

Northumberland County Council
JOB DESCRIPTION

Post Title: Advanced Practitioner	Director/Service/Sector : Adult Social Care Assessment & Safeguarding		Office Use
Band: 9	Workplace: Social Work Locality Team Office		JE ref: 4540
Responsible to: Team Manager	Date: Updated April 2025		
Job Purpose: To act as a specialist assessor in a range of circumstances, but particularly with clients who are ‘hard to engage’. This will require exemplary practice in situations of high complexity within the area of adult social work. , You will need to exercise a degree of autonomy. Regular supervision will be in accordance with the departmental supervision policy. If required, to provide direct supervision to staff as directed by the Team Manager. To coach/mentor less experienced team members. To work within relevant current legislation and the procedural frameworks of Northumberland County Council. To work collaboratively with service users and their families to assess their needs and plan and deliver services in accordance with the social work locality team’s service area. Post holders will be required to act as a Practice Educator and be expected to supervise student placements. If required, to chair multi-agency risk assessment management meetings			
Resources	Staff	If required, to provide informal supervision, lead on group supervision and workshops as directed by the Team Manager. To coach/mentor less experienced team members through checking of work and where appropriate, on-the-job training.	
	Finance	To support the Team Manager with the management devolved budgets.	
	Physical	Day to day updating and maintenance of complex, sensitive and confidential data, including electronic client data systems.	
	Clients	Substantial contact with those adults who are most vulnerable and families and carers. Lone Working.	
Duties and key result areas:			
<div>1. To work with the Team Manager in ensuring that adequate safeguarding arrangements are in place to promote the welfare , health and support of adults</div> <div>2. Within the teams use their extensive knowledge and expertise to provide coaching and mentoring to a group of identified social work staff, including experienced social workers and newly qualified social workers and social work support staff. To ensure that the requirements of the Newly Qualified Social Work Programme are maintained. To ensure that services to adults are provided in accordance with statutory requirements and Northumberland County Council (NCC) policies and procedures. This needs to be carried out in accordance with agreed priorities and ensure there is a consistent application of thresholds for adults at risk, including those most vulnerable adults with complex needs in need of care and support.</div> <div>3. To act as specialist assessor in a range of complex situations., dealing with those most vulnerable adults in need of social work intervention. . Within the specialist assessor role, there will be a particular emphasis in working with those clients who are ‘hard to engage’ and living in high risk situations. Having oversight of cases where escalation for support is required after applying Section 11, Care Act 2014 , You will be working within the framework of The Care Act 2014 and Northumberland County Councils agreed standards and priorities. You will be critically evaluating and effectively managing risk in complex cases, recognising how bias and evidence influence risk management. Also to include preparing assessments and reports for the court and , attending Courts as a witness for the County Council and presenting written and verbal evidence in Courts..</div> <div>4. To participate in the duty system taking a lead with less experienced workers to manage crisis situations. To set the highest standards of practice and intervention, role modelling to other social workers.</div>			

5. To attend multi agency meetings, including best interest and safeguarding adult meetings to present reports and assessments for those adults deemed to be at risk of significant harm.
6. To chair (in the absence of the team manager) multi-agency team meetings to support other staff within the teams., making recommendations for actions and interventions to safeguard adults
7. Contribute to the support and development of the team and promote effective multi agency service delivery with partner agencies.
8. To work in conjunction with the Team Manager in utilising the skills within the team to develop and implement programmes of activity, prevention and early intervention in order to support adults and families in the community. This will entail fostering effective links with those early intervention agencies within the community
9. When required provide informal supervision to members of the social work team and develop a professional skills base through the provision of training and development as appropriate. To act as a mentor for newly appointed staff within the social work teams as well as providing group supervision and workshops to develop staff's knowledge.
10. In conjunction with the Team Manager to implement and maintain agency records in line with legal obligations.
11. To ensure the team work towards achieving key service delivery objectives within the planning processes. In addition, develop and implement systems to ensure satisfactory team performance against key performance indicators/meaningful measures.
12. Ensure that the objectives set out in the Adult's Continuous Improvement Plan are reflected in the Team Work Plan. That these identified objectives are implemented within the team and that service delivery at a local level is aligned with Health and Voluntary Sector Partners.
13. To work with Senior and Team Managers to support the work in setting up robust systems and processes to ensure the Teams interface effectively with other professional groups and facilitate staff work within other teams to promote and deliver effective multi agency services.
14. To , assist the Team Manager in ensuring that specific areas of service delivery are developed and delivered to meet the needs of adults and families.
15. To ensure the maintenance of record keeping in accordance with statutory requirements and Council policy and procedures.
16. To participate with the Team Manager in the recruitment, selection, training and development of staff in accordance with the Council's recruitment and selection policies and procedures.
17. To deputise for the Team Manager at meetings, as appropriate.
18. Any other duties consistent with the, level and grade of the post.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Physical requirements:	Need to visit (adults and young people) and their families and attend a range of other
Transport requirements	meetings pertaining to the needs of adults throughout Northumberland.

Northumberland County Council
PERSON SPECIFICATION

Post Title: Advanced Practitioner		Director/Service/Sector:	Ref:
Essential		Desirable	Assess by
Knowledge and Qualifications			
<p>A professional qualification relevant to work with adults e.g. Degree, DipSW, CQSW, CSS.</p> <p>Valid Social work England registration</p> <p>Extensive knowledge of adult social work interventions and issues around working with adults</p> <p>Up to date understanding of the key issues and relevant theoretical background facing professional adult social workers,</p> <p>Completion of or working towards the Practice Educator Award (Stage 2)</p> <p>Completion of or working towards the Best Interest Assessor (BIA) Award</p>		<p>n</p> <p>Evidence of learning through CPD and/or post graduate study, and the application to practice and/or staff supervision/mentoring that meet SWE standards</p>	
Experience			
<p>Significant post qualified experience in working with adults and their families. Including experience of working with Safeguarding Policies and Procedures.</p> <p>Experience of working within a multi agency setting.</p> <p>Significant Experience of decision making.</p>		<p>Experience of supervising staff or students.</p> <p>Experience of strength based practice</p>	
Skills and competencies			
<p>Well developed interpersonal skills with the ability to communicate effectively with a variety of people through a variety of mediums.</p> <p>Experience of working with complex individuals, some of whom may be subject to safeguarding adult procedures</p> <p>Ability to manage conflict and change.</p> <p>Proven ability to transfer knowledge and skills to colleagues through coaching, mentoring and co-working by:</p> <p>Establishing a professional network that promotes learning and practice development for self and others.</p> <p>To provide critical reflection and challenge in supporting the development of social workers.</p> <p>Highly developed negotiating and organisational skills to communicate complex information to a range of audiences.</p> <p>Effective IT skills to be able to write reports, produce court documentation and update relevant systems.</p>		<p>Use of IT databases and spreadsheets.</p> <p>Experience of contributing to a process of change.</p>	

<p>Able to prioritise conflicting demands and requirements, meet Statutory deadlines and timescales.</p> <p>Ability to assess service needs, develop and evaluate programmes and projects/plans to meet those needs.</p> <p>A commitment to equality of opportunity.</p> <p>Ability to work across agency boundaries within a multi professional setting.</p>		
Physical, mental and emotional demands		
<p>To be a resilient practitioner with the ability to manage emotional demands and use supervision effectively.</p> <p>Able to meet the physical demands of the post.</p> <p>Lengthy periods of mental attention and ability to work under pressure in managing competing demands. Ability to prioritise tasks where necessary.</p> <p>To be able to satisfy the mobility requirements of the post.</p> <p>To work agilely in line with the Council policy.</p>		
Other		
<p>This position requires an Enhanced Disclosure and Barring Service (DBS) Check.</p> <p>Commitment to inter-agency working.</p> <p>Commitment to continuous professional development</p> <p>Willingness to work occasional evenings/weekends.</p> <p>Positive attitude towards supervision and training.</p> <p>Open to new challenges and approaches.</p> <p>Positive attitude towards supporting equality and diversity.</p>		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits