



**Information Governance Team**

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23 October 2023

Dear Sir/Madam

**Freedom of Information Act 2000 (FOIA)**

**Request ID: FOI554675232**

Thank you for your request for information relating to Occupational Therapist and Principal Social Worker roles.

You have requested the following information:

**1. Do you employ Occupational Therapists in your Council?**

Yes.

**2. Do you have a Principal Occupational Therapist in your Council? If not, why not? If yes, please provide their pay scale. If yes, please specify does their work cover both children's services and adult social care? If the role only covers either children's services or adult social care, please specify which.**

No, we are aware of the Royal College of OT Principal occupational therapists in adult social care services in England Guidance. The guidance itself recognises as yet this is not embedded as a duty in English policy legislation.

**3. Do you have a Principal Social Worker in you Council? If not, why not? If yes, please provide their pay scale. If yes, please specify does their work cover both children's services and adult social care? If the role only covers either children's services or adult social care, please specify which.**

Yes, the Council employees a Principal Social Worker, one for children's and one for adults. The

pay scale is £64,194 to £70,744.

**4. Does your Principal Occupational Therapist complete other roles in addition to their Principal Occupational Therapy role? If yes, please specify what other roles they complete.**

Not applicable, please refer to Question 1.

**5. Does your Principal Social Worker complete other roles in addition to their Principal Social Worker role? If yes, please specify what other roles they complete.**

Yes, Head of Safeguarding and Practice Development Lead

**6. Please can you provide a copy of the job description for your Principal Occupational Therapist? If this is not possible, please provide an overview of the core elements of the role.**

Not applicable, please refer to Question 1.

**7. Please can you provide a copy of the job description for your Principal Social Worker? If this is not possible, please provide an overview of the core elements of the role.**

Please see the attached document.

**8. If your Principal Occupational Therapist(s) and Principal Social Worker(s) are not paid equitably, please state why?**

Not applicable.

The supply of information in response to a FOI/EIR request does not confer an automatic right to re-use the information. You can use any information supplied for the purposes of private study and non-commercial research without requiring further permission. Similarly, information supplied can also be re-used for the purposes of news reporting. An exception to this is photographs. Please contact us if you wish to use the information for any other purpose.

For information, we publish a variety of information such as: [FOI/EIR Disclosure Log](#), [Publication Scheme](#), [Facts about Coventry](#) and [Open Data](#) that you may find of useful if you are looking for information in the future.

If you are unhappy with the handling of your request, you can ask us to review our response. Requests for reviews should be submitted within 40 days of the date of receipt of our response to your original request – email: [infogov@coventry.gov.uk](mailto:infogov@coventry.gov.uk)

If you are unhappy with the outcome of our review, you can write to the Information Commissioner, who can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or email [icocasework@ico.org.uk](mailto:icocasework@ico.org.uk).

Please remember to quote the reference number above in your response.

Yours faithfully

**Information Governance**



Coventry City Council

## Job Description

<b>Job Title:</b>	Head of Practice Development and Safeguarding	<b>Job Number:</b>	
<b>Directorate:</b>	People	<b>Post Number:</b>	
<b>Services:</b>	Adults Social Care	<b>Grade:</b>	SM2
<b>Location:</b>			

### Job Purpose:

To hold lead responsibility for adult social care to ensure the statutory responsibilities of the local authority for the Care Act, Mental Capacity Act, and other legislative functions and accountabilities are appropriately managed including joint responsibilities with Health partners.

To provide leadership, management and professional advice on all aspects of adult social care in the delivery of high quality support to improve outcomes for the people of Coventry.

To lead specific areas of activity across Adult Social Care, specifically for prevention, short term support, brokerage and enablement alongside lead responsibility for management of health interfaces.

### Main Duties and Responsibilities:

#### Specific Responsibilities to:

1. Inform strategy and policy development and lead implementation of strategy, policies and re-design to enable the local authority to fully implement all Government and council requirements for older adults and physical impairment.
2. To take lead responsibility across Adult Social Care for areas of prevention, front door services, initial assessment and short term services to ensure effective management of demand and service and financial sustainability.
3. Strategic leadership responsibility for the local authority for case management for older people and physical impairment adult social care in establishing and monitoring the social care performance framework as determined by national and local objectives to demonstrate the delivery of high quality adults social care in the city.
4. Responsible for working effectively with health partners to deliver integrated services and ensure effective arrangements are in place regarding health and social care interfaces.

5. Responsible for ensuring that Adult Social Care is managed and delivered in a manner that maximises independence and enables people to live as ordinary a life as possible and makes best use of the entire resources available including community and voluntary sector, family and informal carers.
6. Delivering improvement across health and social care to deliver personalised support that enables people to be as independent as possible.
7. Responsibility for all enablement and case management activity for adult social care including both short term and ongoing services.
8. Responsible for ensuring culture change and practice improvement in line with national and local policy to achieve personalised support that enables people to be as independent as possible.
9. Ensure registration, career pathways and continuous professional development arrangements are in place for adults social care staff.
10. Lead responsibility for a number of policy and practice areas including long term conditions, dementia, assistive technologies, disabilities, drug/alcohol, autism and mental health.
11. Ensure the statutory requirements of the local authority as relating to the delivery of Adult Social Care are met.
12. Strategic lead for working with Health partners to ensure effective delivery of support to service users across health and social care including the following:
  - Ensuring the effective management and delivery of Adult Social Care responsibilities relating to health system management including Delayed Transfers of Care
  - Delivery of integration with health through agreed work programmes including Better Care programme
  - Leading of Continuing Health Care and joint funding arrangements for Adult Social Care
  - Delivery of the City Council elements of resilience plans

**Responsibilities of all Heads to:**

13. Act as a positive role model for staff within adult social care and across the City Council and partners, treating people with respect and challenging disrespectful behaviour.
14. Contribute to the planning, development and delivery of high quality social care and to lead in developing adults social care best practice, taking account of new government initiatives, guidance and legislation.
15. Assume lead responsibility for establishing, monitoring and reporting performance in accordance with the adults social care performance framework, as determined by national and local objectives and statutory requirements, to demonstrate the delivery of high quality adults social care in the city and responding to complaints and enquiries as appropriate.
16. Provide effective professional leadership by ensuring that the values of the Council and the vision for adults social care are embedded and practised within the designated area of responsibility and communicated through the personal conduct of the post holder.

- 17.** Develop and maintain effective relationships with senior managers in the Council and partner agencies, to ensure that the priorities of the designated area are considered in the planning and delivery of services to improve outcomes for people of Coventry.
- 18.** Build effective working relationships with elected members by responding to enquiries with accurate and timely information and through effective and concise reporting, both formal and informal.
- 19.** Lead on the implementation of change consulting with employees, trade union representatives and service users, carers and families as appropriate.
- 20.** Ensure the efficient and effective use of financial and human resources, demonstrating sound financial management to ensure cost effectiveness and value for money in a sustainable way for the designated area.
- 21.** Lead responsibility for Safeguarding in the designated area.
- 22.** Actively engage in Sector Led Improvement of Adult Social Care in Coventry.
- 23.** Lead responsibility for effective risk management in the designated area.
- 24.** Responsible for the effective management of performance, development, conduct and concerns of employees in the designated area in accordance with Council policies.
- 25.** Responsible for the continuous improvement and efficiency of adults social care.
- 26.** Promote and maintain robust communication networks with service users, family carers, and other organisations to ensure engagement, understanding and participation in the strategic direction of adults social care.

Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

<b>Responsible for:</b>		<b>Responsible to:</b>	<b>Director of Adult Services</b>
<b>Date Reviewed:</b>	<b>November 2015</b>	<b>Updated:</b>	<b>February 2016</b>



Coventry City Council

## Person Specification

<b>Job Title:</b>	Head of Practice Development and Safeguarding	<b>Job Number:</b>	
<b>Directorate:</b>	People	<b>Post Number:</b>	
<b>Services:</b>	Adults Social Care	<b>Grade:</b>	SM2
<b>Location:</b>			

Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>In depth knowledge of the personalisation and wider transformation agenda for adults social care and the health agenda as it applies to adults</li> </ul>
	<ul style="list-style-type: none"> <li>In depth knowledge of legislation and the statutory framework in which services are delivered</li> </ul>
	<ul style="list-style-type: none"> <li>Significant understanding of how to develop trusting and productive relationships with individuals and groups, including health partners and third/independent sector and representative organisations</li> </ul>
	<ul style="list-style-type: none"> <li>Expert knowledge of community care, continuing care and safeguarding legislation and practice</li> </ul>
	<ul style="list-style-type: none"> <li>Performance Management and service improvement agenda in health and social care</li> </ul>
	<ul style="list-style-type: none"> <li>Governance and Best Practice relating to adult social care</li> </ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>Leadership skills with the ability to articulate a vision for delivery and to command loyalty and commitment to the vision</li> </ul>
	<ul style="list-style-type: none"> <li>Leadership across partner organisations to deliver agreed objectives and improve outcomes for the people of Coventry</li> </ul>
	<ul style="list-style-type: none"> <li>Develop plans and strategies, using a range of evidence and data</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to manage large budgets for delivery and purchasing, effectively profiling spend and managing within resources</li> </ul>
	<ul style="list-style-type: none"> <li>Excellent written and verbal communication skills with demonstrable ability to communicate with staff at all levels, elected members, users and carers, confidence in public speaking and in promoting initiatives</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to use common ICT to extract and manipulate data, generate and understand management reports, analyse and present information.</li> </ul>
	<ul style="list-style-type: none"> <li>Well developed ability to lead and manage development and change programmes for which the post holder has direct management accountability</li> </ul>



	<ul style="list-style-type: none"> <li>Highly developed negotiating skills with the ability to manage relationships with senior managers and staff from health and social care and trade unions.</li> </ul>
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<b>Experience:</b>	<ul style="list-style-type: none"> <li>Extensive management experience in adults social work teams</li> </ul>
	<ul style="list-style-type: none"> <li>Work in multi-agency settings and with multi-disciplinary professionals to achieve change</li> </ul>
	<ul style="list-style-type: none"> <li>Developing strategies across multi-agencies, establishing robust interfaces and efficient processes</li> </ul>
	<ul style="list-style-type: none"> <li>Managing budgets within allocated resources</li> </ul>
	<ul style="list-style-type: none"> <li>Managing assessment and care management processes</li> </ul>
	<ul style="list-style-type: none"> <li>Policy analysis, development and implementation.</li> </ul>
	<ul style="list-style-type: none"> <li>Extensive experience of engaging citizens/customers/ organisations and utilising learning/feedback and quality assurance effectively and meaningfully</li> </ul>
	<ul style="list-style-type: none"> <li>Substantial experience of partnership Working across and within agencies to achieve change</li> </ul>
	<ul style="list-style-type: none"> <li>Successfully managing conflict to achieve outcomes</li> </ul>
	<ul style="list-style-type: none"> <li>Developing and implementing performance management processes</li> </ul>

<b>Educational:</b>	<ul style="list-style-type: none"> <li>DipSW, CQSW or equiv Social Work Qualification</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to work at post-graduate level</li> </ul>
	<ul style="list-style-type: none"> <li>Evidence of management training and/or qualification and/or participation in a recognised leadership programme</li> </ul>
	<ul style="list-style-type: none"> <li>Demonstrate commitment to ongoing learning</li> </ul>

<b>Special Requirements:</b>	This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).
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<b>Date Reviewed:</b>	<b>November 2015</b>	<b>Updated:</b>	<b>February 2016</b>
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