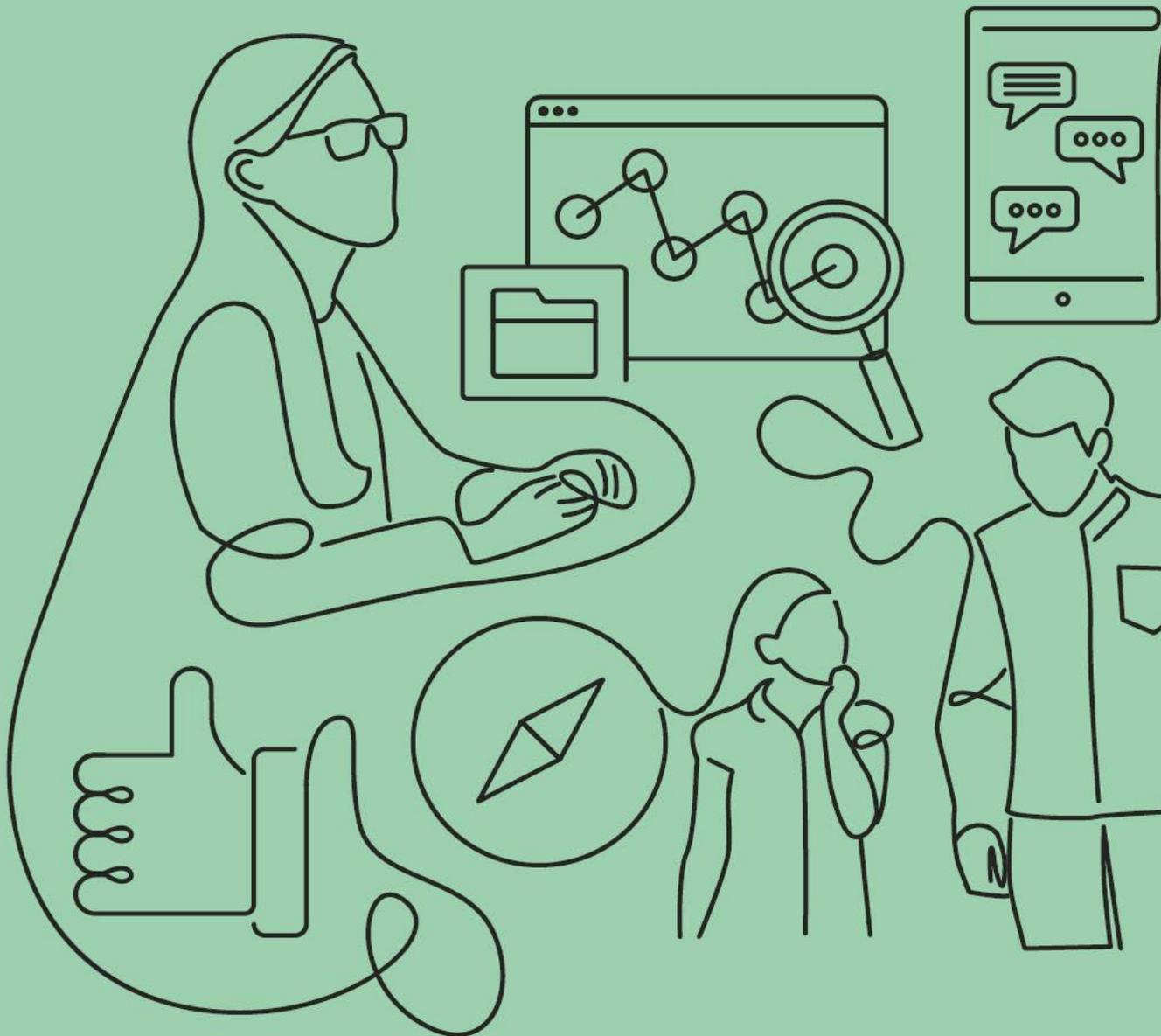


Professional Advisor

Closing date: 20 March 2019, 12pm



Professional Advisor 0.6 FTE Permanent

The role

We are looking for two experienced and enthusiastic registered and practising social workers to play a key role in the effectiveness of Social Work England's fitness to practise function by providing clear, robust and timely professional advice in relation to concerns raised about social workers.

Working as part of the triage and case progression team you will provide professional advice to support the robust initial review and risk assessment of concerns about social workers. You will also play a key role in the on-going assessment and review of fitness to practise investigations.

You will work collaboratively with the engagement team to identify, manage and monitor concerns appropriate for resolution at a local level.

The organisation

Social work is about people. Our purpose is to regulate social workers in England so that people receive the best possible support whenever they might need it in life. We are committed to raising standards through collaboration with everyone involved in social work.

Salary and benefits

The salary equates to £45,000 pro rata, increasing to £48,000 pro rata on successful completion of six-month probation. This is a 0.6 FTE permanent position.

- 22.2 hours
- Flexible working
- 25 days a year leave pro rata rising each year to a maximum of 30
- 8 Bank Holidays
- Ongoing training and development

The location

Sheffield, South Yorkshire. Our city has a thriving grassroots creative arts community and around a third of Sheffield lies within the borders of the Peak District national park.

- Stylish restaurants, independent cafes, pubs and coffee shops.
- A legendary music scene and award-winning theatres.
- Big shopping at Meadowhall, small shopping at niche stores.
- Seven hills, five rivers and two and a half million trees.

What will you do?

- You will provide up-to-date and relevant professional advice as part of the initial assessment of concerns raised about social workers.
- You will assist the triage team with assessment of risk posed to members of the public following receipt of concerns about social workers' practice.
- In appropriate cases, you will support the investigations teams to identify key lines of enquiry and to develop investigation plans.
- You will work collaboratively with other Social Work England staff and key external stakeholders to identify the evidence required to assess whether there is a case to answer.
- You will evaluate evidence gathered by the investigations teams, provide expertise to the investigations process and contribute to the regular review and risk assessment of fitness to practise investigations.
- You will work with the engagement team to identify and monitor concerns suitable for management and resolution at a local level.
- You will participate in the quality assurance of decision-making across the fitness to practise directorate.
- You will support continuous improvement initiatives relating to the professional advice function and decision-making processes.
- You will undertake any other reasonable duties as may be assigned from time to time.

We are looking for someone with:

- Currently practising as a social worker and registered with the Health and Care Professions Council without restriction or adverse fitness to practise history.
- The demonstrable ability to give sound, impartial and reasoned advice on professional social work issues, together with the ability to remain independent and objective at all times.
- A demonstrable ability to apply their professional expertise and knowledge to the work of Social Work England in dealing with fitness to practise investigations and to work within established policies and procedures.
- An excellent ability to communicate in writing effectively, accurately, concisely, factually and in plain English.
- Excellent verbal communication skills, with the ability to communicate professionally with a wide range of stakeholders and provide sound, impartial and well-reasoned advice to colleagues at various levels within Social Work England.
- Ability to understand the legal and regulatory framework within which Social Work England operates.
- An understanding of the Data Protection Act, the importance of preventing data security issues and maintaining confidentiality.

- Ability to establish credibility and maintain good working relationships with colleagues and stakeholders at all levels.
- Ability to work quickly and accurately without compromising quality, under pressure and with minimal supervision.
- Ability to work effectively as part of a team as well as across different teams.
- Strong IT skills with good working knowledge of Microsoft Outlook, Word and Excel, together with the ability to become proficient in the use of Social Work England's case management system.
- A proven role model for respectful, open and honest behaviour including a demonstrable commitment to equality and diversity in service delivery.

How to apply

To apply, please email the application form and equality monitoring form **by 12pm on Wednesday 20 March 2019** to recruitment@socialworkengland.org.uk.

Selection process

We will assess you against the evidence you provide in your application form that should address the criteria in the person specification and gives examples of how you meet the requirements of the role. Please note it will not be possible to give feedback at sift stage.

Interviews

Interviews will take place in late March in Sheffield.

Interviews will seek to further understand your skills, knowledge, experience and motivation and test the key competencies of the role:

1. Working as one team – encourages collaboration internally and externally.
2. Embracing change – leads change by communicating clearly and encourages discussion.
3. Respecting each other - Works with others to build respect.
4. Focuses on registrants and service users – engages with registrants, service users/customers and keeps them fully informed.

If you are successful, we will undertake routine security checks.

Contact

If you have any queries about the role or the appointment process, please contact recruitment@socialworkengland.org.uk.