

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | |  | | --- | | Social Worker (Information Management) | |
| HBC Grade: | HBCB8 28-31 |
| Service: | Childrens Social Care |
| Division: | Children’s Services |

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| **Main Purpose of the Role** |
| |  | | --- | | This post will be responsible for handling access to Children’s Social Care records, including the right of access, the right to rectification and the right to erasure/be forgotten. The post will also respond to Freedom of Information requests submitted to Children’s Social Care.  The post will sit within Children’s Social Care and will work closely with the Information Governance Team and Data Protection Officer ICT Services to ensure that:   * Information to be released to requestors in relation to children will not place the Council at risk of data breaches, by risk assessing and reviewing data as required prior to its release. * Services users are supported when accessing their records; and signposted to additional appropriate support if required. * Halton Borough Council is compliant with all relevant legislation. * Any risks to a child or adult are considered prior to the release of any data. | |

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| **Key Duties** | |
| **1** | Respond to requests to access information (SAR) and Freedom of Information requests under data protection legislation in compliance with the Council’s legal duties as a data both data controller and processor. |
| **2** | Lead on redaction of information as appropriate to ensure compliance with data protection legislation, risk assessing the information, identifying any safeguarding concerns with sharing the information. |
| **3** | Be responsible for ensuring that all relevant third-party consents and identification information are received before disclosing information. |
| **4** | Liaising with the Information Governance Team, Data Protection Officer and other agencies and professionals as required to ensure any information to be provided is obtained, checked, redacted and handled sensitively to protect the privacy of those concerned.  Keeping the Info Gov team & DPO updated and applying exemptions under the Data Protection Act as required. |
| **5** | Notify the DPO immediately of any data breaches as required to ensure the data subject can be notified. |
| **6** | Keeping up to date with evolving legislation, Codes of Practice, national and international standards and government agendas in relation to the management of information requests and Child Care legislation |
| **7** | Providing accurate advice, guidance and empathetic support to requestors, ensuring this complies with data management legislation, the Children Act and other supporting legislation; including building a relationship with SAR applicants so that discussions can take place about what information they require and what they already know about their histories. |
| **8** | Undertaking risk assessments to identify possible risk to client and staff when facilitating a client’s access to their files. |
| **9** | Meeting and offering support to the applicant as they go through their records and to try to address any questions or concerns the applicant may raise. Signposting of service users to relevant support agencies following access; when this is required. |
| **10** | Seek legal advice when required and alert the manager to possible complaints. |
| **11** | Record and update work activity on the FOI / SAR Request Tracking System. |
| **12** | Using their experience in facilitating access to records to  -feed into future redevelopment of the social care systems and procedures  -identify themes and issues in social work practice/assessments and develop and deliver bespoke training to support practice improvement |
| **13** | Act as a Systemic Practice Champion to support the implementation of the systemic practice model; with a lead on recording and how to write in a meaningful way to children through case recordings |
| **14** | Lead on the development of child/young person versions of key documents and support the development of consultation documents. |
| **15** | Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job. |

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

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| **Education / Qualifications** | **Essential** | **Desirable** | **How Identified** |
| |  |  | | --- | --- | | Qualified Social Worker  Social Work England registration  Good IT skills and the ability to learn new IT packages specific to the role eg. Abobe Pro.  Excellent assessment and recording skills as a Social Work practitioner  Knowledge of the Data Protection Act |  | |  |  | |  |  | | BCS data analysis certification or equivalent qualification in Information Assurance/Information Security | All essential qualification certificates must be presented at interview. |

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|  | **Experience** | **Knowledge** | **Skills & Abilities** | **How Identified** (delete as appropriate for each criteria) |
| **ESSENTIAL** | Experience of working as a Social Worker in Childrens Social Care, children and families teams | If no BCS or equivalent qualification in Information Assurance/Information Security, be able to demonstrate relevant and appropriate knowledge, skills and/or experience | Have excellent communication skills, both oral and written | Application / Interview /Assessment |
| Have a working knowledge of the Children Act and Childcare legislation | awareness of what information can be shared in accordance with appropriate legislation, and to be able to identify any risk to a child in sharing such information | Able to make sound judgments in relation to risk and safeguarding of children and  able to form competent assessments of risk | Application / Interview /Assessment |
| Experiences of handling FOI and DSARs requests | Knowledge of the issues affecting ex- service users and a corresponding  empathetic approach to dealing with their requests for access to records. | Good organisational and time management skills.  The ability to multi-task and work on tight deadlines  Ability to use initiative and work with minimal supervision | Application / Interview /Assessment |
| Experience of developing and delivering training. | Ability to work is a logical and sequential manner, ensuring attention to detail | Ability to assess information quickly and accurately when deciding what can and  cannot be disclosed under the Data Protection Act. | Application / Interview /Assessment |
|  |  | Demonstrable inter-personal skills to enable the post holder to build a trusting  relationship with applicants, within professional boundaries. | Application / Interview /Assessment |
|  |  | Ability to extract and analyse data from social care recording systems; determine what is appropriate for release and where exemptions what apply justify that decision to withhold information | Application / Interview /Assessment |
| **DESIRABLE** |  |  |  | Application / Interview /Assessment |
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| **Other Requirements** | **Essential** | **Desirable** | **How Identified** |
| Enhanced DBS |  | Interview / Assessment / Documentation |
|  |  | Interview / Assessment / Documentation |
|  |  | Interview / Assessment / Documentation |

Please note: This role is customer-facing and the post holder is required to speak to members of the public, the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.

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For office use only:

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| **Date Created:** |  |
| **JE Ref:** |  |
| **Agreed by:** |  |

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.