

Personnel Specification

HR66
April 2017
ILO



Job Title	Social Worker – Band G			Service Area	Various
JE Reference No:		Grade	G	Team	Various
Completed By				Date of Issue	November 2018

The Personnel Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Personnel Specification is intended to give prospective candidates a better understanding of the position's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates and in determining an applicant's suitability for employment, whilst giving due consideration to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010.

	Essential	N/A	How identified
1. Qualifications			
<p>What does the job require in the way of:-</p> <p>Level of formal qualifications required to carry out the job. Describe these by level of attainment and by subject matter where appropriate, e.g. Degree, HNC, Professional Qualifications, GCSE's, CIPFA etc. (Consider carefully whether these are absolutely necessary).</p>	Social Work Qualification	<input type="checkbox"/>	Formal possession of an appropriate qualification to be verified at interview or from records.
2. Experience			
<p>What does the job require in the way of:-</p> <p>Specific related job experience and in what type of working environment. What kind of life experience could supplement or replace this? Which is more important to the success of the job?</p>	<p>At least 2 years post qualifying experience of working as a social worker in a Children & Families setting.</p> <p>Experience of court work.</p> <p>Experience of being a lead officer for Section 47 work.</p>	<input type="checkbox"/>	Past employment activity record. Performance in related selection methods, e.g. presentation, group discussion.
3. Training			
<p>What does the job require in the way of:-</p> <p>Specific and/or specialist training in order to do the job, e.g. training in recruitment and selection, supervisory, management, inter-personal skills. Apprenticeship in a recognised trade. Practical training in the use of specific equipment, word processing etc.</p>	<p>Willingness to undertake necessary training.</p> <p>Commitment to own professional development.</p>	<input type="checkbox"/>	Past training history from application form and records. Selection process by demonstration of ability to display knowledge and skills at the interview.

4. Special Knowledge			
<p>What special knowledge is required in order to perform the job properly, e.g. a knowledge of employment legislation, accounting, financial planning regulations, languages, computer systems, local area etc?</p>	<p>Sound knowledge of legislation, guidance etc, within chosen service area.</p> <p>A sound knowledge of child development.</p> <p>A sound understanding of the key elements of the Children Act 1989 and specific elements of that Act or other legislation in relation to the specific area of specialism.</p> <p>A sound knowledge of the Trust's LSCB child protection procedures.</p> <p>An ability to recognise signs and symptoms of abuse and take the necessary safeguarding action.</p> <p>Knowledge of the Trust's key responsibilities for Looked after Children.</p> <p>Knowledge of EC.</p> <p>Qualifications held and demonstration of knowledge at interview.</p>	<input type="checkbox"/>	<p>Qualifications held and demonstration of knowledge at interview.</p>
5. Circumstances (personal)			
<p>What kind of personal circumstances are required to do the job properly?</p> <p>The ability to work shifts, weekends etc. The willingness and ability to travel and stay away from home. Willingness to live-in if the job requires. Ability to drive, car ownership.</p>	<p>Ability to work flexibly and outside core working hours.</p>	<input type="checkbox"/>	<p>Ensuring candidates are aware of these requirements from the job description. Interview questions and application details.</p>
6. Disposition			
<p>How far does the job require:-</p> <p>Being steady, dependable, persevering, persistent, even tenacious, being difficult to distract or discourage. Getting on well with others, working readily with others, co-operating, and influencing others. Depending on oneself rather than others, relying on own resources, accepting responsibility, leadership qualities, ability to motivate others. Ability to cope with monotony, neatness, accuracy of work, attention to detail.</p>	<p>Clear decision maker.</p> <p>Good team worker.</p> <p>Able to recognise and challenge discriminatory and oppressive practices.</p>	<input type="checkbox"/>	<p>Performance in related selection process, e.g. exercises, group discussion, problem-solving, questions etc.</p>

7. Practical and Intellectual Skills			
<p>What practical and intellectual skills are required for performing the job effectively? Does the person need to be a practically orientated person; should they be able to make decisions, should they be able to understand information derived from complex reports? What degree of manual dexterity is needed? Does the applicant need to be mechanically minded?</p>	<p>Able to prioritise.</p> <p>Ability to analyse information and make informed decisions.</p> <p>Ability to disseminate information to staff, other professionals and members of the public.</p> <p>Ability to work under pressure and balance conflicting demands.</p> <p>Ability to communicate in a range of different ways which are appropriate to the service user and circumstances.</p> <p>Ability to consider complex and contrasting information and draw their own assessments or conclusions and, using their knowledge and experience, present them in an articulate format weighing the evidence from each source.</p> <p>An ability to focus on the needs of the child and place the child at the centre of whatever we do.</p>	<input type="checkbox"/>	<p>Performance in related selection process.</p>
8. Legal Requirements			
<p>Are there any limitations or requirements imposed by statute that candidates must comply with, e.g. special qualifications, minimum age range etc.? Are there any "Genuine Occupational Qualifications" as defined in legislation which apply to this post?</p>	<p>Disclosure and barring service check Social Work England professional registration.</p>	<input type="checkbox"/>	<p>Application form and interview questioning and references.</p>

THE REMAINING SECTIONS ARE TO BE COMPLETED BY MANAGERS AND ARE FOR THE APPLICANT'S INFORMATION ONLY.

9. Background Checks

Please ✓ required check(s) referring to Section 9 of [Guidance on completing individual sections of the Personnel Specification](#)

The post is subject to the following Background Check(s) which will be undertaken, where applicable, following a conditional offer of appointment.	a) Enhanced DBS with Children's and Adults Barring List Check	<input type="checkbox"/>	Only one or none of these checks (a – f) may be applicable.
	b) Enhanced DBS with Adults Barring List Check	<input type="checkbox"/>	
	c) Enhanced DBS with Children's Barring List Check	<input checked="" type="checkbox"/>	
	d) Enhanced DBS Check	<input type="checkbox"/>	
	e) Standard DBS Check	<input type="checkbox"/>	
	f) Basic Disclosure Check	<input type="checkbox"/>	
	Police Vetting Check	<input type="checkbox"/>	This check may also be required in addition to one from (a-f) above
	No Check Required	<input type="checkbox"/>	

10. Main Physical Activities/ Requirements of the Post.

Please ✓ if activity requires to be undertaken.

The Council will make reasonable adjustments that are necessary for the successful candidate to undertake any of these activities

Lifting / manual handling / client handling	<input type="checkbox"/>	Prolonged standing or sitting	<input type="checkbox"/>
Working at heights	<input type="checkbox"/>	Prolonged working with vibrating tools / machinery	<input type="checkbox"/>
Working in confined spaces	<input type="checkbox"/>	Bending / Squatting / Kneeling	<input type="checkbox"/>
Working outdoors	<input type="checkbox"/>	Manual cleaning /domestic duties	<input type="checkbox"/>
Agricultural / gardening work	<input type="checkbox"/>	Food Handling	<input type="checkbox"/>
Work requiring respirators or masks	<input type="checkbox"/>	Rotating shift work or night work	<input type="checkbox"/>
Work requiring hearing protection	<input type="checkbox"/>	Driving Duties HGV / LGV/ Minibus / Passenger carrying	<input type="checkbox"/>
Work with skin irritants / allergens / respiratory irritants/fine particles	<input type="checkbox"/>	Any other driving duties	<input type="checkbox"/>
Significant use of computers	<input checked="" type="checkbox"/>	Using restraint	<input type="checkbox"/>
Working with children or vulnerable adults	<input type="checkbox"/>	High mental stress content	<input checked="" type="checkbox"/>
Permanent night work	<input type="checkbox"/>	Physical / sport / leisure duties	<input type="checkbox"/>
Lone working	<input type="checkbox"/>	Regular walking on uneven ground	<input type="checkbox"/>
Working with challenging behaviours	<input type="checkbox"/>		
Other main physical activities not listed above			

11. Language Requirements

Is this post covered by part 7 of the Immigration Act (2016), and therefore, the ability to speak fluent and spoken English is an essential requirement for this role? For example:

- The employee will work in a customer-facing role.
- The employee is required to speak to members of the public in English and this forms a regular and intrinsic part of the role.
- The employee requires a command of spoken English, to enable the effective performance of the role.

Yes

No

12. Sickness Absence and Disability	Criteria	How Identified
<p>What does the job require in the way of a satisfactory sickness absence record?</p> <p>This criteria has been included on this specification for the candidate's information only.</p>	<p>Candidates should have less than 3 absences in the last 6 months or not more than 6 days absence over the 6 months period prior to the closing date of the post. Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Due regard will be made to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010.</p>	<p>This Information will be only obtained from the successful candidate after conditional offer of employment has been made.</p>

Job Description

Job Title: Social Worker – Band G		Service area: Sandwell Children's Trust	
Post No.	Grade: G	Team	Location: Various
Responsible to: Team Manager	Contacts: Clients, Relatives and Carers, Social Inclusion Staff and Staff of Partnership Agencies	Persons responsible for: <i>(May be presented in the form of an organisation chart)</i> Attach separate sheet	
Working hours: 37 per week as necessary. Some unsocial hours may be required.		Special conditions Approver: None/I-procurement Order and Receipt/I-procurement Order and Approve	
		Conditions of Service NJC	

This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet changing circumstances.

Job Summary:

Assess the needs of children, young people and their families/carers.
To co-ordinate services that enable the best outcomes for children, young people and their families/carers.
Ensure the appropriate use of resources.
To assist in the overall provision of social work services by being responsible for a full and complex caseload.

Your current duties and responsibilities are:-

1. As an experienced social worker, you are expected to:
 - Be working towards the level of ability where you can operate self sufficiently (within normal arrangements for management accountability) in the application of relevant legislation, policy, procedures and social work theory.
 - Manage a more complex caseload.
2. Promote anti-oppressive practice and challenge discrimination and racism in all areas of social work.
3. Undertake a range of assessments with children, young people and their families/carers.
4. Empower children, young people and their families/carers by listening to their views.
5. Direct the work of the non-social work qualified staff who are carrying out tasks for service users on your caseload.
6. Plan the services required to meet the needs of children, young people and their families/carers and ensure action is taken to implement plans.
7. Advocate for children.
8. Make best use of available resources when responding to the needs of children, young people and their families/carers.
9. Provide written reports in a variety of different formats as required by receiver of the court. For example:
 - Court Records
 - Case Conference Reports
 - Assessment
10. Carry out tasks to fulfil the statutory requirements of children & young people receiving services.
11. Attend a range of meetings regarding children or young people to:
 - Update and exchange information
 - Make decisions
 - Review progress.
12. Present written and verbal evidence in court.

13. Maintain records in accordance with the Trust's guidelines.
14. Communicate within the Division and across other disciplines and agencies to enable best outcomes for children and families/carers.
15. Contribute to the developments in Division by:
 - Providing feedback
 - Participating in workshops
 - Responding to requests for information.
16. Participate in the supervision process in accordance with Trust guidelines.
17. Adhere to the policies and procedures of the Trust.
18. To ensure the Trust's and Department's Procedures and Policy on Violence in the Workplace are complied with.
19. To ensure any other relevant Departmental procedures are adhered to.
20. To actively participate in the Trust's and Services Customer Care and Quality Policies and Procedures.
21. To comply with Social Work England's Code of Practice for social care workers.
22. It is your responsibility to carry out your duties in line with the Trust's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and also the Equalities Act 2010.
23. Such other duties as may be appropriate to achieve the objectives of the post to assist the Thematic Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
24. The post holder must at all times carry out his/her responsibilities with due regard to the Trust's policy, organisation and arrangements for Health and Safety at Work.