

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT Health and Adult Social Care

POSTHOLDER NA

SECTION Adult Social Care

GRADE PO5

POST DESIGNATION (TITLE): Deputy Locality Lead

Purpose of Job:

To be responsible to the Locality Lead for:

- i) Supporting the day-to-day operational management, supervision and workflow of the team, ensuring statutory duties under the Care Act 2014 and related legislation are met and Adult Social Care services are strengths-based, outcome focused, effective, and valued by residents.
- ii) Helping deliver the Council's vision for independent, person-centred and enabling social care, supporting adults and older people with diverse health and social care needs to live well and safely in their communities.
- iii) Playing a vital role in developing and embedding neighbourhood networks that foster multidisciplinary working by bringing together health, housing, mental health services, and voluntary and community sector partners to deliver coordinated, person-centred support within the community.

Manages up to 15 directly managed staff.

Manages up to 5 indirectly managed consultancy/contracting staff.

Main Duties:

Operational and Service Leadership

- 1) Support the Locality Lead in leading the team's daily operations, managing workflow, allocating cases, prioritising demand and ensuring smooth service delivery.
- 2) Provide visible leadership, professional oversight and accountability, ensuring all practice meets statutory responsibilities, council policy, and Care Act standards.
- 3) Oversee financial management and budget monitoring within the service, as delegated, ensuring the proportionate and effective allocation of resources to

meet service user needs while maintaining compliance with organisational and statutory requirements.

- 4) Deputise for the Locality Lead as required, representing the service at internal and external meetings, panels, and cross-departmental forums.
- 5) Oversee quality, consistency, and timeliness of assessments, reviews, safeguarding enquiries, and support planning.
- 6) Lead on embedding strengths-based and enabling approaches across the team to promote independence, wellbeing, and positive risk-taking.
- 7) Support workforce planning, recruitment, and induction of new staff in line with HR procedures.
- 8) Lead or contribute to service development, innovation, and continuous improvement initiatives within the Directorate.

Supervision, Performance and Professional Standards

- 9) Provide direct supervision, case direction, and professional guidance to social workers, occupational therapists, and support staff within a multi-disciplinary setting.
- 10) Ensure supervisees meet agreed objectives, uphold practice standards, and engage in reflective supervision and continuous professional development.
- 11) Maintain effective caseload oversight and workflow management, intervening to resolve blockages or risks to service delivery.
- 12) Conduct regular audits, quality checks, and performance reviews; ensure follow-up actions are implemented.
- 13) Maintain accurate recording and ensure compliance with data protection, GDPR, and information governance policies.
- 14) Ensure that all staff adhere to Directorate policies, procedures, statutory obligations, and local codes of conduct.

Safeguarding, Risk and Governance

- 15) Ensure that all safeguarding concerns are managed promptly and effectively, and that Section 42 enquiries are completed in line with legislation and best practice.
- 16) Provide professional supervision and exercise managerial accountability for safeguarding interventions in accordance with the Care Act 2014, ensuring all enquiries, assessments, and actions are thoroughly reviewed, appropriately documented, and formally signed off in line with legal and organisational standards.
- 17) Provide expert advice, guidance and oversight on high-risk, complex or contentious cases.
- 18) Identify, escalate, and mitigate risks, including those that may impact service quality, resident safety, or the Council's reputation.
- 19) Promote a positive health and safety culture and ensure compliance with relevant legislation and corporate requirements.

Partnership and Integrated Working

- 20) Foster strong multi-disciplinary working with health colleagues, voluntary and community organisations, housing services and commissioned providers.
- 21) Champion integrated approaches that enable seamless pathways between social care and health systems.
- 22) Represent the service at strategic meetings, case conferences and joint planning forums.
- 23) Build and maintain relationships with adults, carers, and families, ensuring clear communication and involvement in decision-making.

Professional Development and Learning

- 24) Keep up to date with relevant legislation, case law, national and local policy developments.
- 25) Model continuous learning and reflective practice; promote a learning culture across the team.
- 26) Participate in your own regular supervision with the Locality Lead and engage in training, CPD, and performance appraisal.
- 27) Undertake other duties commensurate with the post, as directed by the Locality Lead, to support service delivery.

RBG

- 28) Undertake any other work appropriate to the level and general nature of the post's duties.
- 29) Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses made available via the Council's Apprentice Levy funding.
- 30) Undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities and Customer Care policies.
- 31) Perform all duties in line with Council's staff values showing commitment to improving residents lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.
- 32) To ensure that appropriate levels of emergency planning and business continuity management preparedness are in place for the service, and that your teams are appropriately briefed on their roles in an emergency.
- 33) To be responsible for undertaking employee investigations, hearings and appeals in line with the RBG policies and procedures.
- 34) Responsible for providing mentoring opportunities to junior staff (e.g. graduates, apprentices etc.)
- 35) This post requires an Enhanced DBS with adult's barred list and will be supported by Safer Recruitment tools.
- 36) To undertake supervision/management of staff as and when required.

- 37) You may be required to undertake alternative, additional or ancillary duties from time to time or transfer to another service department within the Council as the Council may reasonably direct to meet service user demand in the event of a crisis or emergency.

Designation of the Post to which the postholder normally reports to: Locality Lead

Person Specification

Job Title	Deputy Locality Lead
Grade	PO5
Service/Section	Adult Social Care
Directorate	Health and Adult Social Care

Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	Essential/ Desirable
Knowledge	
A qualification in Social Work or a relevant professional qualification	E
Hold a current registration with the relevant regulatory body for Social Workers.	E
Knowledge of adult social care legislation such as Care Act 2014, Mental Capacity Act, Deprivation of Liberty Safeguards principles.	E
Leadership Standards: • Leadership levels I, II or III • Communication levels I, II or III • Performance Management levels I, II or III	D
Skills and Abilities	
Ability to performance manage a team.	E
Ability to work collaboratively with other professionals, organisations and members of the public.	E
Ability to communicate effectively verbally and in writing.	E
Ability to manage and allocate financial and human resources.	E
Experience	
Experience of advising professionals on the assessment of needs and the management of risk including in relation to Safeguarding enquiries.	E
Experience of managing quality assurance processes in adult social care, with the ability to apply these to ensure high-quality, person-centred support that promotes wellbeing, independence, and positive outcomes in line with the Care Act 2014	E
Experience of working under pressure, meeting both priorities and performance targets.	D
Experience of supervising professionally qualified staff.	D

Experience of Complex Casework.	E
Experience of providing professional leadership to employees and acting as a role model ensuring the highest quality of practice.	D
Equal Opportunities	
Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.	E
Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post.	E