# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# Job Title: Senior Resource Officer

# Department: Adult Social Care and Health

# Grade: [Single Status 11](https://www.eastsussex.gov.uk/jobs/working-here/pay/east-sussex-single-status)

# Responsible to: Practice Manager (Social Work qualified and HCPC registered)

# Responsible for: Resource Officers

# Purpose of the Role:

As part of the local management team, to supervise Resource Officers and provide support advice and guidance to the whole team.. To support with ensuring a smooth transition through the service with positive outcomes for clients. To carry out information gathering and data analysis in relation to the complexity of clients accessing the service . To liaise with other teams within adult social care to prevent delays in discharge.

The role will have a base within East Sussex but may require countywide working.

# Key tasks:

1. Work as a member of the local Management Team (Practice Manager, Office Manager/Senior Secretary, Senior Practitioners) to ensure effective local services are provided, supporting best practice with a particular focus on support planning.
2. Supervise Resource Officers in the team. Ensure more complex casework is referred to Senior Practitioners or Social Workers for advice/guidance/action as appropriate.
3. Provide face to face advice and guidance to all practitioners as appropriate and support the duty worker function.
4. Develop and maintain effective day to day partnership working arrangements with Health, Borough and District Council colleagues and good relationships with key stakeholders.
5. Work jointly with such colleagues to improve referral processes.
6. Facilitate weekly meetings with staff to ensure work is being managed effectively.
7. Undertake performance monitoring and reporting in accordance with indicators required.
8. Liaise with the Service Placements Team (SPT) to predict demand for services.
9. Undertake Safeguarding Enquiries as and when necessary, reporting to the line manager.
10. Undertake a lead role for the team in supporting the introduction of new ways of working.
11. Where required, undertake a lead community development role for the team, providing appropriate links to local resources.

# PERSON SPECIFICATION

# Essential education and qualifications

* [QCF Level 2](https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels) in Maths and English or ability to pass assessment at interview
* Level 5 Adult Care qualification or willingness to complete Leader in Adult Care (Level 5) [apprenticeship](https://intranet.escc.gov.uk/learning-and-development/apprenticeships/apprenticeships/) which will be funded by the Council.

# Essential key skills, abilities, knowledge, experience, values and behaviours

* Ability to effectively undertake Safeguarding Enquiries.
* Ability to develop and establish effective, collaborative partnerships to ensure appropriate information sharing and utilise the expertise of external professionals, clients and carers.
* Able to demonstrate accountability and effective judgement when anticipating, identifying, assessing and managing risk; knowing when to seek support and solutions from Senior Practitioners and experienced social workers when appropriate.
* Ability to apply the principles of social justice, social inclusion and equality in all casework.
* Ability to converse at ease with customer and provide advice in accurate spoken English
* Completed Safeguarding Enquiry training.
* Knowledge of appropriate legal and policy frameworks and awareness of relevant current case law.
* Awareness of changing contexts at local, national and organisational level and their implications for services and practice.
* Relevant legislation, e.g. NHS & Community Care Act 1990, Chronically Sick and Disabled Persons Act etc.
* Experience as an effective Resource Officer (Assessment) in ASC
* Experienced in Safeguarding Enquiries.
* Experience of completing needs assessments upon which effective plans are based.
* Demonstrate personal and professional resilience.
* Able to demonstrate awareness of own personal values, own professional limitations and knowledge gaps.
* Ability to work positively with others and contribute to team working and a learning environment for self, team and colleagues.
* Able to meet any travelling requirements of the post.

# Desirable key skills, abilities, knowledge, experience, values and behaviours

* Relevant management qualification.
* Specialist knowledge and training in areas relevant to the role e.g. carers / dementia.
* Specific training in management / leadership.
* Management role or experience

**Document version control:**

Date created/amended: October 2022

Name of person created/amended document:

Job Evaluation Reference: 7168

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role** |
| --- | --- |
| Using display screen equipment | Yes |
| Working with children/vulnerable adults | Yes |
| Moving & handling operations | No |
| Occupational Driving | No |
| Lone Working | No |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |