

## Job Description

Job Title: MCA/DoLS Team Manager

Grade: P3

### Overall purpose of the job

**To be the lead professional for Deprivation of Liberty Safeguards (DoLS) across both Cambridgeshire County Council and Peterborough City Council. Lead teams across both authorities to respond to requests for authorisation of deprivation of liberty in a timely and compliant way, and be instrumental in the implementation of the Liberty Protection Safeguards (LPS).**

Main accountabilities	
1.	<b>Service Delivery</b> <ul style="list-style-type: none"><li>• To manage the planning, allocation and review of workload so priorities are managed, shortfalls identified and services delivered within capacity and within departmental and partnership policies, procedures and timescales.</li><li>• Develop and manage the service ensuring that the service response reflects the individual need.</li><li>• Engage people and carers in developing the service.</li><li>• Manage the processes for the delivery of the Council's duties in relation to the Deprivation of Liberty Safeguards and ensure timely and accurate reporting of performance.</li><li>• Take responsibility for ensuring that all health and social care staff within Adult Support Services, Mental Health Trust, Acute Trusts, Police and the Independent and Voluntary Sectors, across the area are made aware of new developments in related legislation and initiate appropriate action in response and develop and support a countywide Mental Capacity Act practitioner network of team leads, to enable them to disseminate good practice.</li><li>• Review, develop, evaluate and monitor policies and procedures regarding the Council's statutory duties under the Mental Capacity Act, DoLS and LPS, and to advise and support managers in their implementation.</li><li>• To be involved in the planning and delivery of MCA/DOLS and LPS training activity to a range of statutory, independent and voluntary sector providers.</li><li>• To coordinate internal and external teams of Best Interest Assessors and Section 12 doctors to ensure statutory requirements are met.</li></ul>
2.	<b>Safeguarding and Risk Management</b> <ul style="list-style-type: none"><li>• Assess and balance risk and protective factors within a safeguarding framework.</li><li>• To take a professional lead on safeguarding and provide expert knowledge of safeguarding processes, policy and case law.</li><li>• Provide leadership and more specialist social work practice skills and knowledge to make independent decisions.</li><li>• Provide advice and guidance on case management and effective risk management of complex situations, understand when to take positive risks as appropriate.</li></ul>

3.	<p><b>Service and Team Development</b></p> <ul style="list-style-type: none"> <li>• Ensure that every team member has regular meaningful conversations to support their practice, personal development and wellbeing.</li> <li>• Lead regular engagement with staff and organise events which build an ethos of professional and confident service provision.</li> <li>• Advise on complex and contentious issues which could potentially have profound implications for the people we support, the Council and/or our stakeholders.</li> <li>• Manage the MCA/DoLS service and team of staff within the legislative and procedural framework.</li> <li>• Ensure the effective application of the Mental Capacity Act 2005, including Deprivation of Liberty Safeguards (DoLS), Human Rights Act 1998 and other relevant legislation.</li> <li>• Oversee the recruitment process for Best Interest Assessors and Section 12 Doctors ensuring compliance with safe recruitment practice and professional standards.</li> <li>• Understand LPS practice guidance when it becomes available and take the lead in embedding understanding of it across the team and wider Council.</li> <li>• Take the necessary actions to get the service and wider Council ready to achieve successful implementation of LPS, including ensuring the right numbers of appropriately trained staff.</li> <li>• Address poor performance using the appropriate HR procedures in a timely and effective manner, seeking advice as appropriate</li> </ul>
4.	<p><b>Performance Management</b></p> <ul style="list-style-type: none"> <li>• Maintain operational systems and ensure compliance with the case file management process in accordance with departmental policy.</li> <li>• Ensure services are delivered on the basis of assessed risk for the protection of clients and the public and that safe working procedures are maintained for staff.</li> <li>• Provide regular reports on the operation of the Mental Capacity Act and DoLS in the Councils and propose improvements to senior management teams. Reports will include information such as numbers referred under the Act, incidents, breaches, appeals and subsequent action.</li> <li>• Develop projections of workload in relation to implementation of LPS, identify which service areas will be impacted and work collaboratively with colleagues across the council to implement the necessary changes and establish new workflows.</li> <li>• Prioritise activities and resources to meet team objectives including effective workload management of self and others.</li> <li>• Ensure appropriate and consistent training and application of IT skills within the team to meet data requirements.</li> </ul>
5.	<p><b>Partnership Working</b></p> <ul style="list-style-type: none"> <li>• To represent the Council in multi-agency networks, working with them in assessing, planning and implementing integrated care to promote independence and choice, admission avoidance and facilitation of discharge.</li> <li>• Work in partnership with other organisations at a strategic level to achieve positive outcomes for the people we support and carers.</li> <li>• To manage the application of the MCA Act and its amendments in the Council and across all partner agencies, including the statutory, private and voluntary sectors.</li> <li>• Represent the Supervisory Body at Regional Forums and report back as necessary.</li> <li>• Work closely with the providers of Independent Mental Capacity Advocacy services to develop effective services to ensure equitable delivery of the service across Peterborough and Cambridgeshire.</li> <li>• Ensure that Providers understand and comply with requirements for referrals to the IMCA service.</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Represent Peterborough and Cambridgeshire at national and regional networks and sustain collaborative work with neighbouring authorities.</li></ul> |
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6.	<p><b>Professional Values, Behaviours and Standards</b></p> <ul style="list-style-type: none"> <li>• Carry out duties in a timely and responsive manner, in line with Council standards, the Professional Capability Framework and the Council's behaviours – working together, integrity, respect, excellence.</li> <li>• Keep and maintain accurate records, in line with professional requirements and departmental recording methods.</li> <li>• Be an ambassador for the profession, internally and externally.</li> <li>• To be aware of the responsibilities to maintain a safe and healthy environment for visitors and staff.</li> </ul>
7.	<ul style="list-style-type: none"> <li>• Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.</li> </ul>

**Safeguarding Commitment**

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

## Person Specification

### Qualifications, knowledge, skills and experience

#### Minimum level of qualifications required for this job:

Qualifications Required	Subject	Essential/ Desirable
Degree in Work (or equivalent qualification)	Adult Services	<b>Essential</b>
Social Work England active registration is applicable		<b>Essential</b>

#### Minimum levels of knowledge, skills and experience required for this job:

Identify	Describe	Essential/ Desirable
<b>Knowledge</b>		
Legislation, government policy and practice guidance	<p>Degree in Social Work or equivalent (i.e. Qualified Nurse or Occupational Therapist).</p> <p>Registration with Social Work England.</p> <p>Considerable experience of working in a social care or health care setting.</p> <p>Excellent understanding and practical application of the Mental Capacity Act and Deprivation of Liberty Safeguards, its Code of Practice and relevant case law, including up to date legal and ethical debates.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p>
	<p>Qualified and experience of working as a Best Interests Assessor.</p> <p>Qualified and experience of working as an AMHP.</p>	<p>Desirable</p> <p>Desirable</p>
	A willingness to achieve the Best Interests Assessor qualification within an agreed timescale.	Desirable
Anti-discriminatory Practice	In-depth knowledge and commitment to issues of equality, diversity, and anti-discriminatory practice.	Essential
Practice Standards	The use of quality monitoring processes, professional standards and audit to establish a culture of continuous improvement as part of a reflective approach to practice, raising practice standards (including professional regulation requirements) and quality of safeguarding and improving outcomes for adults at risk and their carers.	Essential

<b>Skills</b>		
Communication	Proven ability to collate, analyse, write, and present complex reports and information about performance and quality of practice in writing to diverse audiences and deliver the same information verbally in a confident manner.	Essential
	Excellent communication skills with the ability to negotiate, influence, and build and maintain effective relationships at a senior level and with a wide range of audiences.	Essential
Information Technology	Competent use of IT to develop audit tools, collate data and produce audit reports using both text and graphs.	Essential
	Competent use of IT to develop practitioner learning resources including Practitioner Factsheets.	Essential
Decision Making	Proven ability to make decisions on complex and contentious matters seeking advice where necessary.	Essential
	Proven ability to prioritise work plans to meet deadlines and work under pressure, whilst maintaining focus, positivity, commitment, and enthusiasm.	Essential
<b>Experience</b>		
Adult Social Care Practice	Substantial experience of working with, listening to and responding to the needs of adults at risk, informal carers and the providers of adult social care services.	Essential
	Experience of dealing with challenging and complex issues where professionals may not be in agreement and service users and families may become involved in reaching a solution.	Essential
Leadership	Experience of leading a staff team; and providing effective line management	Desirable
	Experience of the development of SMART (Specific; Measurable; Achievable; Realistic and Time-scaled) work plans with team members; including the delivery of Supervision and Appraisal.	Desirable
	Experience of working effectively and positively in addressing staff conduct or competency issues in partnership with applicable council departments/teams.	Desirable
	Experience of quality scrutiny of formal assessments and preparation of high quality papers for Supervisory Body signatories.	Desirable

	Experience of chairing multi-agency and multi professional meetings.	Desirable
Quality Standards	Experience of setting standards and monitoring quality, and challenging poor practice, including policy and practice development.	Desirable
Audit Cycle Practice	Experience of identifying audit needs; both practice based and thematic.	Essential
	Developing methods and tools for auditing practice quality and performance and of using the outcomes to drive improvements in identified areas of service delivery.	Desirable
	Reporting findings, and recommendations including the writing and presentation of reports to the management team.	Essential
	The development and monitoring of "SMART" Action Plans.	Essential
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	Essential
Safeguarding	Demonstrate an understanding of the safe working practices that apply to this role.	Essential
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	Essential

### Disclosure Level

What disclosure level is required for this post?	None	Standard
	Enhanced ✓	Enhanced with barred list checks

### Work Type

What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	Fixed	Flexible ✓	Field	Home
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