

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Adult Care and Community Wellbeing (ACCW)	Job Ref Number: 5032
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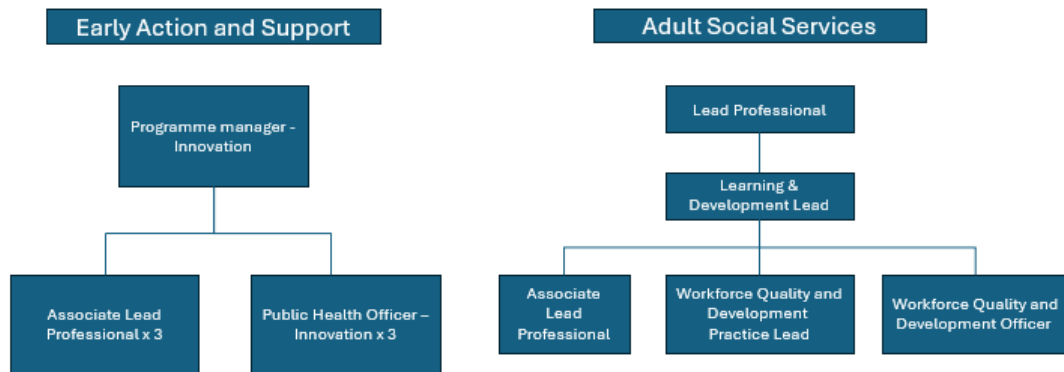
Service Areas: Adult Social Services/Early Action and Support	Grade: G9
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Job Title: Associate Lead Professional

PURPOSE OF JOB:

Associate Lead Professionals provide a vital link between front line ACCW 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 ACCW practitioners are equipped with the right knowledge, skills and understanding to continually deliver effective practice and demonstrate high standards.

STRUCTURE CHARTS:



MAIN DUTIES:

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| 1. | 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. |
| 2. | To respond to legislative, policy and organisational changes, analysing operational impacts and advising Senior Managers in ACCW on any changes to working practices and operational procedures required. |
| 3. | To prepare and present reports for the ACCW senior management team, members and committees highlighting practice issues which require attention and direction, making recommendations to progress improvements. |
| 4. | Through the development of standards, policies and business processes to ensure that ACCW services are of a high quality, are consistent with best practice and provide value for money. |

5.	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.
6.	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.
7.	To ensure procedural guidance, practice tools and training materials are fit for purpose and support practitioners to work effectively with reference to them.
8.	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.
9.	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.
10.	To deliver briefings to practitioners and managers in relation to key practice developments including practitioners in partner agencies.
11.	To contribute to a programme of continuous professional development opportunities including specifying learning priorities and outcomes and facilitation of CPD events and forums.
12.	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.
13.	To forge relationships with colleagues across regional and national networks to share learning and promote a culture of practice development.
14.	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.
15.	To provide additional professional supervision opportunities including one to one and group supervision to professionally qualified practitioners and principal practitioners.
16.	To be a source of operational knowledge and experience and represent ACCW in policy and service development undertaken by commissioners in ACCW, other LCC directorates and with partner agencies.
17.	To work flexibly and adaptably to undertake work within the scope of the role in response to changes in business needs and priorities.
18.	To undertake investigations in response to complaints where the practice of ACCW practitioners is being questioned and contribute to improvement work stemming from customer feedback.
19.	To provide additional professional supervision to around 20 professionally qualified ACCW 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.

PERSON SPECIFICATION:

Requirements	Where identified*	Essential	Desirable
The post holder will be a health and social care professional registered with the Health and Care Professions Council or Social Work England, with a minimum of 3 years post qualification experience and be able to demonstrate significant experience of professional social care practice, or equivalent relevant experience.	A/I	X	
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 social care practice setting.	A/I		X
Excellent analysis skills, including the ability to unpick complex problems, understand the issues causing difficulty, and identify and appraise options for developing solutions.	A/I	X	
The ability to work collaboratively, including managing challenging professional relationships and ensuring the best outcomes are achieved as a result of coproduction.	A/I	X	
The post holder will have an understanding of the strategic direction of ACCW and the transformational change agenda, and demonstrate the ability to develop short term and longer term responses to changes.	A/I	X	
Knowledge of project management standards and lifecycle, and the ability to track work programmes and project plans using electronic systems.	A/I		X
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.	A/I	X	
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.	A/I	X	

Skills and experience in researching, analysing and evaluating information from a wide range of sources, including journals, internet, and other organisations.	A/I	X	
Excellent written skills with experience of producing written reports, presenting findings from research, analysis and recommendations for a course of action.	A/I	X	
Time management and organisational skills.	A/I	X	
Excellent communication and listening skills.	A/I	X	
Negotiation and influencing skills.	A/I		X
Positive about change and be able to support others with change.	A/I	X	
Ability to keep abreast of legislation and policy relating to adult social care, and show continued professional development.	A/I	X	
Ability to provide a broad range of advisory support to staff across the organisation, ranging from senior managers to frontline workers.	A/I	X	

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required 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.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties 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.

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.