

JOB DESCRIPTION

Post: Deputy Executive Director of Social Work

Location: Fairview

Band: 8D

Division: Director of Social Work

Reports to: Executive Director of Social Work

**Professionally
Responsible to:** Executive Director of Social Work

Job Summary / Main Purpose

The Deputy Executive Director of Social Work will support the Executive Director of Social Work to provide professional leadership for social work and social care workers across the full range of social care services provided by or commissioned by the Trusts for children and adults in the statutory, voluntary and private sectors.

The post holder will report to the Executive Director of Social Work with regard to assurance of arrangements relating to the discharge of statutory functions and social work and social care workforce matters. The post holder will deputise for the Executive Director of Social Work as required across the range of duties encompassed in that role at those times when the Executive Director is absent from the Trust or in other situations as determined by the Executive Director.

The post holder has key responsibilities to provide professional advice and support to the Trust's Executive Director of Social Work to ensure that all legislative requirements and DSFs are fulfilled in compliance with regulations, guidance and procedures and to a high quality standard, including high professional standards.

The Deputy Executive Director of Social Work will be the strategic lead and professionally responsible for the operational management of the Trust's Social Services Learning and Development Service and the Trust's social work and social care workforce governance resource. He/She will also hold operational responsibility for the Trust Adult Safeguarding Lead Officer and for ensuring the Trust has robust systems in place for the reporting and responding to adult safeguarding concerns, the collation of relevant data, the consistent implementation of policy and procedures across the Trust.

The post holder will be responsible for the professional supervision of the Divisional Social workers.

Main Duties / Responsibilities

The Deputy Executive Director of Social Work will support the Executive Director of Social Work (EDSW) in the following areas:

Professional Leadership

- Undertake the role of Social Care Governance officer as outlined in the Scheme of Delegation in respect of Statutory Functions, including the professional supervision of the Divisional Social Workers and the Trust's adult safeguarding lead.
- Provide strong professional leadership to the social work and the social care workforces in the Trust, ensuring high standards of social work and social care provision and full compliance with legislative, policy and procedural requirements and compliance with standards established by the Department and/or HSCB.
- Deputising for the Executive Director of Social Work as required.
- Assisting in setting the strategic direction for social work and social care within the Trust.
- Promoting a strong voice for all adults, families, children and carers who use or need social work and social care services.
- Supporting Trust managers, frontline social workers and social care workers delivering services on behalf of the Trust.
- Working collaboratively with other Trusts' Social Care Governance Officers regionally to improve and safeguard the social wellbeing of people in Northern Ireland.
- Working collaboratively within the HSC system and with other key stakeholders in the public, voluntary, community and private sectors to improve and safeguard the social wellbeing of people in Northern Ireland.
- Developing and implementing evidence based/informed models of care and service delivery pathways, which will lead to improvements in service user safety, experience and outcomes.
- Promoting and supporting a culture of innovation, continuous learning and improvement and implementation in social work and social care practice and service provision.
- Communicating, at local and regional levels, the positive contribution of social workers and social care workers in improving and safeguarding social wellbeing based on evidence and outcomes.
- Establishing arrangements to complete Management Plans and related performance indicators and metrics to inform the EDSW's performance management and accountability processes.
- Promoting collaborative relationships and networks with other Divisions and Directorates to develop integrated planning, seamless service delivery pathways and enhanced multi-disciplinary and integrated working opportunities.
- Promoting engagement and partnerships with external stakeholders including service users; community representatives and groups; voluntary, private and statutory sectors; and Staffside and professional bodies.
- Promoting the engagement of the social work and social care workforce across all services in the development of an enabling, listening and supportive culture in which the views of staff contribute to the development and delivery of the Director of Social Works objectives.

- Delivery within the Trust of the priorities and related outcomes of the Regional Social Work Strategy.
- As lead for the Trust-wide Social Work Leads Group, ensure the profiling and development of the contribution of the Trust's social work and social care workforce to the delivery of the Trust's overarching objectives.

Professional Advice

- Giving advice and assistance to the EDSW and social work leads across children's and adult services in respect of policies and strategies for personal social services and for executing those policies and strategies.
- Advising the EDSW on professional social services issues and supporting the social work leads with the establishment of robust professional governance arrangements for the discharge of DSF within Children's and Adult Social Care Services.
- Providing authoritative professional advice and insights to the EDSW in respect of social work and social care matters.
- Providing authoritative professional advice and insights to other professional leads, partner and key stakeholder organisations, the independent sector and the media.
- Working in collaboration with the regional Social Care Governance Officers with regard to seeking and giving professional advice on social work and social care matters to the Association of EDSW.
- Ensuring appropriate professional advice in the development and implementation of Trusts policies, strategies and standards and in responses to Regulatory reports, Judicial Reviews, Tribunals, Inquiries and Assembly Questions.

Senior Professional Practice Lead

- Providing authoritative professional advice to the EDSW and, when necessary, making authoritative decisions on complex/controversial professional social work and social care practice matters on behalf of the EDSW.
- Providing authoritative professional advice as requested by the EDSW and, as appropriate, making decisions/recommendations on the most complex social work and social care cases, where individual cases may be the subject of public and/or media interests.
- Encouraging the development and maintenance of relationships with the voluntary and private sectors to foster constructive and collaborative working relationships.

Professional Governance

- Ensuring compliance with the general guidance issued by the Department of Health and Social Services and within the terms of contracts with purchasers.
- Ensuring effective arrangements within the Trusts for the professional oversight of the discharge of DSF, including fulfilment of Corporate Parent duties, within an integrated HSC system in line with Circulars (OSS) 3/2015 and (OSS) 4/2015.
- Ensuring the Trust has robust arrangements for the safeguarding and protection of children and adults.
- Ensuring effective arrangements within the Trust for professional advice and responses to social work and social care issues raised through established reporting mechanisms.

- Briefing the EDSW in relation to the Trust's performance in respect of DSF and Corporate Parenting responsibilities and any instances of non-compliance.
- Overseeing the implementation of any actions or directions agreed within the Trust and/or with the HSCB and/or Department to address any issues of under-performance and/or non-compliance.
- Promoting a robust framework for commissioning and delivery in social care services, including the development of standards for social care services in place to deliver services.
- Escalating any issues of concern and/or risks, including issues regarding performance or resource or service pressures on social work/social care provision, to the EDSW.
- Ensuring that the Trust's legal responsibilities in relation to social services functions are assigned and the necessary systems and procedures developed within the context of the scheme devised by the Trust and agreed by HSCB and the Department.
- Monitoring the operation of those systems and procedures and reporting to the EDSW.
- Developing an appropriate system of professional audit for assessing and reviewing the quality of social work and social care practice and services.
- Monitoring, evaluating and quality assuring the provision of social care services commissioned by the HSCB and in particular the discharge of DSFs through audit and review.
- Establishing appropriate monitoring arrangements to assure the EDSW that the Divisions are discharging relevant functions effectively and in accordance with statutory requirements, departmental circulars and guidance and, where appropriate, supporting social work leads and their divisions to take immediate remedial action.
- Ensuring the appropriate collection, maintenance and analysis of data to monitor service provision, including the discharge of DSF, and sharing such information as agreed with the EDSW and with the HSCB.
- Establishing and operating an efficient system to ensure effective social care governance arrangements within the Trust and to oversee social care governance arrangements across the divisions.
- Co-ordinate and edit an annual report, including a self-assessment and critical analysis of performance, to the EDSW for submission to the HSCB on the discharge of DSF.
- Escalating any issues of concern and/or risks, including resource issues and/or service pressures, to the EDSW.
- Working with social work leads to embed core principles of safety and quality across all aspects of service delivery and governance processes.

Professional Capacity and Capability

- Leading on the development of a workforce plan within the Trust to identify the numbers and skills requirements of social workers and social care workers in specific practice/service areas for the future linked to service need.
- Advising the EDSW on staffing levels which are sufficient to ensure the safe discharge and delivery of DSF and social work and social care services for which the Trust is responsible.

- Ensuring all social work staff have a working knowledge of and comply with all relevant legislation, regulations, Departmental Circulars, policies, procedures, protocols and guidance in their practice, discharge of DSF and delivery of social care services.
- Promoting high standards of professional practice by identifying training needs and ensuring social workers and social care staff receive appropriate learning, training and development opportunities and professional supervision to support effective practice and the safe discharge of DSF.
- Working collaboratively within the HSC system to agree strategic priorities in respect of building the capacity and capability of the social work and social care workforces.
- Ensuring that social workers and all relevant social care workers are registered with the NISCC, comply with their Codes of Practice and associated regulatory requirements and take appropriate action for non-compliance.
- The establishment and assurance of Trust wide arrangements to ensure the social work and social care workforce's compliance with NISCC's regulatory requirements.
- The establishment of Trust wide arrangements to address the management of performance, conduct and competency issues in relation to social work/social care staff and, where appropriate, the referral of such episodes to NISCC.
- Making recommendations, as necessary, to the EDSW in relation to professional and disciplinary matters affecting social services staff.

Operational Management

- Operationally responsible for the management of the Trust's Social Services Learning and Development Service and the Trust's social work and social care workforce governance resource.
- Development of the knowledge and skills base of the social work and social care workforce through the assurance of Divisional arrangements for the delivery of corporate, professional and service-specific training programmes and learning opportunities.
- Operational responsibility for the Trust Adult Safeguarding Lead Officer and for ensuring the Trust has robust systems in place for the reporting and responding to adult safeguarding concerns, the collation of relevant data, the consistent implementation of policy and procedures across the Trust.

Financial and Resource Management

- The management of the allocated budget to contribute to the overarching organisational statutory duty to achieve annual financial breakeven.

General Responsibilities

Employees of the Trust are required to promote and support the mission and vision of the service for which they are responsible and:

- At all times provide a caring service and to treat those with whom they come into contact in a courteous and respectful manner.

- The post holder will promote and support effective team working, fostering a culture of openness and transparency. The post holder will ensure that they take all concerns raised with them seriously and act in accordance with Belfast Trust's Whistleblowing Policy and their professional code of conduct, where applicable.
- Demonstrate their commitment by their regular attendance and the efficient completion of all tasks allocated to them.
- Comply with the Trust's Smoke Free Policy.
- Carry out their duties and responsibilities in compliance with the Health and Safety Policies and Statutory Regulations.
- Adhere to Equality and Good Relations duties throughout the course of their employment.
- Ensure the ongoing confidence of the public in-service provision.
- Maintain high standards of personal accountability.
- Comply with the HPSS Code of Conduct.

Information Governance

All employees of Belfast Health & Social Care Trust are legally responsible for all records held, created or used as part of their business within the Belfast Health and Social Care Trust, including patient/client, corporate and administrative records whether paper based or electronic and also including e-mails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environment Regulations 2004, the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Employees are required to be conversant and to comply with the Belfast Health and Social Care Trust policies on Information Governance including for example the ICT Security Policy, Data Protection Policy and Records Management Policy and to seek advice if in doubt.

For further information on how we use your personal data within HR, please refer to the Privacy Notice available on the HUB or Your HR

Environmental Cleaning Strategy

The Trusts Environmental Cleaning Strategy recognizes the key principle that "Cleanliness matters is everyone's responsibility, not just the cleaners" Whilst there are staff employed who are responsible for cleaning services, all Trust staff have a responsibility to ensure a clean, comfortable, safe environment for patients, clients, residents, visitors, staff and members of the general public.

Infection Prevention and Control

The Belfast Trust is committed to reducing Healthcare associated infections (HCAIs) and all staff have a part to play in making this happen. Staff must comply with all policies in relation to Infection Prevention and Control and with ongoing reduction strategies. Standard Infection Prevention and Control Precautions must be used at all times to ensure the safety of patients and staff.

This includes:-

- Cleaning hands either with soap and water or a hand sanitiser at the appropriate times (WHO '5 moments');
- Using the correct '7 step' hand hygiene technique;
- Being 'bare below the elbows' when in a clinical environment;
- Following Trust policies and the Regional Infection Control Manual (found on intranet);
- Wearing the correct Personal Protective Equipment (PPE);
- Ensuring correct handling and disposal of waste (including sharps) and laundry;
- Ensuring all medical devices (equipment) are decontaminated appropriately i.e. cleaned, disinfected and/or sterilised;
- Ensuring compliance with High Impact Interventions.

Personal Public Involvement

Staff members are expected to involve patients, clients, carers and the wider community where relevant, in developing, planning and delivering our services in a meaningful and effective way, as part of the Trust's ongoing commitment to Personal Public Involvement (PPI).

Please use the link below to access the PPI standards leaflet for further information.

http://www.publichealth.hscni.net/sites/default/files/PPI_leaflet.pdf

Clause: ***This job description is not meant to be definitive and may be amended to meet the changing needs of the Belfast Health and Social Care Trust.***

PERSONNEL SPECIFICATION

JOB TITLE / BAND: Deputy Director of Social Work / Band 8d

Notes to applicants:

1. *You must clearly demonstrate on your application form under each question, how you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria.*
2. *Shortlisting will be carried out on the basis of the essential criteria set out below, using the information provided by you on your application form. Please note the Trust reserves the right to use any desirable criteria outlined below at shortlisting. You must clearly demonstrate on your application form how you meet the desirable criteria.*
3. *Proof of qualifications and/or professional registration will be required if an offer of employment is made – if you are unable to provide this, the offer may be withdrawn.*

ESSENTIAL CRITERIA

The following are **ESSENTIAL** criteria which will initially be measured at shortlisting stage although may also be further explored during the interview/selection stage.

You should therefore make it clear on your application form whether or not you meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.

Factor	Criteria	Method of Assessment
Experience Qualifications Registration	<ul style="list-style-type: none"> • Applicants must have a professional qualification in social work and “live” registration on the NISCC Register and have worked for at 3 years in a senior operational or professional management roleⁱ in a major complex organisationⁱⁱ. • Be able to demonstrate delivery against challenging performance management programmes for a minimum of 3 years meeting a full range of key targets and 	Shortlisting by Application Form

	<p>making significant improvements.</p> <ul style="list-style-type: none"> • Have worked with a diverse range of stakeholders, both internal and external to the organisation, to achieve successful outcomes for a minimum of 3 years. • Be able to demonstrate evidence of post registration study and continuing professional development. • Be able to successfully demonstrate high level strategic and people management, governance, leadership and organisational skills for a minimum of 3 years. • Have a comprehensive understanding of key drivers, policy and practice issues underpinning the delivery and assurance of statutory social care services. • Experience of financial management and budgetary control in a major complex organisation. 	
Other (e.g. Driving etc.)	<ul style="list-style-type: none"> • Hold a current full driving licence valid in the UK, with access to a car. <i>Where disability prohibits driving, this criteria will be waived if the applicant is able to organise suitable alternative arrangements.</i> 	Shortlisting by Application Form

NOTE:

Where educational/professional qualifications form part of the criteria you will be required, if shortlisted for interview, to produce original certificates *and* one photocopy of same issued by the appropriate authority. Only those certificates relevant to the shortlisting criteria should be produced. If educational certificates are not available an original letter *and* photocopy of same detailing examination results from your school or college will be accepted as an alternative.

If successful you will be required to produce documentary evidence that you are legally entitled to live and work in the United Kingdom. This documentation can be a P45, Payslip, National Insurance Card or a Birth Certificate confirming birth in the United Kingdom or the Republic of Ireland. *Failure to produce evidence will result in a non-appointment.*

Where a post involves working in regulated activity with vulnerable groups, post holders will be required to register with the Independent Safeguarding Authority.

Healthcare Leadership Competencies

Candidates who are shortlisted for interview will need to demonstrate at interview that they have the required competencies to be effective in this demanding leadership role.

The competencies concerned are set out in the NHS Healthcare Leadership Model, details of which can be found at:

<http://www.leadershipacademy.nhs.uk/resources/healthcare-leadership-model>.

Particular attention will be given to the following:

- Inspiring shared purpose
- Leading with care
- Evaluating information
- Connecting our service
- Sharing the vision
- Engaging the team
- Holding to account
- Developing capability
- Influencing for results

ⁱ Senior Management is Band 8B or above.

ⁱⁱ Major complex organisation has 200 plus employees.

HSC Values

Whilst employees will be expected to portray all the values, particular attention is drawn to the following values for this role.

What does this mean?



Working together

We work together for the best outcome for people we care for and support. We work across Health and Social Care and with other external organisations and agencies, recognising that leadership is the responsibility of all.

What does this look like in practice?

- I work with others and value everyone's contribution
- I treat people with respect and dignity
- I work as part of a team looking for opportunities to support and help people in both my own and other teams
- I actively engage people on issues that affect them
- I look for feedback and examples of good practice, aiming to improve where possible.



Excellence

We commit to being the best we can be in our work, aiming to improve and develop services to achieve positive changes. We deliver safe, high quality, compassionate care and support.

- I put the people I care for and support at the centre of all I do to make a difference
- I take responsibility for my decisions and actions
- I commit to best practice and sharing learning, while continually learning and developing
- I try to improve by asking 'could we do this better?'



Openness & Honesty

We are open and honest with each other and act with integrity and candour.

- I am open and honest in order to develop trusting relationships
- I ask someone to help when needed
- I speak up if I have concerns
- I challenge inappropriate or unacceptable behaviour and practice.



Compassion

We are sensitive, caring, respectful and understanding towards those we care for and support and our colleagues. We listen carefully to others to better understand and take action to help them and ourselves.

- I am sensitive to the different needs and feelings of others and treat people with kindness
- I learn from others by listening carefully to them
- I look after my own health and wellbeing so that I can care and support others.