

**ROYAL BOROUGH OF GREENWICH**

**JOB DESCRIPTION**

**DEPARTMENT**      **Health and Adult Services**

**POSTHOLDER**

**SECTION**              **Practice and Workforce Development Team**

**GRADE PO5**

**POST DESIGNATION** Practice Development Lead

Purpose of Job:

To be responsible to the Quality Assurance and Practice Improvement Manager for:

- i) Continuous scrutiny and quality assurance of practice, promoting improvement in practice through embedding a robust casefile audit framework. Assuring the quality of strength based social work and social care practice across the directorate to ensure better outcomes for our residents.
- ii) Contribute to the recruitment and retention of a skilled social care workforce, by leading on the continuous professional development of social workers, occupational therapists and social care practitioners. Delivering key tasks associated with ASYE, Social Work apprenticeships, student placements, Occupational Therapist preceptorships and other career development programmes and pathways.
- iii) Support continuous improvement within Health and Adults (HAS) through practice leadership which supports the Directorate's vision and values. Working collaboratively with Adult Operational Teams, Children's Services, Commissioning, Public Health, Mental Health, Digital and wider partners and stakeholders to deliver on the HAS priorities and change programmes.

Manages up to 2 directly managed staff.

Manages up to 6 indirectly managed Newly Qualified Social Workers, Social Worker Apprentices and Students

Main Duties:

- 1) Use expertise and knowledge to assure social care practice through regular case file audits, practice reviews, and direct observations. Make recommendations for improvement to senior managers. Develop action plans and identify training needs for practice improvement using outcomes from quality assurance activities and learning from case files audits, Safeguarding Adults Reviews, and any other relevant reviews or information.

- 2) Assess, mentor and supervise new learners including student Social Workers; Newly Qualified Social Workers on the Assessed Year of Supported Employment (ASYE) programme and Social Work Apprentices. Make decisions about the suitability of the learner to practice social work at the end of the probation/placement. Support Social Work and Occupational Therapist related career development programmes.
- 3) Use creative approaches to sharing and disseminating best practice and learning from complaints, LGO's and SARs to all staff and external stakeholders. Design and deliver appropriate activities and resources to support continuous professional development for the social care workforce. Lead on the facilitation of training and reflective practice forums.
- 4) Keep up to date with emerging themes in social care. Identify practice gaps and produce appropriate guidance and policies to support best practice and practice changes. Analyse data and trends, and produce updated reports to senior managers as required, on matters concerning Adult Social Care workforce and practice, e.g. Safeguarding Adults, Mental Capacity and Deprivation of Liberty Safeguards. Provide practice consultation, advice, guidance and management directions to operational teams, as required.
- 5) Provide practice leadership and lead on assigned portfolios linked to various work streams and projects aligned to the Directorate's vision, priorities and change programmes; including supporting the Forward Thinking Team activities and key priorities from the Safeguarding Adults Board (SAB).
- 6) Contribute to culture change programmes; and support the social care workforce to enhance digital skills; maximise the benefits of AI /digital technology and the use of new digital apps/tools.
- 7) Review outcomes from the Council Survey and Employers Standards Health Check; make appropriate recommendations to senior managers and lead on actions required for improvements related to registered professionals (Social Workers and Occupational Therapists) and the wider social care workforce.
- 8) Contribute to promoting and refreshing the Social Care Practice Academy, ensuring it is up to date with best practice. Work across Public Health, Commissioning, Children's services and Mental Health to expand opportunities for career development pathways.
- 9) Support the directorate to deliver on action plans related to Equality, Diversity and Inclusion and the DoHASC Workforce Racial Equality Standards. Use opportunities for co-production and resident feedback to shape service delivery. Support the directorate in preparation for external assurance e.g. CQC inspection, London ADASS, LGA peer reviews, by making decisions about appropriate cases for inspection.
- 10) To undertake any other work appropriate to the level and general nature of the post's duties.
- 11) 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.

12) To 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.

13) To 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.

14) 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." (For managers and supervisors).

15) To be responsible for undertaking employee investigations, hearings and appeals in line with the RBG policies and procedures. (Appropriate for PO4 and above jobs only)

16) Responsible for providing mentoring opportunities to junior staff (e.g. graduates, apprentices etc.) (May be suitable at various grades, but mandatory for jobs PO4 and above)

17) This post requires an Enhanced DBS with adult's barred list and will be supported by Safer Recruitment tools

18) To undertake supervision/management of staff as and when required. (May be suitable at various grades, but mandatory for jobs at PO3 and above)

19) 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 Post-Holder normally reports to: Quality Assurance and Practice Improvement Manager

June 2025