

Lancashire County Council Combined Role Profile

Grade Profile - Technical/Professional - (Grade 9)

Applies to **all** technical/professional posts at Grade 9

Purpose

Qualified professionals providing technical/professional services and advice to customers within a specific service area. Uses expertise to deliver workload for which they have a stand alone professional responsibility.

Scope of Work

Their work will be based on a theoretical understanding of their technical/professional field, but they will be operating within well established professional procedures and defined Council policies. Work will involve a broad range of complex problems and role holders will need to manage changing priorities and use professional judgment to respond to differing situations.

Accountabilities/Responsibilities

The following are a range of duties that are appropriate to this grade. The Operational Context Form will specify duties appropriate for the role.

- Deliver and manage a full range of professional assignments and activities (e.g. inspections, assessments, investigations, caseloads) within a defined area to meet service requirements and to ensure Council compliance with statutory, regulatory and professional requirements. This will include more complex and high risk work than at grade 8.
- Provide specialist advice and guidance to internal/external customers, making technical/professional recommendations about a course of action appropriate to the situation.
- Provide technical assistance and specialist training to more junior colleagues or external parties to ensure they are equipped to deliver their responsibilities.
- Identify opportunities for improvements to policies and procedures within work area in order to improve professional practice and customer service. This may include periodically providing analysis of management information to more senior professionals regarding possible improvements.
- Plan, control and manage small/medium projects to meet a well defined brief, and provide input to larger projects to resolve specific issues. This may include analysing complex data and producing ad hoc reports using professional expertise.
- Develop and maintain effective relationships and communications with other agencies and service providers to share information, build working relationships and to ensure joined up service provision.

Skills, knowledge and experience

- Typically degree qualified (or equivalent) in relevant subject plus number of years experience in a similar role OR significant vocational experience, demonstrating development through involvement in a series of progressively more demanding relevant roles
- Formal professional qualification within specialism (if applicable)
- Up to date and thorough knowledge and understanding of the work practices, systems, processes and procedures relevant to the role, and a good understanding of the Council policies and services related to the role.
- Detailed understanding of the professional, regulatory, statutory and corporate frameworks/standards relevant to the role.
- Sound analytical and problem solving capability.
- Able to formally train and mentor other professional staff
- Ability to influence others' behaviour through effective relationship building.

In addition to the skills knowledge and experience described above, you may be required to undertake a lower graded role as appropriate.

Performance Indicators

- Quality of own work against legal, safety and best practice standards
- Achievement of relevant service targets
- Adherence to internal/external quality standards if applicable
- Adherence to policies and procedures
- Accuracy and timeliness of information recording and processing
- Customer and stakeholder feedback

Lancashire County Council

Operational Context Form

Post title: Deprivation of Liberty Safeguards (DoLS) Best Interests Assessor					
Directorate: Safeguarding Adults Service & Dols			Location:	Countywide	
Establishment or team:		DoLS Team		Post number:	
Grade:	Grade 9	Staff responsibility:	Yes	Essential Car user:	Yes

Scope of Work – appropriate for this post:

The Deprivation of Liberty Safeguards (DoLS) provides a legally protective framework for people aged 18 and above who are, or who need to be, deprived of their liberty who lack the mental capacity to consent to their care arrangements.

1. As a Best Interest Assessor (BIA) you will require an in-depth knowledge of the Mental Capacity Act 2005 and the Deprivation of Liberty Safeguards 2009, their codes of practice and have experience in the application of both.
2. As a qualified professional, you will contribute to the delivery of personalised assessments, in line with legislation and guidance and in line with county policies and procedures, to all adults within Lancashire, who are eligible for services under the Care Act.
3. As a qualified professional, you will ensure that safeguarding adults is embedded within your practice and actions at all times.
4. BIA's will require an in-depth knowledge of relevant case law.
5. BIA's will require the skills to provide a duty system that responds to professionals, family, various agencies, and representatives of younger and older adults.
6. BIA's will have an understanding of the Mental Health Act 1983
7. BIA's should have a working understanding of the European Convention on Human Rights, especially with reference to Article 5 and 8.
8. BIA's will be excellent communicators, providing advice and support to other community teams, as well as internal and external partners, as required.
9. BIA's will provide a liaison role to independent BIA's and BIA's from other organisations

The post holder will need to:

1. Undertake the statutory functions under the current DoLS systems and prepare for the Liberty Protection Safeguards implementation work to come.
2. Have a robust understanding of what constitutes deprivation and restriction of liberty.
3. Contribute to service delivery, using person-centred and outcome-focussed methods, embedding least restrictive principles, providing any interventions that are necessary and proportionate to ensure the safeguarding principles in the Care Act 2014 are met.
4. Ensure consultations are always focussed upon the Relevant Person's past and present views and wishes.
5. Work collaboratively, and creatively with colleagues and with others to embed Mental Capacity Act and least restrictive principles into everyday practice.
6. Be able and willing to provide challenge, as appropriate, and identify opportunities for improvements to policies and procedures that will improve professional practice and customer service.
7. Manage their own often complex caseload and work to deadlines without direct supervision.

8. Make decisions about the lawfulness of deprivation or restriction of liberty to evidence a clear decision-making process.
9. Advise and mentor colleagues on all aspects of deprivation of liberty issues.
10. To liaise with others involved in the service users / carers care to support decision making – such as provision of ongoing effective, support, contribute to information gathering regarding safeguarding of children and adults and effective risk management. Including clear decision making and reporting on outcomes
11. To maintain Best Interest Assessor professional status as required by the local authority - update training, supervision, peer meeting attendance, relevant private study.

Accountabilities/Responsibilities – appropriate for this post:

Accountable to the Team Manager of the DoLS service.

Responsible for undertaking Best Interests Assessments for Deprivation of Liberty Safeguards.

BIA must have excellent communication skills to consult with the individual, any person engaged in caring for the person, or those interested in the person's welfare,

BIA will consult constructively with any Lasting Power of Attorney (LPA), Enduring Power of Attorney (EPA) granted by the person; or any deputy appointed by the Court of Protection, and with Independent Mental Capacity Advocate (IMCA).

The BIA will demonstrate decision-making processes through clearly written reports and will suggest more proportionate ways forward.

The BIA will take responsibility for the decisions and recommendations they make to the Supervisory Body. They will work collaboratively with external organisations.

DOLS assessments may be challenged in the Court of Protection. The BIA must be able and prepared to engage with the s21a process (with support from line manager).

BIAs need to mentor external BIAs and colleagues. They must be able to quality-check other assessments and advise the Supervisory Body in respect of actions required in relation to deprivation of liberty cases.

The BIA must manage their own caseload while meeting deadlines without direct supervision, or be proactive in re-allocation of cases from a designated LAS tray.

The BIA must complete specific professional development, including refresher training and continue to update their knowledge of case law and new practice issues; while sharing learning with colleagues.

The BIA will be expected to support Social Work Students or facilitate BIA shadowing to support embedding of the ethos of DoLS / MCA into everyday practice.

The post holder is expected to carry out their duties and responsibilities in accordance with the County Council's Policies and Procedures and the Directorate's Statement of Principles and Standards of Conduct.

Additional supporting information – specific to this post.

- BIAs will be expected to have a thorough understanding of Article 5 and 8 ECHR, especially with reference to peoples' own homes; and be considerate in their explanations of both.
- BIAs may need to work out of hours to meet the legally set timescales of the DoLS process.
- The BIAs are expected to cover the whole of Lancashire and neighbouring areas.
- BIAs will need to mentor external BIAs / colleagues, and quality-check other's work while making recommendation to the Responsible Body about actions required in relation to DoLS / LPS cases.

Prepared by:	Nick Clifton	Date:	22/11/2023
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The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must cooperate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

Lancashire County Council

Person specification		
Post title: DoLS Best Interests Assessor	Grade: Grade 9	
Directorate: Safeguarding Adults Service & Dols	Post number:	
Establishment or team: DoLS Team		
Requirements	Essential (E) or Desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
Qualifications		
Relevant professional qualification (Social Work, Occupational Therapy, Nursing Qualification, Chartered Psychologists)	E	AF
Deprivation of Liberty Safeguards (DoLS) Best Interests Assessor award	E	AF
Current registration with appropriate professional registering body eg Social work England, HCPC.	E	AF
Experience		
At least 2 years post qualifying experience	E	AF, I
Evidence of Approved DoLS refresher training in past 12 months	E	AF
Experience of implementing Mental Capacity Act	E	AF, I
Experience of completing DoLS / Best Interest Assessment	D	AF, I
Experience of working with a range of people in a host of settings.	E	AF, I
Ability to work to tight deadlines and take responsibility for own workload	E	AF, I
Ability to contribute to DoLS practice and take responsibility for identifying learning needs	E	AF, I
Ability to produce comprehensive reports that reflect decision making process.	E	AF, I
Work with Social Services Directorate, NHS or other Statutory or Voluntary Agency.	E	AF, I
Managing a caseload and determining priorities.	E	AF, I
Ability to work as part of a team and to make autonomous decisions	E	AF, I
Experience of Safeguarding Adults investigations and complex casework, in areas such as those in transition, or working with young offenders.	D	AF, I
Experience in assessing / analysing needs and risk while planning care with individuals.	E	AF, I
Experiencing of providing mentoring or supporting students based in wider teams.	D	AF, I
Experience of providing robust duty cover.	D	AF, I
IT literate, experience in using computer systems for record keeping.	E	AF, I
Knowledge and skills		
Knowledge of legislation relating to social care: Care Act 2014, Mental Capacity Act, Mental Health Act and Human Rights Act.	E	AF, I, P
Understanding of the role of the Court of Protection and the Office of the Public Guardian	E	AF, I

In-depth knowledge of Mental Capacity Act and DoLS and application of both.	E	AF, I, P
Up to date knowledge of relevant case law and legislation.	E	AF, I
Experience in assessing and analysing need and risk and planning care with individuals.	E	AF, I
Experience in working effectively with other agencies and professionals	E	AF, I
Ability to manage own caseload and be aware of wider needs of the team when determining priorities	E	AF, I
Evidence of commitment to continuous professional development and supervision	E	AF, I
Knowledge of applying professional practice to various situations	E	AF, I
Ability to provide constructive challenge, as appropriate to role and situation.	E	AF, I
Ability to commission services as required in role.	E	AF, I
Excellent and broad range of communication skills.	E	AF, I
Other (including special requirements)		
1. Commitment to equality and diversity	E	I
2. Commitment to health and safety	E	I
3. Display the LCC values and behaviours at all times and actively promote them in others	E	I
4.		
5.		
*Delete/amend as applicable *This is an essential car user post.		

Date:
15/03/24

Note: We will always consider your references before confirming a job offer in writing.

LANCASHIRE COUNTY COUNCIL

PRE-EMPLOYMENT RISK IDENTIFICATION FORM (R.I.F.)

(NB Completion of this form does not fulfill the requirement to undertake a general risk assessment under the management Health and Safety at Work Regulations 1999)

A Pre-employment Risk Identification Form must be completed by the Head of Service/ Headteacher/Line Manager. If any assistance is required in completing this form, please contact the Health and Safety Team.

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Team/Establishment	DoLS Team
Post title	DoLS Best Interests Assessor
Description of main activities the employee will be required to undertake (or attach role profile) Undertaking Best Interests Assessments for Deprivation of Liberty Safeguards applications.	
Form completed by: (print name) Katherine Holtom	

A. The post to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)

Managers should note that if any of the following 10 activities are involved, there is an automatic requirement for a pre-employment assessment by Occupational Health and, possibly, for subsequent Health Surveillance.

		YES	NO
1	Work at heights (<i>e.g. over 2m from tall step/extension ladders; scaffold towers, roofwork etc.</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Work in excessively noisy environments above statutory control limits (<i>Highly unlikely to include examples associated with any office environments. Examples might include use of woodworking machinery, road drilling, masonry cutting etc.</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Work in unusual environmental conditions (<i>e.g. where access or egress or free flow of air may be restricted or where there may be a build up of gases, vapours or fumes or the use of breathing apparatus is required</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Use of hand operated tools and equipment known to be associated with hand arm vibration syndrome (<i>e.g. percussive metalworking tool; rotary handheld tool [not floor polishers]; grinders; percussive hammers and drills etc.</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Driving a heavy goods vehicle, coach, bus or minibus belonging to Lancashire County Council, transporting others in their own vehicle, or regularly transporting more than three other people as part of normal duties.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Some contact with hazardous substances (<i>e.g. chemicals with an orange warning label indicating: very toxic; toxic; harmful; corrosive; sensitising by inhalation/skin contact; carcinogenic; mutagenic; toxic for reproduction; professional bio/pesticides; organophosphates; gluteraldehyde; latex gloves</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Work with lead or lead-based products (<i>e.g. some paints</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	Food handling/preparation (of raw or uncooked food only).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	Occupational fieldwork or work in extreme conditions (<i>e.g. involving excessive heat or cold or frequent walking for long distances over rough terrain in all weather conditions, forestry/countryside work</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>

B. The post to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)

This section is for the information of applicants and does not facilitate a referral to Occupational Health.

		YES	NO
11	Face to face contact with the public/service users (<i>e.g. at sensitive front line posts re abuse, aggression, assault</i>).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Working in isolation/lone working.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13	Work with electrical wiring (<i>e.g. colour blindness</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Work where there may be an increased risk of needlestick injuries or blood borne infections HIV; Hepatitis B; Hepatitis C: (<i>e.g. site supervisors; site work, grounds or buildings maintenance, gardeners; some carers</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Work that may bring the employee into contact with rats, rat contaminated ground or other animals or livestock (<i>e.g. risk of wools disease, other animal borne diseases, zoonoses</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16	Manual handling (<i>other than routine office/administrative lifting and carrying e.g. assisting / moving service users with mobility problems, portering type activities</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17	Working with vulnerable service users (<i>e.g. children with disabilities; the elderly; children/adults with learning difficulties; alcohol/drug abusers</i>).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18	Work involving repetitive movements or forced posture (<i>e.g. twisting, screwing, movements of the hands wrists, arms and/or shoulders awkward body and limb posture or excessive force, bending, kneeling</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19	Work as a regular display screen user (<i>where more than 1/3 of a person's time is spent using DSE continuously over any 1 month period</i>).	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Any other occupational hazards/comments that you consider to be relevant to the post which are not included above:

None

Head of Service/Headteacher/Line Manager <i>(please print)</i>		Katherine Holtom	
Telephone Number:	01772 534372	Date:	15/03/25

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