

Northumberland County Council  
**JOB DESCRIPTION**

<b>Post Title: Risk and Independence Specialist Advisor and Reviewing Practitioner</b>		<b>Director/Service/Sector:</b> Adult's Services/Adult's Social Care	<b>Office Use</b>
<b>Band: 10</b>		<b>Workplace:</b> Risk and Independence Team County Hall / Agile	JE ref: 4080
<b>Responsible to: Operations Manager</b>		<b>Date: 13/12/21</b>	HRMS ref:
<p>1. <b>Job Purpose:</b> To assist in developing and contributing to the quality assurance of all aspects of practice, planning, policy and procedural processes in relation to adults. To take a lead role for promoting links with key teams, managers and professionals directly responsible for making decisions. Ensuring high quality performance through reviewing and planning systems. To review high-cost care plans working with clients and their carers, care providers and associated professionals. To ensure they meet the needs of the adult and to maximise individuals' independence and quality of life within legislative guidelines by safely and robustly managing risk to deliver cost effective care plans in a person-centred way. Providing better outcomes for service users and their families/carers. To manage care plan budgets safely and effectively to ensure that plans are cost effective and not overly restrictive, and recouping overspends for Adult Social Care</p>			
<b>Resources:</b>			
Staff	Oversight and scrutiny of Adult Social Care cases, high costed packages of care and remodelling of service provision.		
Finance	Shared accountability for operational budget of Adult Social Care with specific responsibilities when reviewing and overseeing adult's plans, ensuring efficient and value for money of County Council resources.		
Physical	Post involves deskwork (including computer), home visits, travel to meetings both local and regional, meetings in client's homes, provider establishments and various other establishments. The post involves lone working.		
Clients	Contact with adults and their families/carers including within their own homes. Contact with a range of agencies and partners.		
<b>Duties and key result areas:</b>			
<ol style="list-style-type: none"> <li>1. To fulfil all the responsibilities and duties of a Risk and Independence Specialist Advisor. In particular to review and reassess clients' services and to work alongside providers in remodelling services.</li> <li>2. To chair meetings with providers and clients/families/carers.</li> <li>3. To ensure that adequate arrangements are in place to promote the welfare, safety and well-being of adults/families/carers who are users of the service.</li> <li>4. To promote the involvement and participation of adults/families/carers and providers in planning and decision making.</li> <li>5. To ensure well-crafted and accurate records of meetings are produced and distributed efficiently and in timescale.</li> <li>6. To assist in the development of quality assurance and performance management arrangements within the Adult Social Care Directorate.</li> <li>7. To undertake independent quality assurance audits of frontline social work practice as part of their involvement in the Risk and Independence process.</li> <li>8. To carry out audit and reviews of practice and outcomes for service users and contribute to service development.</li> <li>9. To provide advice and consultation for staff in Northumberland working with adults/families/carers and providers.</li> <li>10. To contribute and deliver the training and staff development programme as required. To develop a professional skills base through the provision of training and development as appropriate (in particular financial management /CPC).</li> <li>11. To act as Designated Officer as required, chairing strategy meetings, making appropriate records of discussions and following cases through when appropriate.</li> <li>12. To promote and safeguard the welfare and wellbeing of adults in accordance with service systems, procedures and standards</li> <li>13. To develop and maintain systems and reviewing practices designed to ensure practice is of the highest standard and capable of withstanding external scrutiny.</li> <li>14. To address directly and decisively any practice or planning/performance issues that raise concerns in accordance with the organisation's policies and procedures and in line with statutory guidance.</li> <li>15. To take responsibility for developing strategies, skills, expertise and knowledge for a wide range of practice issues and to provide consultation, coaching and mentoring across the service. This includes taking responsibility to maintain and develop professional links and leads with multi agency professionals to meet the needs of adults/families and carers.</li> <li>16. To assist in the formulation, monitoring and development of policies and guidance relating to services.</li> <li>17. To ensure the service practice meets the agreed NCC and CQC quality standards, regulation. procedures and codes of conduct.</li> </ol>			

18. To oversee the quality / professional standards of the social work team, making decisions and provide advice and guidance to care managers, social workers and team managers regarding adults. Chairing a range of meetings.
19. Quality assuring social work assessments and reports as part of the Risk and independence process. Ensuring that work is of a consistently appropriate standard.
20. Manage and maintain positive relationships with partner organisations and other external bodies.
21. Responsible for their role within the Risk and Independence Team, so that the team achieve key service delivery objectives identified within the service plan. In addition, develop and implement systems to ensure satisfactory team performance against key performance indicators
22. Responsible for ensuring that the objectives set out in statutory guidance and departmental procedures are implemented within the team, including specialist knowledge of shared care models/ one to one care.
23. Responsible for ensuring that specific areas of service delivery are developed and delivered to meet the needs of adults/families/carers requiring Risk and Independence Team involvement.
24. To manage resources effectively and efficiently in line with NCC regulations and to report to Operations Manager on a regular basis regarding the financial efficiencies.
25. To monitor and evaluate team performance and effectiveness against service targets including the monitoring of care plans, evaluation of effectiveness of service provision and quality standards.
26. To provide reports and updates to the management teams as required.
27. To ensure the maintenance of record keeping in accordance with statutory requirements and NCC policy and procedures.
28. To ensure the service is adult care centred, focussing and promoting the overall safety and wellbeing of all adults.
29. Contribute to the strategic development of the service by developing new ways of working and efficient practices.
30. To actively participate in directorate wide projects related to Adult Social Care as approved by the Operations Manager/General Manager.
31. Deputise for the Operations Manager at internal and external meetings.
32. To advise and alert the Operations Manager/General Manager of any situation that may be contentious, complex or critical or costly to the team or service so that an appropriate risk assessment and management plan can be put in place.
33. To act with professional authoritative confidence in autonomous working and decision making, to shape the working environment to achieve the best possible outcomes for adults/families/carers.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

#### **Work Arrangements**

Transport requirements:	Travel to work sites, area offices, meetings or other venues throughout the County, region and Country
Working patterns:	May include weekends and evenings. Office based but including significant travel requirement.
Working conditions:	Mainly indoors. Occasional exposure to working outdoors.

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**PERSON SPECIFICATION**

<b>Post Title:</b> Risk and Independence Specialist Advisor and Reviewing Practitioner	<b>Director/Service/Sector:</b> Adult Services/Adult Social care	JE ref: 4080 HRMS ref:
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Qualifications and Knowledge</b>		
<p>A professional social work qualification e.g., Degree in Social Work, DipSW, CQSW, CSS Valid HCPC registration. Evidence of CPD. Knowledge of working with adults and issues around working with families/carers and providers. Detailed knowledge of Adult Social Care legislation. Up to date understanding of the key issues and relevant theoretical background facing professional adult social care social workers.</p>	<p>Management qualification Completion of or working the PQ Award.</p>	
<b>Experience</b>		
<p>In depth diverse experience in Adult social care. Extensive experience in working with complex and challenging case work. Experience of managing performance to agreed standards and targets. Ability to work in stressed and pressured situations to meet deadlines. Proven experience in decision making skills and abilities.</p>	<p>Experience of working within a multi-agency setting. Experience of budget management</p>	
<b>Skills and competencies</b>		
<p>Highly developed interpersonal skills with the ability to communicate effectively with a variety of people through a variety of mediums including complex cases. Ability to influence/ negotiate and manage difficult situations. Ability to manage change and conflict. Highly developed negotiating and organisational skills. Able to prioritise conflicting demands and requirements, meet tight deadlines and timescales. Ability to assess service needs, develop and evaluate programmes and projects/plans to meet those needs. A commitment to equality of opportunity. An awareness of the principles of budget management. Effective IT skills to be able to write reports, produce court documentation and update relevant systems. Ability to work across agency boundaries within a multi-professional setting. Ability to work at both operational and strategic levels in terms of future service development.</p>	<p>Use of IT databases and spreadsheets</p>	
<b>Physical, mental, emotional and environmental demands</b>		
<p>To be a resilient practitioner with the ability to manage intense emotional demands. Able to meet the physical demands of the post. Lengthy periods of mental attention and high levels of pressure from conflicting demands and pressure to meet statutory deadlines. To be able to satisfy the mobility requirements of the post which will include regular journeys to adults and their families'/carers home across the County, region and County To work agilely in line with the Council policy.</p>		

**Other**

This position requires an Enhanced Disclosure and Barring Service (DBS) Check.  
Commitment to inter-agency working.  
Registration with HCPC.  
Willingness to work occasional evenings/weekends.  
Positive attitude towards supervision and training.  
Willingness to attempt new challenges and approaches.  
Positive attitude towards supporting equality and diversity.

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits