Lead Practitioner Applicant Recruitment Pack

Sefton is a really great place to live and work



Sefton Council

Welcome

Hello,

Thank you for your interest in the Lead Practitioner role within Sefton Council's Adult Social Care Review and Transformation Team.

The Review and Transformation Team plays an important role in reviewing and reassessing people's care and support arrangements, promoting independence, improving outcomes and ensuring that support remains proportionate, sustainable and responsive to individual needs. As Lead Practitioner, you will provide professional leadership and support to practitioners, offering guidance in complex situations and promoting high-quality, legally literate, person-centred and strengths-based practice.

You will work closely with the Team Manager to support the effective day-to-day delivery of the service. This will include providing reflective supervision, supporting quality assurance activity, contributing to service improvement and helping practitioners achieve positive outcomes for people who draw on care and support.

This is an exciting and rewarding opportunity for an experienced practitioner who is organised, approachable and confident in supporting others within a busy and varied working environment.

The Job Description and Person Specification are included in this recruitment pack. If you have any questions about the vacancy, please refer to the contact details provided.

If Sefton's vision and values align with your own, and you are motivated by the opportunity to contribute to the work of the Review and Transformation Team, we look forward to receiving your application.

Best of luck,

John Hamilton
Team Manager – Review and Transformation

Sefton Council

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About the Borough of Sefton

Sefton is a confident and well-connected Borough, stretching from Bootle in the south to the coastal resort of Southport in the north. Home to more than 275,000 residents, Sefton encompasses a range of vibrant towns and communities, including Bootle, Litherland, Seaforth, Crosby, Formby, Maghull and Southport.

It is a fantastic place to live and work. As the northern-most Borough within the Liverpool City Region, Sefton offers a unique blend of beautiful coastline, countryside, attractive villages, thriving industrial areas and the busy Port of Liverpool.

With 22 miles of stunning coastline, Sefton is a leading coastal destination with a growing visitor economy. It is home to the iconic Antony Gormley *Another Place* installation, expansive beaches and protected sand dunes that support several rare species.

While each town and village has its own distinctive character, it is the people of Sefton who make the Borough truly special, creating diverse, welcoming and energetic communities in which to live, work, invest and visit.

Alongside its miles of golden sands, Sefton offers those who work here access to a world-renowned racecourse, prestigious golf courses, and National Trust nature reserves, ideal places to unwind, explore and enjoy leisure time.

The Borough benefits from excellent transport links, providing easy access to major North West cities including Liverpool and Manchester, and placing the Lake District and North Wales within reach for weekend breaks.

Whether you prefer vibrant town centres, friendly commuter towns, picturesque villages or stunning rural and coastal locations, Sefton offers a place to suit everyone. With house prices and rents typically lower than in neighbouring Liverpool and Manchester, you can enjoy coastal living while still being close to the buzz of city life.

Our Vision and Values

At Sefton Council, our vision is to deliver high-quality services that make a real difference to the lives of our residents, visitors, and communities. Everything we do is guided by a strong set of values that shape how we work and interact:



- **We put people at the heart of what we do** – ensuring our services are responsive, inclusive, and focused on improving lives.
- **We listen, value, and respect each other's views** – fostering a culture of collaboration and mutual respect.
- **We develop a culture of challenge, ownership, innovation, and improvement** – encouraging creativity and continuous development.
- **We are ambassadors for Sefton** – promoting the Borough positively and proudly representing our communities.
- **We are responsive and efficient** – delivering services that are timely, effective, and customer-focused.
- **We are clear about what we can and cannot do** – being transparent and honest in all our communications and actions.

These values underpin our commitment to excellence, inclusivity, and innovation, ensuring that Sefton remains a great place to live, work, and visit.

Our Successes and Key Projects

Sefton Council is proud of its recent achievements and ongoing commitment to delivering high-quality services. Our Adult Social Care services were recently graded Good by the Care Quality Commission (CQC), and our Children's Services also

achieved a Good rating from Ofsted. These successes reflect the dedication and professionalism of our teams and our focus on continuous improvement.

Alongside these achievements, Sefton Council is actively delivering a range of major capital projects that will transform the Borough and stimulate economic growth. These include the Marine Lake Events Centre in Southport, the Strand Shopping Centre redevelopment in Bootle, and exciting developments such as the Cove Resort and Enterprise Arcade in Southport. We are also proud to support cultural and community initiatives like Salt and Tar, Bootle's vibrant events space, which hosts live music, comedy, and family-friendly activities, bringing people together and boosting the local economy.

These projects form part of our strategic investment programme to attract private sector-led development and create vibrant spaces for residents and visitors. We work closely with local communities to ensure these projects reflect their needs and foster a sense of ownership and pride.

For more information on these projects and to stay updated on progress, visit the Sefton Council website at www.sefton.gov.uk

An Inclusive Workplace

We are committed to fostering an inclusive Council that reflects the diverse communities we serve. Our workforce brings a wide range of experiences and perspectives, and we value an environment where everyone feels respected, supported, and able to reach their full potential.

Sefton is proud to be the first local authority in the Liverpool City Region to achieve **Navajo** accreditation, recognising our commitment to LGBTQ+ inclusion. We are also a Disability Confident employer and continue to build a workforce that represents our communities.

We support several staff networks, including groups for Black and Ethnically Diverse colleagues, LGBTQ+ staff, women, disabled employees, and a Christian Workplace Group.

As an Equal Opportunities Employer, we base recruitment solely on skills, experience, and suitability for the role. All applicants are treated fairly, and we have also recognised 'care experienced' as a protected characteristic within Sefton.



For more information, please refer to our Equality, Diversity and Inclusion Strategy

Liverpool City Region Fair Employment Charter

Sefton Council is proud to support the Liverpool City Region Combined Authority Fair Employment Charter, an initiative that promotes fair, healthy, inclusive, and just workplaces across the region. The Charter celebrates good employers and encourages the highest standards in employment practice, including fair pay, secure work, opportunities for progression, strong employee voice, and a commitment to staff wellbeing. By aligning with the Charter, we demonstrate our dedication to providing a fair day's pay for a fair day's work and to fostering an equitable and supportive working environment for all colleagues.

What We Can Offer You

- A supportive and collaborative working environment.
- An agile approach to working.
- Opportunities for professional development and career progression.
- A role where your work makes a real difference across the organisation.
- Flexible working arrangements supporting work-life balance.
- A strong commitment to equality, diversity, and inclusion.

You will benefit from a comprehensive local government employment package which includes the following:

- Competitive salary in line with NJC Local Government Pay Scales.
- Membership of the Local Government Pension Scheme (LGPS), providing a secure, defined benefit pension with employer contributions.

Annual Leave and Work-Life Balance

- Generous annual leave entitlement, 28 days annual leave rising to 33 days with 5 years continuous service.
- Additional public (bank) holidays.
- Flexible working options to support a healthy work-life balance, subject to service needs.
- Option to purchase additional annual leave.

Learning, Development and Career Progression

- A comprehensive induction programme.
- Access to a wide range of training, apprenticeships, learning, and development opportunities.
- Support for professional development and role related qualifications.
- Opportunities to develop your career within a large and diverse local authority.

Health, Wellbeing and Support

- Enhanced sick pay scheme.
- Employee wellbeing initiatives and access to occupational health support.
- Policies that promote physical and mental wellbeing in the workplace.

Family-Friendly and Inclusive Policies

Our family-friendly policies and flexible working arrangements help staff maintain a healthy work-life balance.

- Family friendly policies, including enhanced maternity, paternity, adoption, neonatal care and special leave to support with time off work to deal with issues when life events happen.
- A strong organisational commitment to equality, diversity, and inclusion.
- Reasonable adjustments and support to enable disabled employees to thrive.

Foster Friendly Employer Commitment

Sefton Council is proud to be a *Foster Friendly* organisation as recognised by The Fostering Network. We actively support employees who are foster carers or who are applying to foster by offering flexible working arrangements, paid time off for fostering related meetings and training, and a workplace culture that recognises the vital role foster carers play in our communities.

This commitment helps ensure carers can balance fostering responsibilities alongside career, and reflects our dedication to supporting children, families, and those who care for them.

Additional Benefits

- Access to salary sacrifice and employee benefit schemes (where applicable).
- Opportunities to contribute to meaningful work that supports local communities.
- A supportive, values led organisational culture.
- Free parking at office bases (dependent upon the work location).

About the Role

As Lead Practitioner in the Review and Transformation Team, you will provide professional leadership and support to practitioners undertaking reviews and reassessments of care and support arrangements. You will promote high-quality, legally informed, person-centred and strengths-based practice that improves outcomes and supports independence.

Working closely with the Team Manager, you will offer guidance on complex cases, provide reflective supervision and support effective decision-making. You will also contribute to quality assurance, practice development and continuous service improvement.

This is an excellent opportunity for an experienced and approachable practitioner who is organised, confident in supporting others and committed to delivering proportionate, sustainable and responsive care and support.

Applicants must have a Social Work Degree or equivalent Social Work Qualification, Current registration with Social Work England.

Lead Practitioner – Key Responsibilities

Provide professional and operational leadership within Adult Social Care, promoting safe, lawful, person-centred and high-quality practice while supporting the Team Manager and the development of the wider workforce.

- **Practice leadership:** Model evidence-informed and legally literate social work practice; provide professional advice, constructive challenge and critical reflection to strengthen decision-making.
- **Safeguarding and risk:** Ensure statutory safeguarding duties are met, oversee proportionate risk assessment and management, and support effective responses where adults may be at risk of harm.
- **Complex casework:** Manage a varied and complex caseload; oversee high-quality assessment, support planning, review and personalised commissioning; and contribute to court work and other formal processes when required.
- **Person-centred practice:** Ensure people, families, carers and advocates are meaningfully involved, with their views, wishes, strengths and desired outcomes accurately recorded and reflected in decisions.
- **Supervision and workforce development:** Provide reflective supervision, mentoring and learning opportunities for practitioners, ASYE social workers and students; support performance, professional development and continuous learning.
- **Quality assurance:** Promote timely, accurate and analytical recording and reporting; use audits, complaints, feedback and performance information to identify themes and improve practice and service quality.
- **Partnership working:** Coordinate effectively with internal teams, partner agencies and other stakeholders; chair or contribute to complex and multi-agency meetings, ensuring clear decisions and follow-up actions.
- **Resources and performance:** Support effective use of budgets and resources, contribute to team plans and performance targets, maintain monitoring systems, and advise the Team Manager of risks or resource pressures.
- **Leadership and service development:** Contribute to policy, procedure and service development, promote inclusive and anti-discriminatory practice, encourage innovation, and support regulatory readiness and continuous improvement.
- **Operational responsibility:** Use information systems effectively, maintain confidentiality and data protection standards, and deputise for the Team Manager when required.

The Lead Practitioner is expected to work confidently and collaboratively, maintain high professional standards and contribute to a skilled, accountable and continuously improving Adult Social Care service.

This role suits someone who is passionate about social work, committed to maintaining high standards, and confident working both independently and collaboratively to support a highly skilled and safe workforce.

Please see **Appendix A (page 10)** for a full copy of the Job Description and Person Specification.

Top Tips on How to Apply

Submitting a strong application gives you the best chance of progressing to the next stage of the recruitment process. The following guidance applies to all roles and will help you prepare a clear, compelling application:

1. Read the Job Description and Person Specification Thoroughly

- Make sure you understand the key duties, expectations, and essential criteria.
- Use the person specification as your guide when writing your application.

2. Provide Clear Evidence of Your Skills and Experience

- Show *how* you meet the criteria using specific, real examples.
- Consider using the **STAR method** (Situation, Task, Action, Result) to structure your responses.

3. Tailor Your Application

- Avoid generic statements. Focus on experience that directly relates to the role you are applying for.
- Demonstrate how your strengths align with the organisation's values and priorities.

4. Highlight Your Achievements

- Include examples of work you are proud of or significant contributions you have made in previous roles.
- Emphasise impact – improvements, efficiencies, positive outcomes, or innovations.

5. Be Clear About Qualifications and Training

- List all relevant qualifications and professional training, including dates and awarding bodies.
- If you are working towards a qualification, include expected completion dates.

6. Showcase Transferable Skills

- Skills such as communication, teamwork, problem-solving, digital literacy, and organisation are valuable across all roles.

- Provide examples that demonstrate these effectively.

7. Check Your Application Carefully

- Review your responses for clarity, spelling, and completeness.
- Ensure all sections of the application form have been filled in fully.

8. Submit Your Application Before the Deadline

- Note the closing date and allow plenty of time to prepare your application.
- Late submissions usually cannot be considered.

9. Prepare for Potential Next Steps

- If shortlisted, you may be invited to an interview, assessment task, or presentation.
- Be ready to discuss your experience, approach to work, and examples of how you meet the role's requirements.

Application and Selection Information

The closing date for this vacancy is **Monday 30th November 2026** (or earlier in the event of high volume of applications being received).

Provisional interview date **Tuesday 8th and Wednesday 9th December 2026**

We are an Equal Opportunities Employer; all candidates will receive equal treatment. Our decision to appoint will be based upon whether an individual's skills, experience, qualifications, and abilities make them the most suitable candidate for the role.

All disabled and care experienced applicants will be offered an interview where they meet all essential criteria on the person specification.

Please ensure that you meet all the essential criteria outlined in the person specification before submitting your application. Only applicants who demonstrate that they meet all essential criteria will be considered and invited to interview.

Job Description and Person Specification

Post: Lead Practitioner – Review and Transformation

Directorate: Adult Social Care

Location: Magdalen House, Bootle, L20 3NJ

Division: Adult Social Care

Post: **Lead Practitioner**

Grade: J £48,738-51,928 (SCP 36-39)

Reporting to: Team Manager

Job Purpose

To support the Team Manager in the management, development and professional leadership of the Review and Transformation Team, ensuring the delivery of high-quality, strengths-based assessments and support plans that meet the needs of vulnerable adults living in Sefton.

The post holder will support people with assessed care and support needs, including those with complex presentations, through the effective commissioning of individualised packages of care that promote independence, personal wellbeing, and positive outcomes, while safeguarding individuals and managing the reputation of the Service and the Council. Quality assurance is a significant part of this role.

The Lead Practitioner will provide practice leadership, reflective supervision and expert oversight to social workers managing complex caseloads and, depending on local circumstances, may hold an agreed workload of complex or specialist cases, including those involving safeguarding, high risk, forensic histories, mental health, or social care and health interface issues.

The post holder will deputise for the Team Manager as required and lead on agreed projects or service development areas within Review and Transformation.

MAIN DUTIES

Practice

1. Ensure the Council meets its statutory obligations to safeguard adults, complying with legislation, policy and procedures and relevant frameworks.

2. Work within safeguarding frameworks to investigate and manage risk of significant harm.

3. Ensure that the assessment, support planning and reviewing process leads to the effective commissioning of personalised packages of care and the efficient use of resources.

4. Ensure that all information is gathered to inform risk assessments and critically analysed to inform plans.

5. Hold and effectively manage a complex and varied caseload with appropriate supervision, guidance and support, in accordance with policy, procedures, guidance and legislation.

6. Ensure that casework decision making of both self and others is robust by providing challenge and critical refection with detailed analysis informing professional judgements

7. Encourage and ensure that vulnerable people and significant others are involved in and contribute to assessment planning, interventions, decision making and reviews, whilst meeting statutory responsibilities and ensuring views and wishes are heard and recorded accurately.

8. Work collaboratively with health colleagues, providers, advocacy services and partner agencies to coordinate service delivery. Chair or contribute to multi-agency meetings, including MDTs, safeguarding forums and complex case discussions.

9. Undertake work within relevant legislative frameworks, including Mental Capacity Act assessments, Best Interests decision-making, preparation of written statements, and representation at Court (e.g. Court of Protection) where required.

10. Demonstrate advanced knowledge of theories and models for social work intervention with individuals, families, groups and communities, and the methods derived from them

11. Have delegated responsibility for the supervision and development of team members, including Assessed and Supported Year in Employment (ASYE) and social work students, ensuring high quality standards of performance and practice.

12. Model clear, compassionate and effective communication, including in highly complex, emotive or challenging circumstances involving individuals, families and professionals.

13. Ensure both own reports and those of others are up to date, of a high quality and submitted according to appropriate timescales and standards.

14. Maintain own Continuous Professional Development and develop a high level of professional knowledge through research, and reading, providing a source of expertise and developing specialist knowledge as required. To develop the required management knowledge and expertise.

15. Promote innovative, creative, best practice across the team and with other colleagues.

16. Ensure that client information data is lawfully gathered, accurate, up to date and only divulged in accordance with the UK General Data Protection Regulation (GDPR) and Data Protection Act 2018 (DPA) and the local government common

law duty of confidentiality. Failure to apply these duties can lead to the individual or the Service facing court proceedings.

17. Undertake any other duties, as directed from time to time, to meet the exigencies of the service.

Resources

1. Be responsible for key decision making in relation to service delivery, whilst achieving best value in the way services are delivered.

2. Ensure that resources are used to optimum efficiency whist recognising presenting risks and taking all actions necessary to minimise risk to individuals.

3. Actively engage in development of risk management policies, procedures and practice, advise Senior Managers of resource shortfalls and make recommendations to enhance multi-agency, partnership working where appropriate.

Performance Management

1. As a member of the leadership and management team to contribute to the strategic and policy developments in the area of work/service.

2. Contribute to performance targets and performance management including supporting the manager in the development and monitoring of team plans; the delivery of effective personal professional supervision and mentoring; performance development reviews; management of disciplinary issues; and provision of statistical and performance management information relating to the work of the team.

3. Assist in the establishment, management and maintenance of monitoring systems for assessment and case management in order to maintain effective professional, managerial and budgetary control.

4. Model inclusive practice in relation to identity and diversity, challenging any issues of concern.

5. Use, monitor and support the use of the Integrated Adult's System (IAS) in-house database and fully utilise the capability of the system across the team.

6. Deputise for the Team Manager in his/her absence ensuring high quality and effective social work practice

7. Contribute to the professional development of the team, students and volunteers.

8. To ensure that client information data is lawfully gathered, accurate, up to date and only divulged in accordance with the UK General Data Protection Regulation (GDPR) and Data Protection Act 2018 (DPA) and the local government common law duty of confidentiality. Failure to apply these duties can lead to the individual or the Service facing court proceedings.

SPECIAL CONDITIONS

Not applicable.

GENERAL REQUIREMENTS

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

This job description applies to a number of jobs within Adult Social Care, the team (and office location) that staff undertaking this job description are allocated could change at the discretion of management following consultation with individual post holders.

In addition to their principal duties the post holder will be expected to contribute more widely to the overall development of the Service and the Council. You may be required to be available to contribute to the Out of Hours Service.

All employees are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.

The Authority has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the Council.

Since confidential information is involved with the duties of this post, the postholder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

The appointed person will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

The appointed person will be expected to undertake, and participate in training, coaching and development activities, as appropriate to the role.

This post is **exempt** from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are therefore **not** entitled to withhold information about convictions which for any other purposes are 'spent' under the provisions of the Act and any failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. Any information given will be confidential and will be considered only in relation to the positions to which the Order applies.

Note: Where the postholder is disabled, every reasonable effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

PERSON SPECIFICATION

Post: Lead Practitioner

Department: Adult Social Care

Criteria	Essential	Desirable	Assessment Method
Qualifications	Social Work/Occupational Therapy/Nursing Degree or equivalent Current registration with Social Work England		C C
Experience	Significant post-qualification experience in statutory Adult Social Care service. Experience in complex case management. Experience of working in a multi-agency environment.	Experience in supervising qualified and unqualified social workers and social care staff. Experience of working and reporting within a court environment.	A/I A/I A/I
Demonstrable skills, knowledge and aptitudes	Knowledge of appropriate legislative frameworks, statutory guidance and processes for Adults with learning disabilities and Autism. Knowledge of the assessment framework and other relevant assessment and planning tools.	Ability to demonstrate effective leadership and management skills.	A/I A/I A/I
	Ability to plan and organise own time, create work schedules prioritise and set schedules for self and others. Ability to apply effective conflict resolution skills.		A/I A/I
Demonstrable skills,	Ability to apply solution focused approaches to problem solving		A/I

knowledge and aptitudes continued	and make decisions of a highly complex nature with consideration of associated risk.		A/I
	Ability to research, cascade and incorporate new guidance and procedure into work quickly and effectively and use to inform professional decision making.		A/I
	Ability to provide guidance on decision making and encourage critical reflection on practice.		A/I
	Ability to demonstrate advanced skill level in applying needs-led assessment and planning.		A/I
	Ability to work in partnership to communicate effectively, undertake direct work with Adults and their families and make informed person centred judgements.		A/I
	Ability to produce excellent person centred and outcome focused reports and plans.		A/I
	Ability to demonstrate strong organisational skills and ability to prioritise and manage fluctuating caseloads of self and others		A/I
	Ability to follow through on agreements and demonstrate client empathy.		A/I
	Ability to take advantage of, and support others in the effective use of information technology, including IAS.		A/I
	Ability to work within professional and ethical standards.		A/I

Special requirements	This post is registered as exempt from the Rehabilitation of Offenders Act 1974 and in accordance with the Police Act; the successful candidate must be able to obtain satisfactory Enhanced Disclosure and Barring Service (DBS) check in order to be appointed to the post. In this respect a criminal record check will be undertaken prior to confirmation of appointment.	This post is designated casual car user.	C
Other	Ability to understand and demonstrate a commitment to equality and diversity. Ability to demonstrate commitment to own professional development and that of other colleagues. Must be legally entitled to work in the UK. The Council operates a no smoking policy. Employees are not allowed to smoke in the workplace or to take smoking breaks during work time.		A/I A/I C

Assessment Methods
AF: Application Form
I: Interview
C: Certificates

Prepared by: John Hamilton
Date: 13th October 2026

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