

Job Details:	
Job Title	Associate Lead Professional
Identifier	5032
Director Area	Adult Care
Service Area	Special Projects & Hospital Services
Section	
Score	546
Grade	Grade 9

Factor Levels:	
Supervision/Management Of People	2.1
Dispersal Awarded	No
Creativity & Innovation	5
Contacts & Relationships	5
Decisions - Discretion	3
Decisions - Consequences	3
Resources	1
Work Demands	3
Physical Demands	1
Working Conditions	1
Work Context	1
Knowledge & Skill	6

## JOB DESCRIPTION

August 2014 v2

<b>DIRECTORATE:</b> Adult Care		<b>Service Area:</b>
<b>Head of Service Area:</b> Special Projects and Hospital Services		<b>Is this description a generic JD?</b> No
<b>GRADE:</b>		<b>JEM Reference No: 5032</b> <b>Enhanced DBS Required? Yes</b>
<b>JOB TITLE: Associate Lead Professional</b>		
<b>REPORTS TO: Lead Professional</b>		
<b>1.</b>	<b>PURPOSE OF JOB:</b> Associate Lead Professionals provide a vital link between front line Adult Care practice and organisational / operational development, promoting a culture of continuous improvement in the quality of practice and operational integrity. The Associate Lead Professional is responsible for design, delivery and evaluation of practice development and delivery model initiatives. This post will ensure that all Adult practitioners are equipped with the right knowledge, skills and understanding to continually deliver effective practice and demonstrate high standards.	
<b>2.</b>	<b>MAIN RESPONSIBILITIES, TASKS &amp; DUTIES</b>	
	i	To be responsible for the delivery of a clear and well managed work programme of practice and operational development initiatives to bring about improvements in practice.
	ii	To respond to legislative, policy and organisational changes, analysing operational impacts and advising Senior Managers in Adult Care on any changes to working practices and operational procedures required.
	iii	To prepare and present reports for the Adult Care senior management team, members and committees highlighting practice issues which require attention and direction, making recommendations to progress improvements.
	iv	Through the development of standards, policies and business processes to ensure that Adult Care services are of a high quality, are consistent with best practice and provide value for money.
	v	To work closely with stakeholders across health and social care, other partner organisations, and with customers to maximise effective integrated working practices and business processes.
	vi	To lead in defining practice standards and provide oversight and practice expertise into Quality Assurance of practice undertaken by practitioners in all organisations commissioned by Lincolnshire County Council to provide social care practice.
	vii	To ensure procedural guidance, practice tools and training materials are

		fit for purpose and support practitioners to work effectively with reference to them.
	viii	To contribute to serious case reviews and internal practice reviews including writing reports to identify learning opportunities and deliver work plans to address development needs.
	ix	To specify learning outcomes linked to practice development work and work collaboratively with workforce development and training providers to design training linked to the necessary operational practice development required.
	x	To deliver briefings to practitioners and managers in relation to key practice developments including practitioners in partner agencies.
	xi	To contribute to a programme of continuous professional development opportunities including specifying learning priorities and outcomes and facilitation of CPD events and forums.
	xii	To act as a visiting lecturer / facilitator and support training and education programmes at the university and within LCC and partners learning and development programmes where required.
	xiii	To forge relationships with colleagues across regional and national networks to share learning and promote a culture of practice development.
	xiv	To provide a source of support, guidance and professional challenge to front line practitioners and their practice with complex case management issues, application of guidance and procedure and ensure learning from complex cases is shared with all practitioners
	xv	To provide additional professional supervision opportunities including one to one and group supervision to professionally qualified practitioner's and principal practitioners.
	xvi	To be a source of operational knowledge and experience and represent Adult Care in policy and service development undertaken by Commissioners in Adult Care, other LCC directorates and with partner agencies.
	xvii	To work flexibly and adaptably to undertake work within the scope of the role in response to changes in business needs and priorities.
	xviii	To undertake investigations in response to complaints where the practice of Adult Care practitioners is being questioned and contribute to improvement work stemming from customer feedback.
<b>3.</b>	<b>MANAGEMENT OF PEOPLE</b>  None  <b>SUPERVISION OF PEOPLE</b>  Providing additional professional supervision to around 20 professionally qualified Adult Care practitioners – Social Workers, Nurses, Occupational Therapists.  The post holder may be required to support and mentor people seconded to the team to undertake specific development activities.	
<b>4.</b>	<b>CREATIVITY AND INNOVATION</b>  The post holder will be required to be creative, innovative and collaborative in analysing problems and change requirements and developing options	

	<p>appraisals and recommended solutions to often complex practice issues.</p> <p>The postholder will need to keep abreast of any changes to legislation and practice at a national and local level and shape and propose appropriate policies and strategies to implement these changes in the service.</p> <p>Creativity will be required in contributing to the development and improvement of practice, and reviewing and revising internal policies and procedures in response to changing requirements and priorities.</p> <p>The post holder will be expected to investigate, identify and implement effective solutions to complex operational issues and work creatively with colleagues to help improve practice.</p> <p>The day to day work of adult care practitioners will be impacted on by the product of their innovation and creativity</p>
<b>5.</b>	<p><b>CONTACTS AND RELATIONSHIPS</b></p> <p>The postholder will work closely with stakeholders across health and social care, other partner organisations and with customers to maximise effective integrated working practices and business processes.</p> <p>The development of partnerships will necessitate contact with senior Health Service Managers, managers in the voluntary sector, care home and community care agency managers, Service/Area managers across the county, GPs, Council/Districts, employment agencies and educational organisations.</p> <p>The post holder should be able to demonstrate sufficient professional credibility and status to provide scrutiny and challenge to the professional practice of practitioners and managers and provide support and challenge to ways of working and effective solutions to improve operating practices.</p> <p>The post holder should be able to understand the council's political mechanisms and decision making framework, engaging effectively with members and present their ideas and recommendations persuasively.</p> <p>The post holder will be required to develop and maintain effective professional relationships with a wide range of people both inside and outside of Adult Care and provide leadership in progressing change and integration of practice.</p> <p>The relationships with senior colleagues, professionals and managers have potential to be challenging especially when working to identify areas of practice concern and undertaking and evaluating changes to the way they practice</p> <p>These relationships are likely to involve the exchange of sensitive or contentious information. As such, discretion and sensitivity are required – the post holder will need to identify and minimise the impact of interpersonal or interagency conflict.</p> <p>The postholder will be required to contribute to and implement policy changes that could effect whole service provision and wide range of service users that may have an impact on the County Council's image and reputation.</p>

	The post holder will at times be working alone and will be able to work effectively independently and without presence of colleagues within the team.
<b>6.</b>	<b>DECISIONS</b>
	<p><b>a) Discretion</b></p> <p>Obtain and evaluate information from across the organisation and make appropriate recommendations for improvement to work practice</p> <p>Challenge and intervene appropriately within the agreed quality framework guidelines to ensure consistency within working practices</p> <p>The post holder has a continuing responsibility for reviewing a very significant range of policies, service practice and provision, for making recommendations for change and following up and dealing with the implications of this change.</p> <p>Contribute to meetings and group discussions to solve problems and make decisions in line with Framework guidelines</p>
	<p><b>b) Consequences</b></p> <p>The post holder's analysis and recommendations when analysing practice issues will impact on decisions taken to make changes to Adult Care practice and procedure which will have an impact on overall service quality and efficiency.</p> <p>The day to day work of adult care practitioners will be impacted on by the product of the work undertaken by the post holder. This may mean positive well received impacts or challenging changes to established practices requiring skilful management.</p> <p>Consequences will be intended to have a positive impact on operating procedures, customer's experiences and the efficiency of Adult Care and partners potentially impacting on the financial performance of the directorate.</p>
<b>7.</b>	<b>RESOURCES</b>
	<p>Laptop computer, mobile phone to enable the post holder to work from bases around the county.</p> <p>Access to and management of sensitive and confidential Service User recording.</p>
<b>8.</b>	<b>WORK ENVIRONMENT</b>
	<p><b>a) Work Demands.</b></p> <p>The post will require working to deadlines and adapting to changing and conflicting priorities to ensure that work is delivered effectively.</p> <p>The post holder will be required to manage these demands both in relation to their own work as well as supporting the rest of the Lead Professional Team.</p>

	<p><b>b) Physical Demands</b></p> <p>The role will be primarily office based with the requirement to travel to work bases and venues across the county.</p> <p>There will be a requirement to travel out of county to attend regional and national network events and conferences involving early starts and late returns.</p>
	<p><b>c) Working Conditions</b></p> <p>The post does not require the post holder to be exposed to disagreeable or unpleasant conditions. There may be instances where the working day may need to be extended to enable travel to or from activities taking place away from the office base.</p>
	<p><b>d) Work Context</b></p> <p>The post will on occasions require driving both within and outside of the county which brings exposure to risk to safety.</p> <p>The post does not require exposure to situations which pose risk of abuse or aggression; though there may be times where professional conflict and challenging professional interactions will require robust response.</p>
<b>9.</b>	<p><b>KNOWLEDGE AND SKILLS</b></p> <p>The post holder will be a health and social care professional registered with the Health and Care Professions Council, with a minimum of 3 years post qualification experience and be able to demonstrate significant experience of professional social care practice.</p> <p>The post holder should be able to demonstrate leadership skills as an enabler of others having worked at a supervisory or practice educator level within an adult care practice setting.</p> <p>Excellent analysis skills including the ability to unpick complex problems understand the issues causing difficulty and identify and appraise options for developing solutions.</p> <p>The ability to work collaboratively including managing challenging professional relationships and ensuring the best outcomes are achieved as a result of coproduction.</p> <p>The post holder will have an understanding of the strategic direction of Adult Care and transformational change agenda and demonstrate the ability to develop short term and longer term responses to changes.</p> <p>Knowledge of project management standards and lifecycle and the ability to track work programmes and project plans using electronic systems</p> <p>The post holder will be required to understand a complex and wide range of practice issues across a broad range of service types, as well as a very wide range of vulnerable service user groups.</p>

	<p>Effective IT skills including the ability to use IT systems to manage project documentation, collate and analyse data, produce diagrams including graphical presentation of data, flow charts and reports.</p> <p>Skills and experience in researching and analyzing information from a wide range of sources, including journals, internet, other organisations</p> <p>Excellent written skills with experience of producing written reports presenting findings from research, analysis and recommendations for a course of action.</p> <p>Experience of using information systems / data bases to gather information including use of reports.</p> <p>Key skills must include</p> <ul style="list-style-type: none"> <li>• Excellent Communication and listening skills</li> <li>• Ability to analyse and evaluate information from a range of sources</li> <li>• Person centred thinking skills</li> <li>• Confident and Professional Manner</li> <li>• Positive about change and be able to support others with change</li> <li>• Negotiation and influencing skills</li> <li>• Detail conscious</li> <li>• Report writing skills</li> <li>• Time management and organisational skills</li> <li>• Ability to keep abreast of legislation and policy relating to Adult Care</li> <li>• Diplomacy, Sensitivity and tactful</li> <li>• Ability to work as part of a team</li> <li>• The ability to provide a broad range of advisory support to staff across the organisation ranging from senior managers to field / frontline workers</li> <li>• Must be able to show continued professional development</li> </ul>
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## 10. GENERAL

**Job Evaluation** - This job description has been compiled to allow the job to be evaluated using the GLPC Job Evaluation scheme as adopted by the County Council

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

**Equal Opportunities** - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.

**Health and Safety** - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: [Manager]	.....	.....	.....
Job Description agreed			

by: [Postholder]	.....	.....	.....
<p>Note: Qualifications and Experience headings are included in the Person Specification, see 'Using Competencies in Recruitment &amp; Selection' in the Employment Manual on George.</p> <p>Guidance on the completion of this JD can also be found on George or available from your Directorate HR Adviser.</p> <p style="text-align: right;">V10</p>			