social care operate.</p> <p>Experience implementing and monitoring policy and strategic initiatives in practice.</p> <p>Highly organised, with the ability to manage competing priorities and work at pace.</p> <p>Strong Report writing and presentation skills.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p>Transformational Leadership:</p> <p>In partnership with existing professional leadership within portfolios, provide credible transformational leadership, professional advice and guidance to the social work and social care workforce to support the development of quality assurance systems and best practice frameworks which will drive delivery of human rights-based professional adult social work and social care services of the highest possible quality standard in line with legal duties delegated to the Partnership for the profession.</p> <p>Providing leadership and direction to the development of integrated services across organisational and partnership boundaries to facilitate the changes required in line with national strategies and care standards.</p> <p>Identify, monitor and drive forward improvement to enable strategic transformational change across social work and social care to ensure services achieve relevant quality standards.</p>		<p>Analytical approach to problem solving and ability to determine creative and practical solutions.</p> <p>Ability to work collaboratively, with evidence of supporting change at a strategic level in an organisation.</p>	<p>✓</p> <p>✓</p>	

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<p>Working closely with the professional quality standards teams in Nursing and Medicine their teams to deliver on integrated, systems approach to Professional Leadership in Fife Health and Social Care Practice.</p> <p>Ensuring that vision, policy, strategies and priorities are set, delivered, monitored/evaluated and that service levels and service user satisfaction are continually improved.</p> <p>The post holder will manage change in consultation and collaboration with, employees, service users, trades unions and other key stakeholders as required to ensure efficiency and service redesign, minimising disruption to service delivery and risk.</p>				
<p>Standards of Care:</p> <p>Ensuring that delivery plans meet the highest standard of professional practice within the designated portfolio in line with regulation requirements with regard to Care Inspectorate regulated services and workforce as per the SSSC Code of Practice, Professional Guidelines relating to legislation and policy, Health & Social Care Standards and Standards for Education and training.</p> <p>Manage/Lead on projects and specific areas of professional social work activity to drive quality improvement, change, improve outcomes and performance improvement and innovation.</p> <p>Leading on significant pieces of work which will drive a change in practice and the operational delivery of quality of care e.g. care assurance, workforce planning and people and place / locality development.</p>		<p>Significant post registration experience across various service areas within Adult Social Work at leadership level.</p> <p>Post qualification experience working across the lifespan in social work e.g. Transitions, public protection including child protection and MAPPA, social care resources, etc.</p>	<p>✓</p>	<p>✓</p>

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<p>The post holder will lead the design, implementation and delivery of new components of professional practice where gaps are identified. Providing relevant analysis and monitoring reports demonstrating continuous service and workforce development</p> <p>Providing leadership for the implementation and monitoring of social work and social care professional standards to ensure quality assurance and improvement methodology is embedded in practice.</p>				
<p>Evidence Based Practice:</p> <p>Ensuring social work and social care services provided across the diverse range of services managed / hosted within designated portfolio is consistent with local and national evidence -based on policies /legislation and guidance and the organisation’s agreed priorities to improve and / or enhance practice.</p> <p>Maintaining an up-to-date knowledge and understanding of the local and national context in which services are delivered by the HSCP, and the factors that impact the delivery of high quality and safe services.</p> <p>Coordinating and sharing responsibility for the development and delivery of a Professional Social Work Forum to offer operational guidance and support consistent and safe service delivery across the social work and social care workforce in the Partnership.</p> <p>Implementing and assuring that processes of improvement are in place within portfolios to enable risk identification, mitigation or timely escalation of quality or fitness to practice in the workforce.</p>		<p>Experience to motivate colleagues and manage performance.</p> <p>The ability to evidence an understanding the factors contributing to successful implementation of change and transformation.</p> <p>An understanding of how implementation science supports improvement.</p>	<p>✓</p> <p>✓</p>	<p>✓</p>
<p>Learning and Development:</p>				

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<p>In conjunction with Senior Managers, mapping a Learning and Development needs assessment for social work and social care, ensuring that all development needs are identified and prioritised and present compelling reasons for required resources to ensure maintenance of key skills and competencies.</p> <p>Representing professional Social Work and Social Care standards at Workforce Strategy Group, ensuring that delivery plans meet the requirements of professional development planning.</p> <p>Driving forward a supportive culture of learning and with high standards of practice to deliver high performing high, quality service.</p> <p>Promoting and assuring quality practice placements for social work students. Championing research and innovation and audit within the service.</p> <p>Working collaboratively with Universities and Colleges to promote social work and social care as a career of choice, developing innovative approaches to learning, recruitment, apprenticeships, and career pathways.</p> <p>Providing professional leadership and support through team development, coaching, managing attendance and performance as well as fostering knowledge and professional learning.</p>		<p>An understanding of the factors impacting social work and social care workforce planning, both locally and nationally.</p> <p>A high level of skill and ability to utilise IT systems with proficiency in use of Microsoft tools such as Word and Excel to support analysis and presentation of data and detail.</p>	<p>✓</p> <p>✓</p>	
<p>Operational Management:</p> <p>Direct line management of teams and budgets aligned to improvement and quality assurance. This will include multiple</p>		<p>Detailed and up to date knowledge of social work standards, adult safeguarding practice, legislation, research and competency frameworks of social work professionals.</p>	<p>✓</p>	

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<p>services that lead and support quality and performance and practice change including, Alcohol Drugs Partnership Team, Adult Support and Protection Co-ordination Team, Self-Directed Support Team, and others as noted necessary and in line with care governance arrangements.</p> <p>Managing the Health and Safety of staff working within their teams. Preparing and managing budgets and delivering agreed savings and efficiencies, ensuring compliance at all times with the Council's financial regulations.</p> <p>Working as an extension of the operational leadership team to align quality measures with the operational portfolios, to influence and motivate change to affect the highest quality service delivery in social work and social care.</p>		<p>Significant experience in provision of supervision, professional guidance, and coaching, to enable safe and consistent practice to be achieved in line with social work and social care standards.</p> <p>Experience in social work and social care service delivery within a HSCP system, working across professional disciplines, to delivery high quality and safe services.</p>	<p>✓</p> <p>✓</p>	
<p>Service Development:</p> <p>Assisting Clinical Service Managers/Service Managers and relevant groups in the delivery of complex strategic and service development agendas in line with professional standards and legislation/policy.</p> <p>Implementing relevant aspects of the organisational and corporate objectives as they relate to areas of responsibility covered by the post holder.</p> <p>Leading on complex priority areas which contribute to the effective and efficient performance and the organisations priorities.</p> <p>Identifying common themes and cross cutting issues through operational engagement within service areas, highlighting professional standards issues where they arise, and working</p>		<p>Strong Knowledge of Care Governance and evidence of strategically applying this to practice.</p> <p>A sound knowledge of the regulatory framework through which the social work and social care workforce deliver services.</p> <p>Experience in audit, inspection, and the development of improvement agendas from this activity.</p>	<p>✓</p> <p>✓</p> <p>✓</p>	

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with Heads of Service and the workforce to implement improvements.				
<p>Professional Advisor:</p> <p>Providing professional advice, guidance, direction and support to the Head of Service, Clinical Directors, Heads of Nursing and senior service managers in conjunction with existing professional managers. Provide professional advice to operational teams where required and in agreement with the Principal Social Work Officer and operational leaders.</p> <p>Working collaboratively to identify solutions to problems, driving forward changes and supporting and encouraging appropriate innovation to transform models of care within the designated portfolio as well as advise and assure on fitness to practice matters.</p> <p>Provide a link into national developments in relation to professional issues and workforce to inform developments within the Partnership.</p> <p>Liaise with Elected Members as appropriate, to respond to queries, support policy development and improve the customer experience or reputation of the Council/Partnership.</p>		<p>Ability to think strategically demonstrating analytical skills, critical decision making, leading professional development and education.</p> <p>Experience in the provision of social work supervision, mentoring and/or coaching.</p>	<p>✓</p> <p>✓</p>	

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<p>Care Governance:</p> <p>Leading on care governance priority areas that support change improvements in practice designed to meet Statutory duties through legislation in relation to welfare, reducing harm, promoting public protection and assuring quality and safety. This includes advising and overseeing progress of ASP practice, ASP Large Scale Investigations, internal and external audit and inspection activity.</p> <p>Delivering high-quality reports to the wide range of stakeholders as required to provide guidance and assurance, seek support and resource and meet audit requirements.</p> <p>Ensuring compliance with statutory, regulatory and governance requirements, reporting to strategic and other relevant Committees as part of the Council and HSCPs governance framework.</p>		<p>Excellent communication, negotiation and presentation skills. To have strong analytical skills and be able to persuade others through the implementation of change.</p>	<p>✓</p>	
<p>Person Centred and Human Rights Based Practice:</p> <p>Responsible for the development and delivery of effective engagement and the meaningful involvement of service users, their carers and their representatives in planning and shaping the development and direction of social work and social care and to identify areas for improvement that maintain a strong person-centred focus.</p> <p>Supporting improved outcomes for the people of Fife by promoting empowerment, active citizens, human rights, wellbeing, independent living and equity and championing Self Directed Support.</p>		<p>Ability to demonstrate and exemplify positive behaviours and attitudes, acting as a role model to others in developing the current and future workforce. Upholding and demonstrating the values of social work</p>	<p>✓</p>	

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<p>Workforce Planning:</p> <p>Oversee and develop responses to staffing and workforce pressures within social work and social care in line with the Health and Care (Staffing) (Scotland) Act 2019 and common staffing methods when rolled out to social work and social care.</p> <p>Providing assurance that every social work and social care service has a current workforce plan, which drives service improvement and talent management and succession planning and is updated annually in conjunction with the operational management team manager.</p> <p>Leading the reporting to the Workforce Strategy Group on the annual workforce plan to provide assurance to the IJB.</p>		<p>Ability to positively challenge practice and solve complex problems and initiate new ideas sensitively to introduce new ways of working by taking a flexible approach to work planning, open discussion, innovation and by role modelling a positive attitude and culture.</p> <p>Having an understanding of the workforce issues facing social work and social care and the career pathways and routes into the profession.</p>	<p>✓</p>	<p>✓</p>
<p>Collaborative Leadership:</p> <p>A key aspect of this role will be working with senior leaders to influence and support them in achieving the highest quality services delivered by the partnership.</p> <p>Leading with a strong engagement approach and creating positive working relationships and an effective climate of team working. Strengthening partnership working arrangements and collaborative practice with multi-agency colleagues including the 3rd and Independent Sectors.</p> <p>Contributing to the development of the Service as a member of the wider Health & Social Care Partnership management team.</p> <p>Consistently demonstrating leadership and aspiring to quality and excellence in own practice and that of services for whom the post</p>		<p>A proven track record in providing professional social work leadership; defining and setting priorities for social work within a highly complex and changing landscape.</p>	<p>✓</p>	

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holder is responsible. Delivering the values of the organisation through expected behaviours: Care and Compassion, Dignity and Respect, Openness, Honesty and Responsibility, Quality and Teamwork and Kindness.				
<p>Support delivery of strategic objectives: Work in partnership with key stakeholders/partners to deliver the Health & Social Care Partnership's strategic aims.</p> <p>Provide leadership to support a coherent, integrated approach to service developments and redesign to ensure that services meet the needs of people in Fife in line with statutory requirements, within financial and human resource limits, with the clear ambition to achieve national and local strategic objectives.</p> <p>Undertaking responsibility for the supervision and mentoring of social work and social care staff to enable the delivery of strategic priorities through a rights based and relational approach.</p> <p>Ensuring project and policy compliance with legal, regulatory, professional body and social requirements.</p>		<p>Experience of driving change in designated area.</p> <p>Experience managing teams, motivating individuals, and supervising individuals.</p>	<p>✓</p> <p>✓</p>	
<p>Promote adult social work and social care:</p> <p>As a visible leader for the profession the post holder will raise the profile of social work and social care and ensuring their unique role within the Health & Social Care Partnership is understood, valued and accessed by all who require it.</p>		<p>Experience of translating strategy into deliverable plans.</p>	<p>✓</p>	

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<p>The most challenging aspect of this role involves the.....</p> <p>Leading and developing opportunities across systems and agencies to understand the role, context and complexity of the landscape in which social work and social care services operate, with reduced financial capacity and increased service demand, and holding the passion, resilience and balanced approach, toward continual improvement and influence to ensure the legal functions delegated to the social work and social care professions are delivered to the highest quality. An understanding of the nuanced approaches to achieve this, in line with regulation requirements, human rights, and expectation, is key to successful service delivery in this post.</p>		<p>Experience and evidence of the ability to progress continuous improvement whilst navigating the operational context in which social work and social care are operating.</p>	<p>✓</p>	
<p>Localities / communities Integration</p> <p>Actively driving forward locality working by supporting operational leaders to develop effective engagement and relationships with citizens to inform future developments.</p> <p>Promoting the role of social work and social care through localities to strengthen positive experiences for those citizens who may require social work or social care engagement in future.</p> <p>Be an active contributor to the Extended Leadership Team of Fife HSCP and through its Localities, embracing the role of an integrated leader.</p> <p>Representing professional Social Work at locality core groups and linking the Council's People and Place work where appropriate.</p>		<p>Experience of or an understanding of locality working.</p> <p>An understanding of the key legislation and policy drivers that place a duty on the Partnership to integrate health and social care.</p>	<p>✓</p> <p>✓</p>	
<p>Undertaking all other duties as required for the role. Duties will be in line with the grade.</p>				

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Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:				
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	
Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none"> Skills Framework (if applicable) How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>