

Please ask for: Direct dial:  
Jessica Hann 01823 356211

**Please quote this reference:** Fax:  
**10413/JH** 01823 355091

Email: Date:  
Recruitment@somerset.gov.uk 5 July 2017

Dear Applicant,

**Professional Practitioner (Family Group Conferencing)**

Thank you for your enquiry regarding the above post. Please find **enclosed**:

- Job details and Person specification
- 4 C's Information Sheet
- Terms and conditions
- Disclosure & Barring Service Information Sheet
- Application form & Equalities monitoring form

To apply for the post, please complete the application and equal opportunities monitoring forms and return them by **20 July 2017 at 5pm**. The form can be submitted from the link in the vacancy on the Somerset County Council Website, or can be emailed to [recruitment@somerset.gov.uk](mailto:recruitment@somerset.gov.uk) or posted to: The Recruitment Team, Floor A2W, County Hall, Taunton, TA1 4DY.

Unfortunately, due to the considerable number of enquiries for vacancies, we are unable to acknowledge receipt of your written application unless you specifically request this by enclosing a stamped addressed envelope. If you have not heard from us within 3-4 weeks of the closing date, you should assume that your application has been unsuccessful on this occasion.

If you would like further information about this post, please telephone Tom Whitworth (Strategic Manager, Services for Vulnerable Young People) or Wendy Jenner (Operational Manager, Targeted Youth Support) on 01458 440820. Interviews will be held week commencing 7<sup>th</sup> August 2017.

Yours faithfully,

Jessica Hann  
**Recruitment Assistant**  
**Recruitment Team**



## **JOB DETAILS**

**Job title:** Professional Practitioner (Family Group Conferencing)  
**Reference number:** 10413/JH

### ***KEY TASKS AND RESPONSIBILITIES***

1. Use appropriate techniques and best practice to make ongoing assessments of allocated cases to reflect individual circumstances (including, where appropriate, mental health and/or speech and language assessments) including assessment of risk, risk of harm, risk of serious harm and vulnerability, to ensure that the supervision of/work with young people is as effective as possible. To deliver a range of interventions and activities where required.
2. To keep accurate and timely records and to provide information, written assessments, reports and statements to support other service professionals, managers and the courts (or other official bodies). In specific circumstances present reports and statements to the Courts and Referral Panels to enable Magistrates and Judges to make judicial decisions.
3. To work with service providers, independent and voluntary sectors, to facilitate the provision of a needs-led service which best meets requirements within the available resources.
4. To establish appropriate professional relationships with service users, their families, carers, other professionals and agencies to enable effective partnerships in the provision of services. To maintain a child centred approach focussing on the need to manage risk of harm.
5. To build upon existing knowledge and practice with research and training to develop individual skills and work with Senior Professional /Team Leaders to appraise new approaches and to embed improvements in service provision and delivery.
6. In specialist social care functions e.g. YOT, TYS, , may be required to develop expertise in relation to particular aspects of the work e.g. sexually harmful behaviour work, Restorative Justice, Child Protection Investigations, working with victims, volunteers and communities, CSE, DVA , Family and Young Carers.
7. To deliver Family Group Conferences to families with vulnerable children, accessing appropriate support as required (eg advocacy services).
8. To lead and manage a team of Intervention Workers to ensure that services are delivered to young people in accordance with National Standards, applicable statutory requirements and best practice. Lead, manage and review the quality of work delivered.
9. To lead and manage a team of Intervention Workers providing a range of intensive support services for adolescent young people within the target group. Act as a case holder for the most complex cases. Provide Information Advice and Guidance (IAG), deliver intensive interventions, ensuring the child/young person are assisted to reach their full potential and increase the number of young people in suitable education,

training and employment.

10. Understand, uphold and promote the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

### **Contacts & Relationships**

- The Professional Officer role will ensure that a consistently good standard of service is delivered to children and families in Somerset meeting or exceeding statutory, Council or service standards. This will involve the full range of day to day management activities including priority setting, conflict resolution and team communication
- The post holder requires good communication skills to ensure effective feedback arrangements from clients and customers and to enable effective management of local teams during changes to achieve new ways of working.

### **Resources**

The post holder can expect to have a caseload of 10-20 individual young people for intensive support work at any one time. The overall cohort of young people is likely to exceed 1000. The postholder will supervise up to 8 FTE staff or where in a Family Group Conferencing role:

The post holder will be expected to deliver approximately 40 conferences per year (pro-rata for part time staff). The post holder will also be required to work flexibly, including some evenings and weekends, in order to meet service user needs.

### ***FURTHER INFORMATION SPECIFIC TO THIS POST***

Somerset County Council must ensure that each person who works for the public authority in a customer-facing role can speak fluent English. This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.

The successful candidate has a responsibility for promoting and safeguarding the welfare of the children and young people they are responsible for, or come into contact with.

## PERSON SPECIFICATION

**Post Title:** Professional Practitioner (Family Group Conferencing)

**Grade:** 10

<b>Key Competencies</b>	
<p>All applicants should demonstrate a commitment to our four key values – Customer Focus, Can Do Attitude, Collaboration and Care and Respect as described in the attached Information Sheet.</p> <p>You can find more information by following the link below:  <a href="http://extranet.somerset.gov.uk/hr/employment-information/our-values-4-cs/">:http://extranet.somerset.gov.uk/hr/employment-information/our-values-4-cs/</a></p>	
<b>Work Experience</b>	
<b>Essential</b>	<b>Desirable</b>
<p>Good understanding of the Family Group Conferencing model</p> <p>Demonstrable experience of partnership working with other agencies and professional colleagues.</p> <p>Good understanding and ability to develop and implement effective performance management and quality assurance frameworks.</p> <p>Knowledge and understanding of implementing equality and diversity in service delivery.</p> <p>An understanding and commitment to effective customer and community engagement leading to service redesign and change management.</p>	<p>Recent training in Family Group Conferencing</p> <p>Experience of delivering Family Group Conferences</p>
<b>Qualifications</b>	
<b>Essential</b>	<b>Desirable</b>
<p>Degree or equivalent qualification in a relevant subject</p> <p>Evidence of work related continuing professional development in their specialist field.</p>	
<b>Knowledge / Skills</b>	
<b>Essential</b>	<b>Desirable</b>
<p>Ability to speak fluent English as stated in Part 7 of the Immigration Act (2016)</p>	
<b>Personal Attributes</b>	
<b>Essential</b>	<b>Desirable</b>

Promotes the need for change and acts as a role model for change.

Positive, committed, adaptable, thorough and confident approach.

Ability to work to deadlines and to motivate others to work effectively and demonstrate a duty of care.

Committed to diversity in service delivery and employment.

Innovative and creative approach to service improvement and value.

Customer- and Communities- focussed.

Personal Integrity.

Drive and self-motivation – “can do” attitude.

Sound analysis and decision making in dealing with complex cases.

Demonstrates a commitment to safeguarding and promoting the welfare of children.

Prepared to work some evenings and weekends

## **Our Values – 4 Cs**

At work, the way we do things matters as much as *what* we do. At Somerset County Council we have four key values – the 4Cs – that all employees are expected to work to. They will form part of every member of staff's personal review.

### **Customer focus**

This is about putting the customer at the heart of everything we do.

### **Collaboration**

This is about working with others to deliver our services.

### **Can do attitude**

This is about getting the job done and doing it well.

### **Care and respect**

This is about treating others as they would wish to be treated – with care, respect, dignity and understanding.

## **What does this look like in practice?**

The 4Cs describe our values. In practice, this means that we think from a customer or a community perspective to make sure we get things right first time and continually improve the services we provide. We must have a clear view of what our customers and service users say they need, rather than build services based on what we *think* they need.

We operate a 'no wrong door' policy – whichever authority or department deals with the customer's query, we help them get there. As we build links with other authorities and organisations we talk to each other and our managers about how we think we could change, even the smallest things, for the better.

We work together, establishing positive, respectful and empowering ways of working as strong teams. We act with integrity, communicating clearly, admitting to our mistakes and striving to learn from them. When we think we need to speak out or challenge, we are prepared to do so in a constructive and positive way, but we remain objective.



### Important Information about the Job and Your Application

<b>JOB TITLE</b>	Professional Practitioner (Family Group Conferencing)
<b>GRADE</b>	10
<b>SALARY</b>	Between £28,485 to £32,486 per annum  Appointments are normally made at the bottom of the salary scale.
<b>LOCATION</b>	The base is negotiable for this position.
<b>GENERAL TERMS AND CONDITIONS</b>	In accordance with the Scheme of Conditions of Service agreed by the National Joint Council for Local Government Services (commonly know as the Green Book).
<b>HOURS OF WORK</b>	Normally the working week is 37 hours. The hours of work will be in agreement with the line manager.
<b>CONTRACT</b>	The contract offered is permanent.
<b>PROBATIONARY PERIOD</b>	The appointment will be subject to a probationary period of 6 months. Internal applicants who have already completed their probationary period would not normally be expected to complete this again.
<b>LEAVE</b>	The annual leave for this post (based on full time hours) is 27 days.  On top of this, 2 additional days (called statutory days) can be taken each year, as well as the usual 8 bank holiday days.  Annual Leave stated will be pro-rata for part-time and fixed term contract posts.  The annual leave year starts on 1 April or 1 of the month in which contract commences.

<b>NOTICE PERIOD</b>	Following successful completion of the probationary period, this post will be subject to a notice period of three calendar months on either side.
<b>DISABILITY DECLARATIONS</b>	Applications for all vacancies are particularly welcome from people with disabilities. Somerset County Council has a policy of shortlisting for interview all disabled applicants who meet the essential requirements of the post (as detailed in the Person Specification enclosed).
<b>DISCLOSURE &amp; BARRING SERVICE</b>	This post requires a criminal background check (DBS) via the disclosure procedure.
<b>POLITICAL RESTRICTIONS</b>	Not applicable for this post.
<b>SMOKING POLICY</b>	Somerset County Council recognises that the health, safety and welfare of employees, sub-contractors and anyone else directly affected by the Council's operations are of prime importance. Therefore, smoking is strictly prohibited everywhere on Somerset County Council premises except where it is both practicable and appropriate to designate an outside smoking area. This is at the discretion of local management. Smoking breaks during <b>paid</b> working time will not be permitted.



**Somerset County Council has signed the Charter for Employers who are Positive about Mental Health.**

The Charter for Employers who are Positive about Mental Health is a voluntary agreement seeking to support employers in working within the spirit of its positive approach. The Charter is one element of the MINDFUL EMPLOYER® initiative which is aimed at increasing awareness of mental health in the workplace and supporting businesses in recruiting and retaining staff.

MINDFUL EMPLOYER is a UK-wide initiative. [www.mindfulemployer.net](http://www.mindfulemployer.net)



## **Criminal record check via the Disclosure & Barring Service Procedure – Explanatory Notes**

The Rehabilitation of Offenders Act, 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record by a prospective employer, as the convictions may be defined as 'spent'. However, there are exemptions to this legislation if the individual is offered a post which involves contact with children or vulnerable adults or regular work at an establishment exclusively or mainly for such groups.

The post you have applied for falls into one of these categories, therefore, a criminal background check is required.

You will receive an e-mail, with a weblink, granting you access to complete an electronic Disclosure application form online. Once you have completed the application and submitted it to your verifier, they will contact you to arrange a suitable date and time for you to present your original identification documents for verification.

If a job offer is made, your application will be countersigned by Somerset County Council and submitted to the Disclosure and Barring Service (DBS) for processing.

This process may take place after the interview has been completed so please bring the relevant identification, as listed in the interview letter, if you are invited for an interview.

The DBS will issue a Disclosure certificate which will contain the following:

- Details of all convictions held on the Police National Computer (PNC) both current and 'spent' as well as details of any cautions, reprimands or warnings.
- Information from following relevant government department lists which identify individuals who have restrictions placed upon them or who are barred from working with either children or vulnerable adults:
  - i) the Department of Health's Protection of Children Act List (PoCAL)
  - ii) the Department of Health's Protection of Vulnerable Adults List (PoVAL)
  - iii) the Department for Education and Skills (DfES) under Section 142 of the Education Act 2002 (known as List 99).

It is important, therefore, that if you are asked if you have anything to declare that details of all the above are included.

You will be issued with a Disclosure certificate which you will need to take to your line manager for checking. The information provided on the certificate will be considered as part of the recruitment procedure.

Somerset County Council wants to reassure candidates that a criminal record is not necessarily a bar on obtaining a position. A copy of our policy regarding Recruitment of Ex-Offenders is available on request, as is the Code of Practice with which we fully comply.

Further information about the Disclosure procedure can be found at <http://www.homeoffice.gov.uk/agencies-public-bodies/crb/>