



Role Profile

Social Worker
Adult Social Care
People Directorate

Role Profile: Qualified Social Worker	Role Profile Number: SBC_12051
Directorate: Adults	Reporting to: Advanced Social Work Lead
Grade: CFL 9	Date Prepared: 12/08/2026

Our Values

Our [Values](#) shape how we work for the people of Swindon. They guide how we make decisions, how we deliver services and how we work with our communities and partners.

Our Values are:

We SEE – people, not problems – and stay curious to understand their story.

We HEAR – each other and the people we serve

We CARE – about our colleagues, our residents and our community

We ACT – with integrity, accountability and purpose

We LEARN – from data, feedback and experience so we keep improving

These five values describe the standards we hold ourselves to as a Council, and what residents and partners can expect from us.

The Swindon Commitment

The [Swindon Commitment](#) shows how we bring our Values to life every day, in every role, across all that we do. It turns our Values into practical promises between the Council, our colleagues and the people we serve so we can work together to deliver the best possible services and support.

Created with colleagues from across the organisation, the Swindon Commitment sets out a shared understanding of how we work, lead and behave. Rooted in our five core values, it reflects how we listen to, include and respond to residents, communities and each other.



Purpose:

To uphold standards of practice for social workers as defined by Social Work England and in accordance with the BASW Professional Capabilities Framework for Social Workers.

To practice in accordance with the BASW Professional Capabilities Framework for Social Workers (the national occupational standards for the profession) at the level of Social Worker.

Practitioners working in line with the Social Worker level of the Professional Capabilities Framework (PCF) are expected to practice effectively, exercising higher quality judgements, in situations of increasing complexity, risk, uncertainty and challenge. Through growing understanding, they expect and anticipate, but do not pre-judge, the issues that may develop. They have greater confidence and independence (whilst accessing support when needed), and use their initiative to broaden their repertoire of responses; they have expertise in one or more areas of practice, are familiar with local resource networks and are recognised by peers as a source of reliable knowledge and advice.

Key responsibilities and accountabilities:

- To provide statutory support to adults with care and support needs and their carers / families, which includes information and advice, assessment, support planning and safeguarding.
- Comply with legal frameworks for social care in line with personalisation principles, which aim to put individuals, families and communities at the heart of care and wellbeing; and in doing so strengthen relationships between members of that community and build social capital.
- Operate within defined budgets for social care.
- To undertake Mental Capacity Assessments (MCA) and Best Interest decisions in line with the MCA (2005) principles.
- Work in partnership and liaison with partners including primary, secondary and tertiary health care, private providers, voluntary sector organisations and others to provide coordinated support for individuals and / or carers.
- To contribute to local knowledge (within the team and the service) about universally available services, including what is available within the voluntary and community sector, as well as the Department's commissioned and contracted services and to signpost/advocate for individuals accordingly.
- To undertake person-centred social work with individuals and to plan for the provision of support and / or services with them in order to assist them to meet their outcomes and to live as independently as possible.
- To ensure accurate and timely recording of all information and activity onto the social care records database in accordance with work targets set by the Team Manager and Supervisor.
- To support carers to continue in their role.
- To have a well-developed understanding of assessment, support planning and the management of risks for individuals and to be able to apply Council policy and support people to manage risk

appropriately. To identify where adults may be at risk and to act in accordance with safeguarding policies and procedures.

- To undertake the role of Investigating Officer, including Section 42 (Care Act) enquiries and multi-agency working in accordance with Swindon multi-agency policies and procedures for safeguarding adults, including gathering and analysing complex information and associated risks, and making recommendations in relation to Adult Protection Plans.
- To gather sufficient information about individuals in order to be able to accurately assess their needs against eligibility criteria. To ensure that local knowledge about universally available services is up to date including what is available within the voluntary and community sector, as well as the service area's commissioned and contracted services and to signpost/advocate for people accordingly.
- To ensure that Council corporate and service policies and procedures are followed at all times.
- To ensure that support plan reviews are carried out in a timely and person-centred way, as required and identified by departmental targets. To ensure agreed outcomes have been met. To evidence the need for continuing support at all times, in accordance with eligibility criteria and to work with individuals and care providers to identify promotion of increased independence.
- To contribute proactively to the effective working of the team with positive attitude, by sharing knowledge, offering advice and support and by preparedness to be involved in the development of services.
- To fully engage and prepare for own supervision and appraisal through self-evaluation, ensuring that continual professional development is evidenced.
- To be an ambassador for the Council and the department at all times, always representing the Council positively, professionally and appropriately at meetings with individuals and external partners and agencies.
- Promote equality and diversity best practice in all areas of work.
- Commitment to anti-discriminatory and anti-oppressive practice.

Supplementary Accountabilities

- Working with older people with short and long term and complex needs providing care and support to enable people to be as independent as possible. This could include people with Learning Disabilities, Autism, Physical and Mental Health disabilities.
- Required to monitor the quality and quantity of the work of others.
- To provide advice, guidance and support to colleagues to ensure whole team achievements are met.

Managerial

No managerial accountabilities.

Professional

- Work in collaborative partnerships with colleagues from the council, health and other stakeholders within the voluntary and community sector that promote well-being, social inclusion and resilience.
- Ensuring a strong commitment to anti-discriminatory and anti-oppressive practice.

- Participate in and, where appropriate, chair meetings of internal / external partners and other agencies, Best Interest decision maker, or facilitation of this, CHC joint decision-making panels, etc.
- Always operating within the professional ethics and disciplines of Social Work as described in the BASW code of ethics and Social Work England code of practice.
- Able to communicate effectively with people at all levels with positive and person- centred approaches, including via written reports.
- Provide advice and guidance on complex issues that could be contentious and challenging in nature.

Decision making:

- Use general guidelines and utilise a wide range of relevant information, make decisions where advice is not readily available.
- Make evidenced based decisions.
- Assess the options and take appropriate action, where only general guidelines exist.
- Make appropriate decisions to ensure outcomes are achieved which serve the best needs of individuals and, as a consequence, can result in improved services.
- Understand the consequences of the decisions will have a material effect on the service.
- Conduct assessments of individuals' circumstances and issues to determine intervention or referral to the appropriate service.
- Ensure appropriate support/care plans are developed and that considerations are made to the cost effectiveness of these plans.

Creativity and innovation

- Work on own initiative to manage own activities and contribute to longer term activities / plans.
- Creativity and innovation is a feature of the job along with ability to interpret general guidelines to resolve issues.
- Identify areas where improvements could be made within own role.
- Use independent analysis and judgement to apply knowledge of systems, procedures and best practice and in assessing risk to individuals or others. Subject to practices and procedures which have clear precedents or operational guidance. Subject to managerial control and review of results.
- Plan and implement interventions and actions for allocated cases. Monitor and review cases and undertake less complex casework.
- Assist in more complex cases under supervision or, where appropriate, shadowing experienced colleagues.

<u>Job Scope</u>	
Number and types of jobs managed:	N/A
Budget Holder:	No
Budget Value:	N/A
Asset Responsibility:	N/A

PERSON SPECIFICATION

Qualifications:	Essential or Desirable
• Qualified Social Work degree and Social Work England registration • Evidence of, or commitment to, complete the Assessed and Supported Year in Employment (ASYE). • Evidence of appropriate work experience and reflective learning from placement experience whilst qualifying as a Social Worker and of appropriate professional and personal development relevant to length of post-qualifying experience.	E E E
Knowledge and Experience:	
• Up-to-date knowledge and understanding of strengths-based social work with adults and / or children, including the safeguarding of adults and children. • Proven experience of adult social work practice and clear, complex and accurate report writing. • Up-to-date knowledge and understanding of health and social care legislation, assessment and risk management • Experience of using professional knowledge to work within referral systems according to established criteria. • You must be fluent in the English language (as a requirement of Part 7 of the Immigration Act - for the effective performance of a client-facing role).	E D E E E

Aptitudes, Skills and Competencies:	
- Well-developed interpersonal skills and ability to effectively communicate with people in a variety of ways and levels. - A self-starter, a well organised person who is passionate about delivery of high quality person-centric services. - Able to write clear, complex and accurate reports. - Ability to work independently and manage competing demands - Ability to work with challenging client groups and situations. - Excellent interpersonal and communication skills. - Accurate record keeping and report writing. - Excellent ICT skills, including use of Microsoft applications and specialist systems.	E E E E E E E E
Special Conditions of Recruitment:	
<i>This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS).</i>	E

Other Key Features of the role

It should be noted that the duties and tasks associate with this post may change from time to time without altering their general character or the level of responsibility entailed. The above duties and activities associated with this job are neither exclusive nor exhaustive and the job holder may be called upon to carry out other such appropriate duties as may be required within the grading level of the job.

