

## JOB DESCRIPTION AND PARTICULARS OF APPOINTMENT

- Job Title: Lead Practitioner/Senior - Integrated Community Services
- Post Number: P12434, P22501 and P24693
- Grade and SCP: 12 SCP 34 – 38 £42,403 - £46,464
- Directorate: Corporate

### **Where your role fits at Shropshire Council**

As Shropshire Council we are rightly proud of our achievements and we have proven to be a resilient local authority in our response to the many challenges we overcome, particularly over recent years. We will be continuing this momentum with ambition and a focus on delivering our four key priorities outlined within the Shropshire Plan: Healthy People, Healthy Environment, Health Economy, and Healthy Organisation.

We are committed to achieving this by aligning everything we do to our vision 'Shropshire - living the best life'; to tell everyone that Shropshire Council is a great place to be.

We will enable a skilled, happy, healthy, diverse, inclusive, empowered, and proud workforce that influences and leads change, addressing any inequalities.

As a member of the Integrated Community Services within Adult Social Care, you will support the achievement of these key priorities, making a real difference to the lives of people in Shropshire.

The service is responsible for a range of services based on the over-riding principle that older people, people with a physical disability and adults with learning disabilities are entitled to the same dignity and respect and to the same quality and range of services that are available to others. The overarching aim of the service is to prevent unnecessary admission to hospital and to facilitate safe discharges from hospital.

### **Overview of your role**

The post holder is directly accountable to the Team Manager and will:

- Manage day to day practice lead for the hospital avoidance and discharge agenda.
- Drive the operational implementation of national and local strategic objective of hospital avoidance, discharge and reablement.



- Responsibility for the maintenance of hospital avoidance and discharge systems which demonstrate adherence to legislative, national, and corporate requirements, performance, and finance.
- Accountable for maintaining an effective operating model in delivering hospital avoidance and discharge service to vulnerable adults.
- Drive the work of hospital avoidance and discharge through multi agency partnerships and liaising with Senior Managers as required.
- Implement and review information systems for the planning, commissioning, and monitoring the activities of hospital avoidance and discharge service for vulnerable adults.

### **Summary of role**

- To have knowledge and understanding of relevant legislative and regulatory framework and Government initiatives relating to your service area, including safeguarding, and the needs of vulnerable adults.
- To have knowledge of the principles and responsibility of information sharing and data protection in line with legislation.
- To be responsible for the day-to-day management of a service area, including practice, standards, quality and performance.
- To undertake specific duties and responsibilities determined by the line manager and senior managers to enable the team to achieve its goals and objectives.
- To work with the line manager to ensure day to day functioning of the team in operational matters.
- Proactively promote partnership working and integration within and outside of the council.
- To have staff supervisory responsibility.
- To have designated budgetary/budget monitoring responsibility.

### **Who will your manager be and what will you be responsible for?**

You will be:



Supervisory responsibility for staff who are registered / not registered with Social Work England.

To work with staff to support vulnerable adults and carers, helping them to achieve ambitions, take control over their lives, building relationships and networks that maintain their independence.

Day to day management responsibility for operational activities within and across service area

Actively encourage, motivate and support the development of front-line staff with the objective of building a high performing team.

Support change and support practice development with team members

Undertake HR related matters including, but not limited to recruitment and selection of staff, Management of Absence, Disciplinary, Capability and Grievance issues.

Maintain emotional resilience in working with challenging behaviors and attitudes.

Responsible for preparing responses in line with Shropshire Council's corporate processes and national/regulatory/statutory processes (e.g., complaints, MP enquiries, Information Governance requests, customer enquiries, media enquiries, HR staff investigations etc). These responses should be in line with the quality and timescale expectations set out within Shropshire Council's published procedures and/or case allocation emails and discussions.

Responsible for completing within expected timescales all mandatory corporate and role specific training. Training requirements will be detailed in your corporate induction and Personal Development Plan (PDP). Courses are accessed via the council Learning Management System via the Intranet.

### **What will you be doing?**

- To participate in the development of services with partner agencies.
- Recognise and respond to the need for change and actively encourage and support new approaches to service delivery.
- Ensure effective communication and consultation with partners, carers, Service Users, and other stakeholders.



- Promote partnership working and integration within and outside of the council.
- The post holder will be expected to adopt a flexible attitude to the duties of the post. These may be varied after discussion between the post holder and management team to take account of the changing needs and development of the Service areas.

The above duties are an illustrative outline and are not an exhaustive list. You will be expected to become involved in a range of work to enable the service to respond effectively to the changing requirements of the Council and changes affecting the workforce.

### **What we expect of you**

You will:

- adopt a customer focused approach when delivering your service, ensuring engagement with service users and maintenance of an appropriate personal profile,
- act as an advocate for your service and work collaboratively with colleagues across the whole Council to meet the needs of the people of Shropshire,
- meet individual, service and personal development targets agreed through the Personal Development Review Process, learn from experience and are committed to continuous improvement individually and as an employee of the Council,
- work with colleagues to meet your team's key performance indicators, support a culture of team working and ensure the team functions successfully in support of the Council's corporate and service objectives.

meet the behaviours and competencies adopted by the Council in the way in which they achieve their objectives and carry out their work.

### **What are your conditions of Service**

The conditions of service are those laid down by Shropshire Council, which have been adopted and amended as necessary from those laid down by the National Joint Council for Local Government Services.

Your post is subject to the following:

- The post is Permanent for 37 hours per week,
- Normal office hours are 7am – 7pm Monday - Friday and 9am – 1pm Saturday with a minimum lunch break of 30 minutes. Occasional evening work may be required,



- The post is subject to the Council's annualised hours scheme as implemented within the specific work area.

This post carries eligibility to join the Local Government Pension Scheme. Information about this will be sent with any formal offer of appointment.

Annual leave entitlement is a pro rata flat rate scheme of 207 hours (28 days) annual leave plus bank holidays, with five days extra awarded to those staff with five years local government service giving an entitlement of 244 hours (33 days). Two days of an employee's allowance (pro rata for part time staff) must be taken at Christmas for any potential Christmas closures. Employees who work in a building/service which is required to open over the Christmas period, the two days leave (pro rata) can be carried over into your next leave year but must be used by the end of March.

The appointment is subject to two months' notice in writing on either side.

The appointment is subject to six months' satisfactory probationary service during which time the notice period will be one week on either side.

Smoking is not allowed in Council buildings, in Council vehicles or in any Council place of work.

It is a condition of your appointment that you provide a suitable vehicle for the performance of your duties and that this is readily available for use during normal working hours. You are entitled to claim for reimbursement of the costs of travel on council business at the rate of 45 pence per mile.

### **What pre-employment checks will we undertake?**

The appointment is subject to receipt of the following pre-employment checks;

1. Satisfactory employment references,
2. Medical report,
3. Evidence of the qualifications required for the post/listed on your application form,

#### ***DBS -***

This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an **Enhanced Disclosure** from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or warnings as well as convictions and non-conviction information. Once appointed, the successful applicant(s) will also be required to apply for an Enhanced Disclosure at pre-determined intervals during the course of their employment whilst in this post.

Supplying false information or failing to disclose relevant information could be grounds for refusal and could amount to a criminal offence.



