

**JOB DESCRIPTION**

201

<b>Director Area: Adult Care and Community Wellbeing</b>	<b>Is this description a generic JD?</b> <b>No</b>
<b>Service Area: Adult Safeguarding</b>	
<b>GRADE: G11</b>	<b>Job Reference No:</b>  <b>Enhanced DBS Required? Yes No</b>
<b>JOB TITLE: Mental Capacity Act (MCA) Lead</b>	
<b>REPORTS TO: General Manager – Adult Safeguarding</b>	
<b>1</b>	<p><b>PURPOSE OF JOB:</b></p> <ul style="list-style-type: none"> <li>• To manage the operational Deprivation of Liberty Safeguards (DoLS) team</li> <li>• To develop, implement, monitor and evaluate policies, procedures, systems and processes for Lincolnshire County Council to protect vulnerable people via the Deprivation of Liberty Safeguards as set down in the Mental Capacity Act 2005.</li> <li>• To co-ordinate the County Council's DOLs processes and procedures, liaise with managing authorities, allocate mental health and best interest assessors, ensure the timescales and statutory obligations in the legal framework are adhered to.</li> <li>• To provide an expert resource for the county, identifying and overcoming obstacles to the implementation of the Safeguards and championing multi-disciplinary working in services for very vulnerable people.</li> <li>• To ensure the County Council fulfils its obligations as a supervisory body in the administration of the DoLS process.</li> <li>• To be a member of the East Midlands Regional MCA DoLS forum and maintain membership of any National or Local Committees as deemed appropriate to the role in carrying forward the Mental Capacity/Deprivation of Liberty Safeguards agenda.</li> <li>• To contribute to the delivery of services for area of responsibility. Assist, as appropriate, with: <ul style="list-style-type: none"> <li>• providing an integrated approach to performance management, quality standards and service delivery</li> <li>• embedding new ways of thinking and working</li> <li>• developing and maintaining strong, positive working relationships with commissioners, their teams/partners and across service areas as appropriate</li> </ul> </li> <li>• To provide day to day leadership, advice and guidance to the provider team(s) and/or work within own area of responsibility</li> <li>• To continuously look for synergies and efficiency savings across area of responsibility.</li> </ul>
<b>2</b>	<p><b>MAIN RESPONSIBILITIES, TASKS &amp; DUTIES</b></p> <p>The specific accountabilities of this role will be flexible and will change to meet</p>

the needs of the organisation as required but will include (or be equivalent in nature to) those listed below:

- i
- To manage the operational Deprivation of Liberty Safeguards (DoLS) team
  - To develop, implement, monitor and evaluate policies, procedures, systems and processes for Lincolnshire County Council to protect vulnerable people via the Deprivation of Liberty Safeguards as set down in the Mental Capacity Act 2005.
  - To co-ordinate the County Council's DoLS processes and procedures, liaise with managing authorities, allocate mental health and best interest assessors, ensuring timescales and statutory obligations in the legal framework are adhered to.
  - To provide an expert resource for the county, identifying and overcoming obstacles to the implementation of the Safeguards and championing multi-disciplinary working in services for very vulnerable people.
  - To ensure the County Council fulfils its obligations as a supervisory body in the administration of the DoLS process.
  - To be a member of the East Midlands Regional MCA DoLS forum and maintain membership of any National or Local Committees as deemed appropriate to the role in carrying forward the Mental Capacity and Deprivation of Liberty Safeguards agenda.
  - To review the effectiveness of the Lincolnshire multi agency MCA policy in relation to deprivation of liberty and the implementation of the Act, since 2007, and advise redraft as required.
  - To work with key contacts in the statutory health and social care sector to ensure all existing policies and procedures are kept up to date and annually reviewed.
  - To undertake an Equality Impact Assessment of the Safeguards.
  - To ensure that issues requiring specialist or legal advice are appropriately signposted, including referral to the Court of Protection as required.
  - To advise and provide assistance for those staff with additional treatment, nursing and care management requirements as a result of the Safeguards, identifying and overcoming obstacles to multi-disciplinary working around issues of deprivation of liberty.
  - To ensure staff in Adult Social Care understand and comply with requirements for the referral of cases to IMCA.
  - Ensure relevant aspects of the Safeguards are complied with during the transition between Children and Adult services.
  - To develop and maintain effective links within the County Council with Clinical Commissioning Groups, NHS Trusts, service providers, Care Quality Commission, IMCAs, other statutory and independent sector organisations, service users and carers, to ensure compliance with the Code of Practice and to promote a broad understanding of the DoLS Safeguards and Mental Capacity Act and the application of the principles behind the Code of Practice.
  - To ensure that current trends, developments and relevant new legislation are incorporated into policy and procedure and that such information is readily accessible to all service areas and service user groups.
  - To inform partner agencies of the specialist training required within organisations visited.

	<ul style="list-style-type: none"> <li>• To collaborate with training leads in partner agencies on the development of training packages and a range of learning tools in support of the Safeguards.</li> <li>• To deliver training where applicable and within the expertise of the post holder. Ensure that staff develop confidence in their use of the Act and the Safeguards and take responsibility for their own learning and development in relation to deprivation of liberty.</li> <li>• To profile training needs and provide training for staff as and when required so that the knowledge of DoLS is proficient at all times.</li> <li>• To advise on the development of inter-agency protocols, policies and procedures in relation to deprivation of liberty.</li> <li>• To feed into the Mental Capacity Act web site (hosted within LCC Connects) containing regularly updated FAQ's as an "out of hours" resource.</li> <li>• To attend DoLS related conferences, strategy meetings and other forums as required</li> <li>• To collaborate with relevant national, regional and local health and social care networks.</li> </ul>
ii	<ul style="list-style-type: none"> <li>• To provide day to day leadership as appropriate to deliver the agreed priorities, working collaboratively with commissioning teams.</li> <li>• To coach/mentor teams/colleagues as appropriate to embed new ways of thinking and working.</li> <li>• To maximise the impact of resources and value for money to achieve improved outcomes for the Council</li> <li>• To ensure effective performance management to deliver outcomes in line with service delivery contracts.</li> <li>• To provide expert advice and guidance as appropriate for own area of expertise.</li> <li>• To deliver a personal portfolio of projects and/or specific work</li> <li>• To demonstrate the Council's Core Abilities (at the relevant level): <ul style="list-style-type: none"> <li>○ Personal Leadership</li> <li>○ Being Future Focused</li> <li>○ Political and Commercial Astuteness</li> <li>○ Supporting a High Performing and Flexible Workforce</li> <li>○ Drive for Results</li> </ul> </li> </ul>
iii	<ul style="list-style-type: none"> <li>• To understand and work with the market as appropriate, developing and maintaining relationships with commissioners, service users, stakeholders, partners and potential providers.</li> </ul>
iv	<ul style="list-style-type: none"> <li>• To contribute to work with commissioners/partners to ensure a robust approach to data analysis and forecasting.</li> </ul>
v	<ul style="list-style-type: none"> <li>• To contribute to the Council's statutory obligations and where appropriate any national and local performance indicators.</li> </ul>
vi	<ul style="list-style-type: none"> <li>• To ensure the way in which resources within the area of responsibility are managed reflects the agreed culture and style and standing orders of the County Council.</li> </ul>
vii	<ul style="list-style-type: none"> <li>• To operate frameworks for Quality Assurance, using agreed appropriate performance standards and review processes with commissioners, and monitor delivery against commissioned requirements.</li> </ul>
viii	<ul style="list-style-type: none"> <li>• To ensure Council resources are optimised and utilised effectively and efficiently.</li> </ul>
ix	<ul style="list-style-type: none"> <li>• To continuously improve services in area of responsibility, identifying where possible, value for money savings and managing within</li> </ul>

		allocated budgets.
	x	<ul style="list-style-type: none"> <li>To act as a role model to others helping them to manage uncertainty and to respond positively and creatively to changing expectations.</li> </ul>
	xi	<ul style="list-style-type: none"> <li>To contribute to the development of individuals across the Council coaching, mentoring and motivating staff to achieve performance excellence.</li> </ul>
	xii	<ul style="list-style-type: none"> <li>To create, as an employee, a positive image of the County Council.</li> </ul>
	xiii	<ul style="list-style-type: none"> <li>To deliver excellent customer service, incorporating the Council's equality and diversity objectives and supporting the Council to achieve best practice in all it delivers.</li> </ul>
	xiv	<ul style="list-style-type: none"> <li>To remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice.</li> </ul>
	xv	<ul style="list-style-type: none"> <li>To take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self -service to achieve maximum cost effectiveness.</li> </ul>

**3. KNOWLEDGE AND SKILLS** *required to be fully competent in the post*

- Detailed knowledge, skills and experience of the assessment of mental capacity and best interests decisions across partner agencies in NHS and Social Care.
- Detailed knowledge, skills and experience of mental capacity policy, procedures and legislation, including such areas as the revised DH guidance on NHS Consent.
- Detailed knowledge, skills and experience of the amendments to the Mental Capacity Act made by the Mental Health Act 2007 i.e. Deprivation of Liberty Safeguards.
- Ability to interpret national policy to a wide ranging audience and control the advice given to professionals in relation to the Safeguards.
- Ability to carry out complex and wide ranging work across a variety of disciplines and specialist areas.
- Hold a relevant professional qualification at degree level or equivalent, which is registered with the appropriate body.
- Have a minimum of 5 years' experience of working in Health or Social Care services.
- Knowledge and effective experience of project management, including risk management and impact assessment.
- Knowledge and effective experience of change management.
- Demonstrate a broad range of IT and communication skills using a wide variety of media for influencing and negotiating with stakeholders, partners, patients and service users.

The specific knowledge, skills and abilities required with vary depending on the needs of the role. Specific posts may necessitate advanced specialist knowledge and skills. Post holders should be comfortable working with ambiguity and uncertainty.

**4. 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 post holder 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 post holder.

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

**Health and Safety** - The post holder 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]	.....	.....	.....

Note: Qualifications and Experience headings are included in the Person Specification; see 'Using Competencies in Recruitment & Selection' in the Employment Manual on George.

Guidance on the completion of this JD can also be found on George or available from your HR Adviser.