



## ROLE DESCRIPTION

<b>Role title</b>	Service Manager Mental Capacity Act and DoLS		
<b>Directorate</b>	Adults and Health		
<b>Reporting to</b>	Principal Social Worker/Strategic Manager Safeguarding and DoLS		
<b>Grade</b>	8		
<b>Evaluation ref</b>	LGR0129	<b>Job Family Ref</b>	
<b>Role purpose</b>			
<p>This post is responsible for providing high quality professional leadership, at the British Association of Social Workers 'Advanced Social Worker' level, in relation to the Mental Capacity Act 2005. The role includes oversight and management of the DoLS system across Somerset, co-ordination of the interface between Adult Social Care and the Somerset Council legal team in respect of the Court of Protection and Community DoLS, oversight and quality assurance of Mental Capacity Act training for the Adult Social Care workforce and quality assurance of practice.</p> <p>Advice and guidance is provided across Adult Social Care where there is complexity, particularly ahead of Court of Protection proceedings. The postholder is also responsible for developing guidance and line managing the DoLS Team to ensure high quality, effective and efficient service delivery.</p>			
<b>Key results area</b>	<b>Accountability</b>		
Corporate Responsibilities	<ul style="list-style-type: none"><li>• Provide clear leadership to deliver the Council's strategic priorities and meet the Council's financial targets, as a member of the Directorates Senior Leadership Team.</li><li>• Update and advise Elected Members in respect of operational and policy issues in relation to the Service.</li><li>• Lead with a clear identity in terms of flexible and responsive ways of working, inclusive and diverse culture, and high level of employee engagement and wellbeing.</li><li>• Undertake representational and communication duties on behalf of the Council to promote and protect the Council's interests in matters concerning their specialist areas.</li><li>• Create, monitor, and review frameworks of performance measures and quality standards to be applied in the delivery of services.</li><li>• Function as an ambassador for the Council promoting, both internally and externally, the Council's vision, strategic aims, and values.</li></ul>		



## ROLE DESCRIPTION

	<ul style="list-style-type: none"><li>• Value the diversity of Somerset's communities ensuring equality of access and treatment in service delivery and employment.</li><li>• Function as a role model for Somerset's vision and values. Promotes a culture of continuous improvement that encourages creativity and innovation to ensure services are efficient and develop the potential and flexibility across the Council and its workforce including the motivation and development of employees within the Service.</li><li>• Ensure that the Service places a high value on customer responsiveness by demonstrating a commitment to meeting and involving the broadest range of direct and indirect service users, citizens, customers, communities, and businesses.</li><li>• Support the delivery of the Councils' key strategic aims and objectives ensuring understanding and commitment from staff from across the Service.</li><li>• Support Corporate and Directorate and service specific transformational change programmes with the aim of maximising efficiency, modernising services, and achieving better outcomes and opportunities for service users and customers.</li><li>• Ensure flexibility in reacting to the needs of the Council, its' customers and partners supporting a culture of continuous improvement.</li><li>• Ensure compliance with all relevant legislation, the Council's standards of conduct, organisational policy, and professional codes of conduct to uphold standards of best practise.</li><li>• Accountable for compliance with all relevant health and safety legislation and Somerset Council H&amp;S policies.</li></ul>
Operational Delivery	<p>Responsibility for the effective and efficient running of the DoLS system across Somerset including legal compliance.</p> <p>Responsibility for the prioritisation of DoLS applications.</p>
Provide an effective and efficient DoLS system for Somerset.	
Team Management	Responsibility for managing / supervising the DoLS Team.



## ROLE DESCRIPTION

Regulatory / Statutory Responsibility	Oversees the delivery of quality assurance activities in relation to the Mental Capacity Act 2005.
	Responsible for developing guidance and practice in relation to the Mental Capacity Act 2005.
Performance Framework	Responsible for high quality professional leadership for Adult Social Care in relation to the Mental Capacity Act 2005, DoLS and Community DoLS.  To contribute to the provision of robust, legally compliant advice and guidance across Adult Social Care where there is complexity, particularly ahead of Court of Protection proceedings.
Deliver a balanced budget	Accountable for a budget of £984.
<b>Qualification/Knowledge/Experience/Skills</b>	
<ul style="list-style-type: none"><li>• Social work or occupational therapy qualification with current registration with Social Work England or HCPC.</li><li>• Qualified Best Interest Assessor.</li><li>• Evidence of continued professional development.</li><li>• Experience of providing supervision.</li><li>• Experience of line management.</li><li>• Ability to lead, motivate and influence practitioners.</li><li>• Extensive up-to-date knowledge of the Mental Capacity Act 2005, Deprivation of Liberty Safeguards and case law.</li><li>• Excellent knowledge of the Mental Health Act 1983 amended in 2007, The Care Act 2014, Human Rights Act 1998, and how other legislation interfaces with the Mental Capacity Act 2005.</li><li>• High level of legal literacy; the ability to apply relevant legislation in practice alongside professional priorities and principles of ethical practice while adhering to the Local Authority's statutory responsibilities.</li><li>• Ability to analyse, interpret and present data.</li></ul>	

## ROLE DESCRIPTION

- Experience of quality assurance processes.
- Ability to manage, organise and prioritise workload and competing demands.
- Evidence of effective partnership working across health and social care systems.

### Dimensions of role

- Line management of the DoLS Team which consists of 7 Best Interest Assessors, 5 who work at Advanced Practitioner level, 1 senior business support officer and 1 business support officer.
- Lead the DoLS Team with a clear identity in terms of flexible and responsive ways of working, inclusive and diverse culture, and high level of employee engagement and wellbeing.
- Commission Independent Best Interest Assessors to carry out assessments on a weekly basis.
- Ensure high quality professional supervision is provided within the DoLS Team.
- Address and oversee performance and practice issues that arise, supporting people to positively resolve difficulties where possible, taking action within the organisation or with Social Work England where necessary.
- Have oversight and responsibility for the DoLS system across Somerset. This involves multi-agency work with the wider health and social care system and providers.
- Undertake representational and communication duties on behalf of the Council to promote and protect the Council's interests in matters concerning their specialist areas.
- Hold responsibility and oversight for the prioritisation for DoLS applications using informed professional judgement and defensible decision making.
- Co-ordinate the DoLS authoriser rota, plus training and guidance for authorisers.
- Co-ordinate the interface between Adult Social Care and the Somerset Council legal team in respect of the Court of Protection and Community DoLS.
- Provide high quality professional leadership for Adult Social Care and across the health and social care system in relation to the Mental Capacity Act 2005, DoLS and Community DoLS.
- Update and advise Elected Members in respect of operational and policy issues in relation to the Mental Capacity Act 2005.
- Provide robust, legally compliant advice and guidance across Adult Social Care where there is complexity, particularly ahead of Court of Protection proceedings.
- Plan and quality assure Mental Capacity Act training for the Adult Social Care workforce.

## ROLE DESCRIPTION

- Contribute to the identification, planning and meeting of development needs of practitioners and managers in relation to the Mental Capacity Act 2005.
- Quality assure practice in relation to the Mental Capacity Act 2005.
- Lead on the development of organisational and professional practices and procedures in relation to the Mental Capacity Act 2005.
- Provide professional leadership in relation to Community DoLS within Adult Social Care, influencing senior managers and practitioners.
- Actively engage in membership of the South West Region MCA/DoLS Leads Group that includes participation from NHS and ADASS representatives.
- Chair the multi-agency Somerset Safeguarding Adults Board Mental Capacity Act Subgroup.
- Hold responsibility for managing a budget of £984.
- Function as an ambassador for the Council promoting, both internally and externally, the Council's vision, strategic aims, and values.
- Value the diversity of Somerset's communities ensuring equality of access and treatment in service delivery and employment.
- Function as a role model for Somerset's vision and values. Promotes a culture of continuous improvement that encourages creativity and innovation to ensure services are efficient and develop the potential and flexibility across the Council and its workforce including the motivation and development of employees within the DoLS Team.
- Ensure that the DoLS Team place a high value on customer responsiveness by demonstrating a commitment to meeting and involving the broadest range of people, communities, and businesses.
- Support the delivery of the Councils' key strategic aims and objectives ensuring understanding and commitment from staff from across the DoLS Team.
- Support Corporate and Directorate and service specific transformational change programmes with the aim of maximising efficiency, modernising services, and achieving better outcomes and opportunities for people and communities.
- Ensure flexibility in reacting to the needs of the Council, its' customers and partners supporting a culture of continuous improvement.
- Ensure compliance with all relevant legislation, the Council's standards of conduct, organisational policy, and professional codes of conduct to uphold standards of best practise.



## ROLE DESCRIPTION

- Accountable for compliance with all relevant health and safety legislation and Somerset Council H&S policies.

### Notes

#### Competencies / attributes

- Excellent communication skills including the ability to communicate complex information in a way that is accessible.
- Able to influence others including senior leaders.
- Develops and applies relevant knowledge from social work practice, research, social sciences, law, other professional and relevant fields, and from the expertise of people who draw on services.
- Gathers, analyses and reviews complex and/or contradictor information quickly and effectively, using it to reach informed professional and defensible decisions.
- Promotes professional curiosity.
- Promotes people's rights to autonomy and self-determination, supporting, challenging and providing guidance to others as appropriate.
- Promotes human rights, social justice and economic wellbeing.
- Promotes an open learning culture.
- Recognises diversity and applies anti-discriminatory and anti-oppressive principles in practice.

Working conditions:

N/A

Working arrangements:

Arrangements with attendance at in-person meetings across Somerset as required.