

Medway Council Job Profile

Job Description

Job title	[Practice Development Manager]
Directorate	[PEOPLE : Children and Adults]
Division	[Adult Social Care]
Range	SW4
Reports to	[Principal Social Worker]

Main purpose of the job:

[Provide support and effective challenge through Quality Assurance, audits, highlighting areas of good practice and ensuring areas of improvement are addressed effectively through learning.

To be an active change agent in driving improvements in the standards of practice, promoting and delivering Medway's ASC vision alongside the Care Quality Commission's commitment: to ensure health and care services provide people with safe, effective, compassionate, high-quality care and to encourage those services to improve.

To be a source of expert advice on all aspects of practice for Adults, Carers and families.

To lead on a specialist area and be an expert practitioner with recognised impact, status and authority.

To actively engage the voice of practitioners, Adults, Carers, and families.

To adhere to and uphold professional standards set out by Medway Council, Social Work Post-Qualifying Standards, Professional Capability Framework and Social Work England.]

Liaise with stakeholders in a way that promotes the [One Medway Council Plan](#) and embeds our [values and behaviours](#).

Accountabilities and outcomes:

[Support the research, design, and delivery of high-quality practice across all of Adults Services and the wider system.

Promote and support professional development, through implementing training/learning opportunities, embedding strengths-based practice and maximising individuals' autonomy to promote independence and healthier lives.

Promote and support the individual development and career progression of students and practitioners in order to develop their knowledge, skills, values and practice.

Lead on the recruitment, retention, induction, workshops and observations providing feedback for critical reflection and learning for individuals.

Contribute to a comprehensive quality assurance framework across the service, by undertaking a range of auditing activity, analysing, and distributing findings and working with senior managers to consider learning from audits to improve practice.

Actively engage the voice of practitioners, adults, carers, and families ensuring individuals experiences and outcomes are tailored, minimising inequalities, and promoting equality.

Understand the potential and actual inequalities in care and support outcomes, working in collaboration with adult social care, partner agencies, communities, and the wider systems to co-produce actions to reduce inequalities and ensure a diverse and flexible joined up approach is embedded within practice.

Contribute to the effective formulation, monitoring, and review of policies across Adult Social Care in order to integrate any changes as required.

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

As a corporate parent, all council employees are responsible for ensuring the well-being and positive outcomes of Medway's care-experienced children and young people.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Development Framework.

Work in accordance with the Equality Act 2010 and the Public Sector Equality Duty to eliminate unlawful discrimination, harassment and victimisation. Promoting equality of opportunity, fostering good relations and improving the quality of life and opportunities for everyone living and working in Medway.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Medway Council is a Category One responder in relation to the Civil Contingencies Act (2004) and as a result all staff working for the Authority may be asked to carry out Category One response duties or stand into the role of another member of staff who is responding to a Major Civil Incident.

Organisation:

This role reports to the Principal Social Worker.

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

Working Style:

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.

Person specification

Qualifications

- A recognised Social Work (SWE) or Occupational Therapy qualification.
 - Registration with Social Work England (SWE) or Health and Care Professions Council (HCPC) depending on role.
 - Practice educator, Best Interest Assessor or Approved Mental Health Professional qualification or equivalent.
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Knowledge

- Ability to demonstrate advanced theoretical, practical and procedural knowledge across a specialist area together with detailed knowledge of the associated organisational policies, practices and procedures.
 - Knowledge and experience in the application of relevant legislation, statutory guidance, standards and procedures relating to Adult Social Care.
 - Extensive knowledge and experience in the application of relevant theoretical frameworks, practice models, research finding and the application of psychological and human development theories.
 - Demonstrable knowledge of the skills and abilities required to facilitate the learning of students and support newly qualified social workers in practice.
 - An understanding of the financial regulations and budget position for Adult Social Care.
 - An understanding of the Council's Performance Appraisal process.
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Experience

- A minimum of 4 years post qualifying experience.
 - Experience of supervising social care staff, including NQSW, Assessors, Students, and Practice Educators.
 - Experience of coaching and/or mentoring Social Workers at an advanced level.
 - Experience, knowledge and understanding of working alongside partner agencies including the HEI's in education.
 - Experience of working within National Policies and developments relating to Adult Social Care, policy areas and the impact on vulnerable adults and their family/carers
 - Experience in delivering and implementing training.
 - Experience in supporting students, Practice Educators and assessors in upholding regulator standards within the profession and ability to raise concerns of practice.
 - Experience of supporting others in managing recruitment and retention.
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Skills

Essential

- Ability to demonstrate advanced theoretical, practical and procedural knowledge across a specialist area plus detailed knowledge of the associated organisational policies, practices and procedures or an equivalent level of organisational, procedural and policy knowledge. Can evidence extended previous formal training, to graduate or professional qualification level, or equivalent, plus experience in relevant areas of work.
- Demonstrate sound professional judgments and be accountable for their actions.
- Ability to complete and support others to complete a range of complex tasks such as report writing, presentations, detailed assessments, and calculations, including budgetary control and management.
- Demonstrate the ability to apply and effectively use theoretical frameworks and research evidence.

- Demonstrate the ability to apply statutory requirements and guidance, local procedures, and standards as they apply to vulnerable adults and their families and carers.
- Demonstrate effective assessment and management of risk.
- Demonstrable ability to analyse very varied and highly complex information or situations and to produce solutions or strategies when the plan takes longer than a year to formulate.
- Demonstrates highly developed communications skills to confidently present complex/sensitive information in an understandable way, adapting the style to a range of audiences.
- Demonstrable ability to have a high direct impact on the well-being of individuals or groups of people through:
 - (i) Undertaking an assessment of needs and implementation of appropriate programmes of care or welfare for those who are reliant on the jobholder,
 - (ii) the requirement to enforcing regulations which have a high direct impact on the health, safety, and well-being of people,
 - (iii) having a shared responsibility for the development of policy or procedure which will have a significant impact on the operation of the service or department.
- Demonstrable ability to use leadership and coaching skills to improve performance and share best practice.