

# Disgrifiad Swydd a Manyleb y Person



## MANYLION Y SWYDD

<b>Teitl y Swydd:</b>	Arweinydd Diogeliadau Amddiffyn Rhyddid
<b>Rhif Adnabod Gwerthuso Swydd:</b>	2750SS
<b>Gradd:</b>	11
<b>Cyfadrn:</b>	Gwasanaethau Cymdeithasol a Thai
<b>Adran:</b>	Gwasanaethau i Oedolion
<b>Isadrn:</b>	Anabledd Corfforol a Nam ar y Synhwyr
<b>Lleoliad:</b>	Ledled y Fwrdeistref Sirol
<b>Yn atebol i:</b>	Rheolwr Gwasanaeth

## DIBEN Y SWYDD

Gweithio gyda'r Rheolwr Gwasanaeth i adolygu'r arferion presennol, paratoi Cyngor Bwrdeistref Sirol Caerffili a'i staff drwy ymgorffori'r Ddeddf Hawliau Dynol a'r Ddeddf Galluedd Meddyliol yn eu harferion, i gefnogi'r gwaith o weithredu a chyflwyno deddfwriaeth a Chod Ymarfer Diogeliadau Amddiffyn Rhyddid ar gyfer unigolion 16 oed â hŷn.

## MEYSYDD CANLYNIADAU ALLWEDDOL

Helpu'r Rheolwr Gwasanaeth i baratoi'r Cyngor ar gyfer gweithredu'r Diogeliadau Amddiffyn Rhyddid fel y'u diffinnir gan y Ddeddf Galluedd Meddyliol (Diwygio).

Darparu arweinyddiaeth, cyngor proffesiynol ac ymgynghori mewn perthynas â'r Ddeddf Galluedd Meddyliol, y Ddeddf Galluedd Meddyliol (Diwygio), y Trefniadau Diogelu wrth Amddifadu o Ryddid (DoLS) i'r Gwasanaethau i Oedolion a Phlant.

Gweithio mewn partneriaeth â'r consortiwm rhanbarthol o ran y Ddeddf Galluedd Meddyliol a'r Trefniadau Diogelu wrth Amddifadu o Ryddid i sicrhau gweithrediad lleol sy'n gyson â chodau ymarfer, rheoliadau a chanllawiau, a chefnogi gwaith datblygu gweithdrefnau rhanbarthol.

Modelu arferion gorau o ran y Llys Gwarchod a gwaith llys ehangach, gan gynnwys cynnal perthnasoedd cadarnhaol â'r Gwasanaethau Cyfreithiol, helpu ymarferwyr ac arweinwyr tîm i baratoi ar gyfer gwrandawladau llys, a'u mynychu, yn ôl yr angen.

O dan gyfarwyddyd y Rheolwr Gwasanaeth, gweithredu fel cleient swyddog mewn achosion cyfreithiol gan gynnwys mynychu'r llys i fynegi barn yr awdurdod lleol.

Arferion sicrhau ansawdd mewn perthynas â'r Ddeddf Galluedd Meddyliol/Trefniadau Diogelu wrth Amddifadu o Ryddid/Diogeliadau Amddiffyn Rhyddid a deddfwriaeth berthnasol gyda ffocws ar welliant parhaus.

Gweithio gyda Thîm Datblygu'r Gweithlu i nodi anghenion hyfforddi mewn perthynas â'r maes pwnc, comisiynu, datblygu a darparu hyfforddiant perthnasol ar y cyd ag eraill.

Gweithio gyda rheolwyr ar draws y Cyngor a helpu rhanddeiliaid eraill o fewn amgylchedd amlddisgyblaethol/partneriaeth i ddatblygu a gwella gwybodaeth, sgiliau ac arferion wrth weithredu'r Ddeddf Galluedd Meddyliol a deddfwriaeth gysylltiedig.

Darparu briffiau, adroddiadau a diweddariadau i uwch reolwyr mewn perthynas ag ansawdd arferion o ran y Ddeddf Galluedd Meddyliol a gweithredu'r Diogeliadau Amddiffyn Rhyddid a pharhau i adolygu risgiau i'r Cyngor.

## PROFFIL MANWL O'R DASG

1. Helpu holl aelodau o staff y Gwasanaethau i Oedolion a Gwasanaethau i Blant i sicrhau'r arferion gorau o ran y Ddeddf Galluedd Meddyliol/Trefniadau Diogelu wrth Amddifadu o Ryddid/Diogeliadau Amddiffyn Rhyddid sy'n gyson â deddfwriaeth, codau ymarfer, rheoliadau a chanllawiau.
2. Hyrwyddo ac annog arferion gorau er mwyn sicrhau canlyniadau sydd o bwys i unigolion a'u gofalwyr.
3. Rheoli a bod yn atebol am eich arferion eich hun ac arferion eraill, lle y bo'n briodol. Datblygu eich sgiliau proffesiynol eich hun drwy oruchwylio a mynychu hyfforddiant priodol.
4. Gweithio gyda phartneriaid a rhanddeiliaid i ddatblygu arferion effeithiol yng Nghaerffili o ran y Ddeddf Galluedd Meddyliol/Trefniadau Diogelu wrth Amddifadu o Ryddid/Diogeliadau Amddiffyn Rhyddid. Gweithredu fel llofnodwr o ran y Trefniadau Diogelu wrth Amddifadu o Ryddid a chynnal proses graffu cyn awdurdodi o dan y Diogeliadau Amddiffyn Rhyddid.
5. Dangos gwaith rhyngasiantaethol, amlddisgyblaethol a phartneriaeth effeithiol i ddarparu gwasanaeth sy'n bodloni safonau arferion gorau ar gyfer pawb sy'n dod o fewn cwrmpas y Ddeddf Galluedd Meddyliol/Trefniadau Diogelu wrth Amddifadu o Ryddid a'r Diogeliadau Amddiffyn Rhyddid.
6. Datblygu a chynnal perthnasoedd effeithiol gyda'r holl bartneriaid a rhanddeiliaid, gan feithrin cysylltiadau, datblygu perthnasoedd â darparwyr annibynnol a helpu nodi meysydd i'w gwella.
7. Cyfrannu at waith datblygu polisïau, gweithdrefnau a chanllawiau ymarfer sy'n berthnasol i'r rôl ac yn faes gwybodaeth arbenigol.
8. Cadw'n ymwybodol o newidiadau mewn deddfwriaeth, a pholisïau ac arferion cysylltiedig, a sicrhau bod yr holl staff yn cael gwybod am newidiadau er mwyn eu gweithredu'n gyson ac yn amserol.
9. Cyfrannu at ddatblygiad proffesiynol cydweithwyr llai profiadol, gan weithredu fel goruchwyliwr, mentor a/neu hyfforddwr ar gyfer arferion eraill (fel Gweithwyr Cymdeithasol sy'n mynychu'r llys neu'n cynnal asesiadau o ran Diogeliadau Amddiffyn Rhyddid).
10. Cadw cofnodion cywir a chyfredol ar systemau electronig perthnasol, fel y bo'n briodol.
11. Cynnal archwiliadau priodol a chymesur o arferion a phrosesau, gan ganolbwyntio ar welliant parhaus sy'n ymwneud â'r Ddeddf Galluedd Meddyliol.
12. Cymryd rhan mewn ymholiadau ac ymchwiliadau diogelu, a chyfrannu atyn nhw, gan ddarparu cyngor arbenigol mewn perthynas â galluedd meddyliol.

13. Helpu'r Rheolwr Gwasanaeth/Arweinydd Strategol o ran y Ddeddf Galluedd Meddyliol/Trefniadau Diogelu wrth Amddifadu o Ryddid/Diogeliadau Amddiffyn Rhyddid, gan gynnwys dirprwyo mewn cyfarfodydd strategol, byrddau a fforymau partneriaeth perthnasol, yn ôl yr angen.
14. Darparu arweinyddiaeth effeithiol, ymrwymo i weithio mewn partneriaeth ag eraill i sicrhau bod yr holl staff yn cael cymorth i gyflawni eu cyfrifoldebau o dan y Ddeddf Galluedd Meddyliol/Trefniadau Diogelu wrth Amddifadu o Ryddid/Diogeliadau Amddiffyn Rhyddid.
15. Sicrhau cyfathrebu effeithiol ar draws y timau drwy fynychu cyfarfodydd tîm, a chymryd rhan ynddyn nhw, gan roi cyfleoedd i staff drafod arferion.
16. Helpu sicrhau diwylliant dysgu agored yn y gweithle, lle mae staff yn cael cyfle i godi pryderon a chael mynediad at arferion gorau, eu trafod nhw, myfyrio arnyn nhw a'u rhannu nhw.
17. Monitro ansawdd perfformiad o ran y Ddeddf Galluedd Meddyliol/Trefniadau Diogelu wrth Amddifadu o Ryddid/Diogeliadau Amddiffyn Rhyddid ar draws yr adran, a chymryd cyfrifoldeb uniongyrchol am adrodd am bryderon neu arferion amhriodol drwy strwythurau rheoli llinell.
18. Dirprwyo ar ran y Rheolwr Gwasanaeth mewn perthynas â materion Trefniadau Diogelu wrth Amddifadu o Ryddid/Diogeliadau Amddiffyn Rhyddid.

### **Cyffredinol**

Cadw cyfrinachedd ym mhob agwedd ar y gwaith.

Cymryd rhan ym mhroses oruchwylio'r maes gwasanaeth a/neu'r broses arfarnu gorfforaethol.

Dangos cymhwysedd proffesiynol yn ymarferol a chynnal cofrestrriad proffesiynol.

Cyfrannu at ddatblygiad proffesiynol cydweithwyr llai profiadol a myfyrwyr ar leoliad yn yr Adran.

Dangos ymrwymiad a chefnogaeth i ddatblygu arferion gorau.

Cymryd rhan mewn adolygiadau ac arolygiadau gwasanaeth ac ymarfer.

### **PERTHNASOEDD GWEITHIO ALLWEDDOL**

Pennaeth Gwasanaeth.

Rheolwyr Gwasanaeth.

Rheolwyr Tîm.

Uwch Weithwyr Cymdeithasol.

Staff ar draws yr holl dimau asesu, gofal a chymorth yn y Gwasanaethau i Oedolion a Phlant.

Aelodau Consortiwm Gwent – Cyngor Bwrdeistref Sirol Blaenau Gwent, Cyngor Sir Fynwy,

Cyngor Dinas Casnewydd, Cyngor Bwrdeistref Sirol Torfaen a Bwrdd Iechyd Prifysgol Aneurin Bevan.

Gwasanaethau Cyfreithiol.

Tîm Datblygu'r Gweithlu.

Gwasanaethau Darparu.

Tîm Comisiynu.

Teuluoedd, cynrychiolwyr pobl sy'n cael gofal, Eiriolwyr Galluedd Meddyliol Annibynnol.

Defnyddwyr gwasanaethau, gofalwyr a'u teuluoedd.

## CYFRIFOLDEBAU AM STAFF

### Teitlau Swyddi, Niferoedd a Lefel Atebolrwydd

Cyfrifoldeb rheoli llinell llawn am dîm o hyd at 5 o weithwyr, gan gynnwys disgyblu, cwynion, Adolygiadau Datblygiad Personol, cyfarfodydd un i un, cymeradwyo gwyliau blynyddol, hawliadau treuliau, cynnal cyfweliadau dychwelyd i'r gwaith, atgyfeiriadau, recriwtio a dethol.

Yn gyfrifol am ddarparu cyngor, mentora a hyfforddiant i ymarferwyr cofrestredig.

Darparu goruchwyliaeth ymarfer a mentora mewn perthynas â'r ddeddfwriaeth i weithwyr proffesiynol cofrestredig, aseswyr lles pennaf, a rheolwyr.

## CYFRIFOLDEBAU AM ADNODDAU

### Cyllid, Peiriannau, Adeiladau neu Offer

Cyfrifoldeb unigol am gyfrifiadur personol/liniadur, ffôn symudol.

### Systemau Data

Rhannu cyfrifoldeb am nifer o becynnau meddalwedd a chronfeydd data.

## AMGYLCHEDD GWAITH

Yn y swyddfa, cartref, ystwyth.

Bydd angen gweithio ar draws nifer o safleoedd i hyrwyddo materion Diogeliadau Amddiffyn Rhyddid, mynychu gwahanol leoliadau cymunedol, cyfarfodydd mewn manau y tu mewn a'r tu allan i ffiniau Cyngor Bwrdeistref Sirol Caerffili.

Gofyniad achlysurol i weithio y tu allan i oriau swyddfa arferol.

Bod yn bresennol yn y Llys Gwarchod ar gyfer gwrandawliadau yng Nghaerdydd, Casnewydd neu unrhyw leoliad arall a nodir yn lleol.

## GOFYNION YCHWANEGOL

<b>Cyfyngiad Gwleidyddol:</b>	Nac oes
<b>Gwiriad y Gwasanaeth Datgelu a Gwahardd:</b>	Manwl
<b>Gwiriad y Rhestr Wahardd:</b>	Oedolion a Phlant
<b>Asesiad Meddygol Sylfaenol Cyn Cyflogaeth:</b>	Nac oes
<b>Cofrestru:</b>	Cofrestriad priodol i ymarfer yng Nghymru ar gyfer un o'r proffesiynau perthnasol a ganlyn: Gweithiwr Cymdeithasol, Therapydd Galwedigaethol, Nyrs, Therapydd Lleferydd ac Iaith, Ymarferydd Meddygol, Seicolegydd.

Yn deall ac yn dangos egwyddorion cyfrinachedd.

Yn gweithio o fewn polisiau a gweithdrefnau'r Cyngor, gan gynnwys cydnabod y ddyletswydd i ddiogelu oedolion, plant a phobl ifanc sy'n agored i niwed.

Yn deall ac yn dangos ymrwymiad i bolisiau'r Cyngor.

Yn dangos ymrwymiad i ddatblygiad personol parhaus.

**Mae'r dyletswyddau a chyfrifoldebau yn anodd eu diffinio'n fanwl a gallen nhw amrywio o dro i dro heb newid natur gyffredinol y dyletswyddau neu lefel y cyfrifoldebau dan sylw. Felly, mae disgwyl i ddeiliad y swydd ymgymryd â dyletswyddau eraill yn ôl y gofyn, ar yr amod na fydd natur gyffredinol y dyletswyddau na lefel y cyfrifoldebau yn newid.**

**MANYLEB Y PERSON**

	<b>HANFODOL</b>	<b>DYMUNOL</b>
<b>CYMWYSTERAU</b>	Gradd/Diploma neu gymhwyster rhagflaenol ar gyfer Gweithiwr Cymdeithasol, Therapydd Galwedigaethol, Nyrs, Therapydd Lleferydd ac Iaith, Ymarferydd Meddygol, Seicolegydd neu gymhwyster proffesiynol perthnasol fel sydd wedi'i nodi yng Nghod Ymarfer Diogeliadau Amddiffyn Rhyddid.	Cymhwyster aseswr lles pennaf, neu barodrwydd i weithio tuag ato.  Cymhwyster rheoli. Er enghraifft Rhaglen Datblygu Rheolwyr Tîm, Sefydliad Arweinyddiaeth a Rheolaeth (ILM) Lefel 5.  Cymhwyster mewn addysg ymarfer.
<b>GWYBODAETH</b>	Gwybodaeth fanwl am ddeddfwriaeth, canllawiau, rheoliadau a safonau cyfredol mewn perthynas ag arferion gweithredol ym maes Gwasanaethau i Oedolion.  Gwybodaeth arbenigol am y Ddeddf Galluedd Meddyliol, Trefniadau Diogelu wrth Amddifadu o Ryddid.  Dealltwriaeth gynhwysfawr o ddiogelu plant ac oedolion.  Gwybodaeth am brosesau cynllunio gofal a chymorth, ac asesu, yn yr adran gwasanaethau cymdeithasol.	Gwybodaeth am y newidiadau sy'n digwydd mewn perthynas â'r ddeddfwriaeth a'r cod ymarfer o ran Diogeliadau Amddiffyn Rhyddid.  Gwybodaeth am arferion gofal cymdeithasol ym maes gwasanaethau plant, yn benodol 16–18 oed.
<b>SGILIAU</b>	Sgiliau trefnu rhagorol.  Sgiliau ysgrifennu adroddiadau rhagorol.  Y gallu i helpu unigolion i fynegi eu hanghenion, eu barn a'u hamgylchiadau.  Sgiliau rhyngpersonol a chyfathrebu da.  Yn gallu datblygu perthynas weithio effeithiol â chydweithwyr o fewn y Cyngor, a'r tu allan iddo.  Y gallu i gyflwyno gwybodaeth yn glir ac yn gynhwysfawr ar gyfer amrywiaeth o gynulleidfaoedd.	Sgiliau Cymraeg.  Y gallu i wneud penderfyniadau o fewn lefel awdurdod yn unol ag amcanion y Cyngor.

	HANFODOL	DYMUNOL
	<p>Sgiliau negodi a rhyngpersonol effeithiol, gan gynnwys y gallu i reoli gwrthdaro a chael sgysiau anodd mewn modd proffesiynol.</p> <p>Y gallu i ddarparu arweiniad a chynghor proffesiynol o fewn y gwasanaethau Gofal Cymdeithasol a Thai mewn perthynas â'r rôl arbenigol.</p> <p>Sgiliau technoleg gwybodaeth da.</p> <p>Y gallu i ysgogi eich hun ac eraill, a magu hyder aelodau'r tîm.</p> <p>Yn bwyllog ac yn hyderus wrth wneud penderfyniadau, ac yn gallu herio'n effeithiol.</p> <p>Arloesol, creadigol a hyblyg.</p>	
PROFIAD	<p>Profiad o gynnal amrywiaeth o wahanol asesiadau sy'n canolbwyntio ar sgysiau 'beth sy'n bwysig' ac arferion sy'n canolbwyntio ar ganlyniadau.</p> <p>Dealltwriaeth uwch a phrofiad o gynnal asesiadau galluedd meddyliol a gwneud penderfyniadau er budd pennaf.</p> <p>Profiad o ddarparu hyfforddiant, mentora a hyfforddi eraill.</p> <p>Profiad helaeth o helpu a goruchwyllo gweithwyr proffesiynol cofrestredig neu fyfyrwyr.</p> <p>Cadeirio cyfarfodydd.</p> <p>Profiad o fynychu'r Llys Gwarchod neu'r Llys Teulu.</p>	Profiad o weithredu newid gweithdrefnol neu ddeddfwriaethol mewn maes.
ARALL	<p>Tystiolaeth o ymrwymiad i ddatblygiad proffesiynol parhaus.</p> <p>Hyblygrwydd i weithio y tu allan i oriau swyddfa arferol.</p>	

	HANFODOL	DYMUNOL
	<p>Trwydded yrru lawn y DU Categori B (Ceir) a defnydd o gerbyd modur wedi'i yswirio at ddibenion busnes/gwaith i deithio ledled y Fwrdeistref Sirol, a'r tu allan iddi, i fynychu cyfarfodydd/ymweld â chleientiaid yn eu cartrefi.</p> <p>Cofrestriad cyfredol gyda chorff rheoleiddio proffesiynol perthnasol i ymarfer yng Nghymru.</p>	



**AWDURDODI'R SWYDD**

<b>PENNAETH GWASANAETH:</b>	Joanne Williams	<b>DYDDIAD:</b>	27/10/2022
<b>RHEOLWR:</b>	Rebecca Griffiths	<b>DYDDIAD:</b>	27/10/2022
<b>ADNODDAU DYNOL:</b>	Janine Harrington	<b>DYDDIAD:</b>	27/10/2022

**ADOLYGU'R SWYDD**

<b>SWYDDOG:</b>		<b>DYDDIAD:</b>	
<b>SWYDDOG:</b>		<b>DYDDIAD:</b>	
<b>SWYDDOG:</b>		<b>DYDDIAD:</b>	

# Job Description and Person Specification



## POST IDENTIFICATION

<b>Post Title:</b>	Liberty Protection Safeguards Lead
<b>Job Evaluation ID:</b>	2750SS
<b>Grade:</b>	11
<b>Directorate:</b>	Social Services and Housing
<b>Division:</b>	Adult Services
<b>Section:</b>	Physical Disability and Sensory Impairment
<b>Location:</b>	Borough wide
<b>Responsible to:</b>	Service Manager

## JOB PURPOSE

Work with the Service Manager to review current practice, prepare Caerphilly County Borough Council and its staff by embedding the Human Rights Act and the Mental Capacity Act into practice, to support the implementation and roll out of legislation and the Liberty Protection Safeguards (LPS) Code of Practice for individuals aged 16 and over.

## KEY RESULT AREAS

Support the Service Manager to prepare the Council for the implementation of the Liberty Protection Safeguards (LPS) as defined by the Mental Capacity (Amendment) Act.

Provide leadership, professional advice and consultation in respect of the Mental Capacity Act, Mental Capacity (Amendment) Act (MCA), Deprivation of Liberty Safeguards (DoLS) to Adult and Children's Services.

Work in partnership with the regional MCA/DoLS consortium to ensure local implementation consistent with Codes of Practice, Regulation and guidance and support the development of regional procedures.

Model best practice in respect of Court of Protection and wider court work, including maintaining positive relationships with Legal Services, supporting practitioners and team leads to prepare for and attend court hearings as required.

Under the direction of the Service Manager, act as officer client in legal proceedings including attending court to represent the view of the local authority.

Quality assure practice in respect of MCA/DoLS/LPS and relevant legislation with a focus on continuous improvement.

Work with the Workforce Development Team to identify training needs in respect of the subject area, commission, develop, and deliver in collaboration with others relevant training.

Work with managers across the Council and support other stakeholders within a multi-disciplinary / partnership environment to develop and improve knowledge, skills and practice in the application of both MCA and related legislation.

Provide briefings, reports and updates to senior managers in respect of the quality of MCA practice and the implementation of LPS and keep the risks to the Council under review.

#### DETAILED TASK PROFILE

1. Support all staff members in Adult Services and Children's Services to ensure best practice in MCA/DoLS/LPS consistent with legislation, codes of practice, regulation and guidance.
2. Promote and encourage best practice in order to deliver outcomes that matter to individuals and their carers.
3. Manage and be accountable for your own practice and that of others where appropriate. Develop your own professional skills through supervision and attendance at appropriate training.
4. Work with partners and stakeholders to develop effective MCA/DoLS/LPS practice in Caerphilly. Act as a DoLS signatory and undertake pre authorisation scrutiny under LPS.
5. Demonstrate effective inter-agency, multi-disciplinary and partnership working to provide a service that meets best practice standards for all people who come within the scope of MCA/DoLS and LPS.
6. Develop and maintain effective relationships with all partners and stakeholders, building links, developing relationships with independent providers and supporting to identify areas for improvement.
7. Contribute to the development of policies, procedures and practice guidance as they relate to the role and an area of specialist knowledge.
8. Maintain an awareness of changes in legislation and related policies and practice and ensure all staff are informed of changes to enable consistent and timely implementation.
9. Contribute to the professional development of less experienced colleagues, acting as supervisor, mentor and/or coach for others practice (such as Social Workers attending court or undertaking LPS assessments).
10. Maintain accurate and up to date records on relevant electronic systems as appropriate.
11. Undertake appropriate and proportionate audits of practice and process with a focus on continuous improvement related to MCA.
12. Participate and contribute to safeguarding enquiries and investigations providing specialist advice in respect of mental capacity.
13. Assist the Service Manager /Strategic Lead for MCA /DoLS/ LPS including deputising at relevant strategic meetings, boards and partnership forums as required.
14. Provide effective leadership, be committed to working in partnership with others to ensure all staff are supported to deliver their responsibilities under MCA/DoLS/LPS.

15. Ensure effective communication across the teams by attending and participating in team meetings providing staff with opportunities to discuss practice.
16. Support an open, learning culture in the workplace where staff have the opportunity to raise concerns and access, discuss, reflect on and share best practice.
17. Monitor quality in respect of MCA/DoLS/LPS performance across the department and take direct responsibility to report concerns or inappropriate practice through line management structures.
18. Deputise for the Service Manager in respect of DoLS/LPS.

### **General**

Observe confidentiality in all aspects of work.

Participate in the service area's supervision process and/or Corporate Appraisal process.

Demonstrate professional competence in practice and maintain professional registration.

Contribute to the professional development of less experienced colleagues and students on placements within the Department.

Demonstrate a commitment to and support for the development of best practice.

Participate in service, and practice reviews and inspections.

### **KEY WORKING RELATIONSHIPS**

Head of Service.

Service Managers.

Team Managers.

Senior Social Workers.

Staff across all assessment and care and support teams in Adults and Children's Services.

Gwent Consortium members Blaenau Gwent CBC, Monmouthshire County Council, Newport CBC, Torfaen CBC and Aneurin Bevan University Health Board.

Legal Services.

Workforce Development Team.

Provider Services.

Commissioning.

Families, Representatives of care for persons, IMCA.

Service users, carers and their families.

### **RESPONSIBILITIES FOR STAFF**

#### **Post Titles, Numbers and Level of Accountability**

Full line management responsibility for a team of up to 5 employees including disciplinary, grievance, PDRs, one to one meetings, approving leave, expenses claims, conducting return to work interviews, referrals, recruitment and selection.

Responsible for providing advice, mentoring and coaching to registered practitioners.

Provide practice supervision and mentoring in respect of the legislation to registered professionals, best interest assessors, managers.

## RESPONSIBILITIES FOR RESOURCES

### **Financial; Plant; Buildings or Equipment**

Sole responsibility for a pc/laptop, mobile phone.

### **Data Systems**

Shared responsibility for a number of software packages and databases.

## WORKING ENVIRONMENT

Office, home, agile based.

Required to work across multiple sites to promote LPS, attend different community settings, meeting locations both in and outside the Caerphilly CBC boundary.

Occasional requirement to work outside of normal office hours.

Attendance at the Court of Protection for hearings in Cardiff, Newport or any other locally identified location.

## ADDITIONAL REQUIREMENTS

<b>Politically Restricted:</b>	No
<b>Disclosure and Barring Service Check:</b>	Enhanced
<b>Barred List Check:</b>	Adults and Children
<b>Baseline Pre Employment Medical Assessment:</b>	No
<b>Registration:</b>	Appropriate registration to practice in Wales for one of the following relevant professions: Social Worker, Occupational Therapist, Nurse, Speech and Language Therapist, Medical Practitioner, Psychologist.

## ORGANISATIONAL RESPONSIBILITIES

Understands and demonstrates the principles of confidentiality.

Work within the policies and procedures of the Council including recognising the duty to protect vulnerable adults, children and young people.

Understands and demonstrates commitment to the Council's policies.

Demonstrate commitment to ongoing personal development.

**The duties and responsibilities are difficult to define in detail and may vary from time to time without changing the general character of the duties or level of responsibilities entailed. The post-holder is therefore expected to undertake such other duties as may be requested provided the general character of the duties or level of responsibility does not change.**

**PERSON SPECIFICATION**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<p>Degree / Diploma or predecessor qualification in Social Worker, Occupational Therapist, Nurse, Speech and Language Therapist, Medical Practitioner, Psychologist or relevant professional qualification detailed in the Liberty Protection Safeguards Code of Practice.</p>	<p>Best interest assessor qualification or willingness to work towards.</p> <p>Management qualification. For example Team Management Development Programme (TMDP), Institute of Leadership and Management (ILM) Level 5.</p> <p>Qualification in practice education.</p>
<b>KNOWLEDGE</b>	<p>In-depth knowledge of current legislation, guidance, regulations and standards in relation to operational practice in Adult Services.</p> <p>Specialist knowledge of the Mental Capacity Act, Deprivation of Liberty Safeguards.</p> <p>A comprehensive understanding of child and adult safeguarding.</p> <p>Knowledge of assessment, care and support planning processes in social services department.</p>	<p>Knowledge of the changes occurring in relation to liberty protection safeguards legislation and code of practice.</p> <p>Knowledge of social care practice in children’s services, specifically age 16–18.</p>
<b>SKILLS</b>	<p>Excellent organisational skills.</p> <p>Excellent report writing skills.</p> <p>Ability to support individuals to represent their needs, views and circumstances.</p> <p>Good interpersonal and communication skills.</p> <p>Able to develop effective working relationships with colleagues within and outside the Council.</p> <p>Ability to present information clearly and comprehensively for a variety of audiences.</p> <p>Effective negotiating and interpersonal skills, including the ability to manage conflict and</p>	<p>Welsh language skills.</p> <p>Ability to make decisions within level of authority in line with Council objectives.</p>

	ESSENTIAL	DESIRABLE
	<p>have difficult conversations in a professional manner.</p> <p>Ability to provide professional advice and leadership within Social Care and Housing in respect of the specialist role.</p> <p>Good IT skills.</p> <p>Ability to motivate self and others and to inspire confidence in team members.</p> <p>Measured and confident in decision making and able to challenge effectively.</p> <p>Innovative, creative and flexible.</p>	
EXPERIENCE	<p>Experience of undertaking a range of different assessments that focus on 'what matters' conversations and outcomes focussed practice.</p> <p>Enhanced understanding and experience in undertaking mental capacity assessments and best interests decision making.</p> <p>Experience of delivering training, mentoring and coaching others.</p> <p>Extensive experience of support and supervision of registered professionals or students.</p> <p>Chairing meetings.</p> <p>Experience of attending the Court of Protection or Family Court.</p>	<p>Experience of implementing procedural or legislative change in an area.</p>
OTHER	<p>Evidence of commitment to continued professional development.</p> <p>Flexibility to work outside of normal office hours.</p> <p>Full UK Category B (Cars) driving licence and the use of a motor vehicle insured for business / work</p>	



	ESSENTIAL	DESIRABLE
	<p>purposes to travel throughout and outside the borough to attend meetings / visit clients at their home.</p> <p>Current registration with relevant professional regulatory body to practice in Wales.</p>	

**POST AUTHORISATION**

<b>HEAD OF SERVICE:</b>	Joanne Williams	<b>DATE:</b>	27/10/2022
<b>MANAGER:</b>	Rebecca Griffiths	<b>DATE:</b>	27/10/2022
<b>HR:</b>	Janine Harrington	<b>DATE:</b>	27/10/2022

**POST REVIEW**

<b>OFFICER:</b>		<b>DATE:</b>	
<b>OFFICER:</b>		<b>DATE:</b>	
<b>OFFICER:</b>		<b>DATE:</b>	