

Disgrifiad Swydd

Teitl y Swydd	Rheolwr Tîm – y Ddeddf Galluedd Meddyliol
Gwasanaeth	Porth Cynnal
Graddfa	13
Pwynt/iau Cyflog	39-41
Cyflog	£47,420 - £49,498 (Pro rata)
Pwrpas y Swydd	• Bod yn Rheolwr Tîm ar gyfer Gwasanaeth y Ddeddf Galluedd Meddyliol (MCA) yng Nghyngor Sir Ceredigion. • Rheoli'r trefniadau diogelu wrth amddifadu o ryddid (DoLS) a'r pontio i'r Diogeliadau Amddiffyn Rhyddid (LPS). • Bod y rheolwr sy'n gyfrifol am sicrhau ansawdd y MCA, DoLS a LPS fel yr amlinellir gan y ddeddfwriaeth, y rheoliadau a'r codau ymarfer perthnasol • Bod yn gyswllt allweddol â Rheolwyr Corfforaethol a gweithio gyda Rheolwyr Tîm eraill i sicrhau bod timau'n cael eu rheoli'n gyson i gyflawni amcanion corfforaethol ac amcanion y gwasanaeth a bod y rhain yn cael eu cydlynu a'u gweithredu'n effeithiol ar draws meysydd gweithredu'r Gwasanaeth. • Er bod gan Reolwyr Tîm gyfrifoldeb penodol i reoli tîm ac/neu swyddogaeth, mae cyfrifoldeb corfforaethol arnynt hefyd i sicrhau bod gweithgareddau a gweithredoedd eu gwasanaeth yn cael eu rheoli'n gyson i gefnogi amcanion a safonau'r Cyngor. • Gweithio'n greadigol ac ar y cyd i gyflawni'r safonau perfformiad uchaf posibl ym model Gydol Oes a Llesiant Cyngor Sir Ceredigion. • Dirprwyo dros Reolwyr Corfforaethol, pan fo angen, ar lefel gorfforaethol, ranbarthol a chenedlaethol.
Lleoliad	Penmorfa
Oriau Gwaith	18.5 awr
Math o Gytundeb	Rhan-amser
Hyd y Cytundeb	Cyfnod Penodedig
Teitl swydd y Rheolwr Llinell	Rheolwr Corfforaethol Anabledd a Tim Gweithredu Galluedd Meddyliol.
Cyfrifoldebau Goruchwyllo / Rheoli	• Rheoli staff yn effeithiol yn y Tîm y Ddeddf Galluedd Meddyliol. • Rheoli'r gwaith o gomisiynu Aseswyr Iechyd Meddwl at ddibenion DoLS a chydgyssylltu Proffesiynolion Galluedd Meddyliol Cymeradwy (AMCP) ac Aseswyr Iechyd Meddwl at ddibenion LPS.

	• Sicrhau bod diwylliant sy'n canolbwyntio ar ddinasyddion ac ar ganlyniadau yn cael ei hyrwyddo ar bob adeg. • Hyrwyddo ffordd o weithio sydd bob amser yn canolbwyntio ar yr unigolyn drwy sicrhau gweithredu'r model Arwyddion Diogelwch a Llesiant. • Gweithio o dan gyfarwyddyd y Rheolwyr Corfforaethol i ddatblygu cynigion a gweithredu cynllun busnes ar gyfer y tîm. • Cynorthwyo i baratoi a monitro cyllidebau ar gyfer eu timau/gwasanaethau i sicrhau bod gwasanaethau'n cael eu darparu'n effeithiol ac yn effeithlon er mwyn sicrhau'r canlyniadau gofynnol i ddinasyddion. • Rhoi cyngor a chymorth proffesiynol yn fewnol ac yn allanol fel y bo'n briodol a nodi opsiynau ar gyfer gweithredu. • Gweithio gyda Rheolwyr Corfforaethol a'u cefnogi i roi'r cyngor a'r cymorth angenrheidiol mewn meysydd arbenigedd penodol er mwyn llunio a gweithredu polisiau sy'n berthnasol ac yn effeithiol. • Gweithio gyda Rheolwyr Corfforaethol a'u cefnogi i roi'r cyngor a'r cymorth angenrheidiol mewn meysydd arbenigedd penodol er mwyn llunio a gweithredu cynlluniau cymorth unigol sy'n berthnasol ac yn effeithiol. • Meithrin a hyrwyddo perthynas waith agos â rhanddeiliaid mewnol ac allanol, a chydweithwyr i sicrhau'r buddion pennaf posibl i'r Cyngor a thrigolion Ceredigion. • Cynrychioli barn y gwasanaeth ar faterion sy'n effeithio ar gyflawni'r model Gydol Oes a Llesiant i gyrff mewnol ac allanol o dan arweiniad uwch reolwyr. • Bod yn gynghorydd ar faes arbenigedd penodol, yn ôl y gofyn, yn fewnol a chyda gwahanol bartneriaethau ac asiantaethau allanol.
Atebolrwydd	Rheolwr Corfforaethol
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	
Trosolwg ar y Model Gwasanaethau Integredig Gydol Oes a Llesiant	Mae Model Gwasanaethau Integredig Gydol Oes a Llesiant Ceredigion yn ffordd newydd o ddiwallu anghenion pobl drwy sicrhau bod y bobl iawn yn eu lle i wneud y penderfyniadau iawn ar yr adeg iawn. Bydd y Model Gwasanaethau Integredig Gydol Oes a Llesiant: • Yn fan cyswllt cyntaf ar gyfer preswylwyr a phartneriaid allweddol • Yn llunio ac yn darparu pecynnau atal ac ymyrraeth gynnar pwrpasol i ddiwallu anghenion unigolion

	• Yn penderfynu ar y gwasanaethau mwyaf priodol i roi cynlluniau gofal a chymorth ar waith yn brydlon • Yn monitro ac yn gwerthuso effaith y cymorth.
Dyletswyddau a chyfrifoldebau	
Rheoli perfformiad ac ansawdd • Sicrhau bod anghenion y rhai sy'n defnyddio ein gwasanaethau yn cael eu deall a'u diwallu'n llawn wrth ddatblygu, darparu, hyrwyddo a gwella gwasanaethau. • Sicrhau bod gwasanaethau'n cael eu rheoli a'u darparu mewn ffordd gydgyssylltiedig ac yn unol â pholisïau a safonau y cytunwyd arnynt. • Cynorthwyo'r Rheolwyr Corfforaethol a'r Swyddogion Arweiniol Corfforaethol i sicrhau bod polisïau a gweithdrefnau yn cael eu diweddarau i adlewyrchu'r ddeddfwriaeth bresennol ac arferion gorau. • Monitro, gwerthuso ac adrodd yn rheolaidd ar berfformiad tîm yn erbyn cynlluniau statudol ac anstatudol, cynlluniau busnes a dangosyddion perfformiad y gwasanaeth. • Sicrhau bod staff yn cael eu goruchwylio'n adfyfyriol yn rheolaidd, yn ôl y gofyn, o fewn yr amserlenni y cytunwyd arnynt. • Helpu i nodi, caffael a defnyddio adnoddau er mwyn i'r tîm a'r gwasanaeth gyflawni eu hamcanion. • Cynorthwyo i adnabod a mynd ar drywydd ffynonellau cyllid allanol priodol a ffynonellau/modelau amgen o ddarparu gwasanaethau e.e. drwy weithio mewn partneriaeth i ddarparu gwasanaethau'r Cyngor. • Cynorthwyo'r Rheolwr Corfforaethol i barhau i fod yn ymwybodol o arferion cenedlaethol a lleol wrth ddarparu gwasanaethau, er mwyn datblygu atebion arloesol yn y ffordd y caiff gwasanaethau eu darparu i sicrhau gwelliant parhaus mewn perfformiad. • Cefnogi'r Rheolwr Corfforaethol i drin ac ymchwilio i gŵynion yn unol â pholisïau a gweithdrefnau'r Cyngor. • Sicrhau safonau uchel o ran ansawdd a pherfformiad yr holl staff yn y tîm a'r gwasanaeth, gan gydnabod perfformiad da a mynd i'r afael yn gadarnhaol ac yn effeithiol â pherfformiad gwael. • Gweithredu a rheoli prosesau sicrhau ansawdd sy'n gadarn ac yn effeithiol. • Rhoi trosolwg i'r Rheolwr Corfforaethol o gryfderau a risgiau'r tîm, gan gynnwys canmoliaeth, sylwadau a chwynion. • Cydweithio â Rheolwyr Tîm eraill i ddarparu gwasanaethau Cyngor sy'n effeithiol ac yn effeithlon. • Cydymffurfio â'r holl godau ymddygiad perthnasol, codau ymarfer proffesiynol a deddfwriaeth sy'n benodol i'r sector. • Cynorthwyo'r Rheolwr Corfforaethol i ymateb yn gyflym ac yn hyblyg i anghenion y Cyngor, ei gwsmeriaid a'i bartneriaid. • Hyrwyddo cyfle cyfartal wrth ddarparu gwasanaethau ac arferion cyflogaeth er mwyn i'r Cyngor gyflawni ei rwymedigaethau moesol a chyfreithiol fel cyflogwr cyfle cyfartal.	

- Ymgymryd ag unrhyw ddyletswyddau eraill sy'n gymesur â lefel a disgwyliad y swydd, gan gynnwys cynllunio at argyfwng; rheoli a chydlynu ymateb; rheoli risgiau; a diogelu.

Cyfathrebu

- Adolygu sut y cyfathrebir â staff ar hyn o bryd er mwyn sicrhau bod y dulliau yn effeithiol ac yn annog adborth dwyffordd.
- Meithrin diwylliant o gyfathrebu mewnol ac allanol cryf fel bod y gwasanaethau a ddatblygwn yn cael eu darparu mewn cydweithrediad â dinasyddion, rhanddeiliaid a staff.
- Cynorthwyo'r Rheolwr Corfforaethol i gynnal cyswllt effeithiol ag Uwch Reolwyr, a lle bo'n briodol, rhoi gwybodaeth a chynghor cynhwysfawr er mwyn i'r materion angenrheidiol gael eu huwchgyfeirio at Uwch Reolwyr neu Aelodau Etholedig i benderfynu arnynt mewn da bryd.

Swyddogaethol

- Arwain ar ymarfer arbenigol y Ddeddf Galluedd Meddyliol (MCA) o fewn Cyngor Sir Ceredigion ac ar ei ran.
- Rheoli'r Trefniadau wrth Amddifadu o Ryddid (DoLS) a'r pontio i'r Diogeliadau Amddiffyn Rhyddid (LPS), gan gynnwys datblygu a gweithredu newidiadau gweithredol i gyflawni'r trawsnewid.
- Pan gaiff person ei amddifadu o'i ryddid, sicrhau bod hyn yn cael ei wneud yn gyfreithlon.
- Datblygu, gweithredu a chynnal Polisi, Canllawiau a Gweithdrefnau'r Ddeddf Galluedd Meddyliol gan gynnwys DoLS a LPS, er mwyn sicrhau cysondeb ar draws holl feysydd y model Gydol Oes a Llesiant, Ysgolion a Diwylliant a meysydd gwasanaeth eraill lle bo'n briodol.
- Sicrhau bod gwasanaeth y Ddeddf Galluedd Meddyliol yn cadw ei hannibyniaeth o feysydd darparu gwasanaeth eraill o fewn gofal cymdeithasol ac addysg er mwyn osgoi unrhyw wrthdaro buddiannau mewn achosion llys
- Mynd ati'n weithredol i gydlynu a darparu'r Gwasanaeth Trefniadau wrth Amddifadu o Ryddid (DoLS) er mwyn bodloni cyfrifoldebau statudol y Cyngor o dan Atodlen A1 Deddf Galluedd Meddyliol 2005.
- Datblygu, gweithredu a chynnal y broses ar gyfer cymeradwyo Proffesiynolion Galluedd Meddyliol Cymeradwy (AMCPs) ar gyfer Cyngor Sir Ceredigion, yn cynnwys y rhai a gyflogir gan Fyrddau Iechyd Lleol yn y rhanbarth.
- Datblygu a pharhau i fod â diddordeb cyfredol a gweithredol mewn gwybodaeth ymarferol eang a dealltwriaeth o ddeddfwriaeth sy'n codi trwy benderfyniadau cyfraith achosion, canfyddiadau polisi ac ymchwil mewn perthynas â'r MCA, DoLS a LPS.
- Cydweithio'n agos â Gwasanaethau Cyfreithiol Ceredigion i ddehongli a lledaenu cyngor yn ymwneud â deddfwriaeth a chyfraith achosion sy'n dod i'r amlwg.
- Cefnogi timau ac ymarferwyr mewn perthynas â phob mater sy'n gysylltiedig â'r Ddeddf Galluedd Meddyliol, DoLS a'r LPS gan gynnwys cyngor a chymorth proffesiynol ar gyfer achosion llys a chynrychioli'r Awdurdod Lleol drwy fynychu achosion llys yn ôl yr angen.

- Datblygu a sicrhau ansawdd yr holl asesiadau sydd eu hangen i fynd ati'n gyfreithlon i amddifadu unigolyn o'i ryddid, gan gynnwys rheoli'r adolygiad cyn-awdurdodi ar gyfer LPS i sicrhau bod asesiadau yn bodloni'r gofynion cyfreithiol ar gyfer amddifadu o ryddid.
- Yn gyfrifol am awdurdodi taliadau ar gyfer aseswyr annibynnol.
- Cynllunio a chynnal hyfforddiant a datblygiad sy'n gysylltiedig â'r Ddeddf Galluedd Meddyliol, DoLS a LPS ar draws gwasanaethau o fewn Cyngor Sir Ceredigion a sefydliadau trydydd sector perthnasol.
- Cymryd rhan yn weithredol mewn gwaith rhanbarthol gyda sefydliadau partneriaeth i ddatblygu a chyflwyno dull ranbarthol yn ymwneud ag LPS.

Cyfeirnod at Ddibenion Gwerthuso
Swyddi

Manyleb Person

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	- Gradd mewn Gwaith Cymdeithasol/DipSW/CQSW neu gymhwyster cyfatebol arall. - Yn ogystal, disgwylir i ddeiliad y swydd feddu ar wybodaeth a sgiliau arbenigol mewn perthynas â'r Trefniadau wrth Amddifadu o Ryddid (DoLS), ym mhob agwedd ar y Ddeddf Galluedd Meddyliol (a'r Ddeddf ddiwygiedig), rheoliadau a chanllawiau perthnasol. - Asesydd Lles Gorau wedi'i achredu. - Yn gofrestredig ar hyn o bryd â Gofal Cymdeithasol Cymru. - Hyfforddiant Uwch Arwyddion Diogelwch (neu ymrwymiad i wneud yr hyfforddiant o fewn y 12 mis nesaf). - Tystiolaeth o Ddatblygiad Proffesiynol Parhaus. - Cymhwyster rheoli cydnabyddedig (neu ymrwymiad i ennill cymhwyster rheoli cydnabyddedig o fewn 2 flynedd).	
Sgiliau Ieithyddol Cymraeg	Gwrando/Siarad: Lefel 3 Darllen: Lefel 3 Ysgrifennu: Lefel 3	Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd ar apwyntiad /
Sgiliau Ieithyddol Saesneg	Gwrando/Siarad: Lefel 5 Darllen: Lefel 5 Ysgrifennu: Lefel 5	Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd ar apwyntiad
Sgiliau Ymarferol / Personol	- Sgiliau trefnu rhagorol, y gallu i flaenoriaethu gwaith ac eglurder wrth wneud penderfyniadau, gan gynnwys rhesymu. - Sgiliau rheoli ac arwain effeithiol gyda'r gallu i feddwl yn greadigol ac yn arloesol ac i roi syniadau ar waith yn effeithiol yn ogystal â dangos parodrwydd i fod yn agored i syniadau newydd. - Ymrwymiad i egwyddorion ac arferion gofal cwsmeriaid, gan sicrhau rhagoriaeth wrth ddarparu gwasanaethau a chydabod eu heffaith ar ddefnyddwyr gwasanaethau. - Sgiliau digidol/TG ar lefel uchel a sgiliau cyfathrebu rhagorol, yn ysgrifenedig ac ar lafar. - Y gallu i weithio o dan bwysau i derfynau amser tynn. - Ymrwymiad clir i gynnal egwyddorion cydraddoldeb ac amrywiaeth.	
Profiad Hanfodol	Profiad Perthnasol O leiaf 5 mlynedd o brofiad yn y sector gofal cymdeithasol.	

	• O leiaf 5 mlynedd o brofiad mewn gwaith cymdeithasol y Ddeddf Galluedd Meddyliol. • Profiad o rôl reoli mewn tîm/swyddogaeth berthnasol a gallu dangos i chi ddylanwadu ar berfformiad llwyddiannus ac/neu welliant. Darparu Gwasanaeth • Dealltwriaeth dda o ddeddfwriaeth a rheoleiddio fel y bo'n berthnasol i'r Ddeddf Galluedd Meddyliol. • Dealltwriaeth dda o fframwaith ymarfer Arwyddion Diogelwch a sut y caiff ei roi ar waith yn ymarferol. • Tystiolaeth o ddatblygu gweithdrefnau'n llwyddiannus mewn meysydd cyfrifoldeb penodol sydd wedi arwain at ddarparu gwasanaethau o ansawdd uchel. • Dealltwriaeth dda o brosesau rheoli perfformiad a chynllunio busnes i sbarduno gwelliant parhaus mewn perfformiad. • Ymrwymiad i ffyrdd corfforaethol o weithio ar draws y model Gydol Oes a Llesiant. • Dealltwriaeth dda o'r holl godau ymddygiad a chodau ymarfer proffesiynol perthnasol, a chydymffurfio â hwy. Rheoli Adnoddau • Profiad o reoli adnoddau ariannol yn unol â pholisïau, blaenoriaethau y cytunwyd arnynt ac o fewn fframwaith ffurfiol safonau ansawdd a chostau. • Hanes o arwain a rheoli timau'n llwyddiannus a bod wrthi'n barhaus yn eu gwella. Gweithio mewn Partneriaeth • Tystiolaeth o weithio'n llwyddiannus gyda rhanddeiliaid mewnol ac allanol sydd wedi arwain at ddarparu gwasanaethau o ansawdd uchel. Amgylchiadau Personol • Rhaid bod â thrwydded yrru lawn. Deall yr hyblygrwydd sydd ei angen yn y rôl o ganlyniad i anghenion y gwasanaeth ac, o ganlyniad, deall y gall y rôl gynnwys gweithio gyda'r nos ac ar benwythnosau.
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	

Dymunol	
Cymwysterau / Hyfforddiant	
Sgiliau Ymarferol / Personol	Profiad o gyflwyno proses rheoli newid lwyddiannus Profiad o weithio mewn lleoliad amlddisgyblaethol Y gallu i weithio'n effeithiol o gartref, gan gynnwys cyflymder band eang dibynadwy o ansawdd da.

Job Description

Post Name	Team Manager – Mental Capacity Act
Service	Porth Cynnal
Grade	13
Spinal Point/s	39-41
Salary	£47,420 - £49,498 (Pro rata)
Job Purpose	•To be the Team Manager for the Mental Capacity Act (MCA) Service for Ceredigion County Council. •To manage the Deprivation of Liberty Safeguards (DoLS) and transition to the Liberty Protection Safeguards (LPS). •To be the responsible manager for quality assurance of the MCA, DoLS and LPS as outlined by the relevant legislation, regulations and codes of practice •To provide a key link with Corporate Managers and work with other Team Managers in ensuring that teams are managed consistently to meet corporate and service objectives and that these are effectively co-ordinated and implemented across the Service's areas of operation •Whilst Team Managers have specific responsibility to manage a team and/or function, they have a corporate responsibility to ensure that their service activities and actions are consistently managed to support Council objectives and standards •To work creatively and collaboratively to achieve the highest possible standards of performance in Ceredigion County Council's Through Age and Wellbeing model •To deputise for Corporate Managers, when required, at corporate, regional and national level
Location	Penmorfa
Hours of Work	18.5 hours
Type of Contract	Part-time
Contract Duration	Permanent
Line Managers Job Title	Corporate Manager Disabilities and Mental Capacity Act team
Supervisory/Managerial Responsibilities	•To manage staff in the Mental Capacity Act team effectively •To manage the commissioning of Mental Health Assessors for the purposes of DoLS and the coordination of Approved Mental Capacity Professionals and Mental Health Assessors for the purposes of LPS •Ensure that a citizen and outcomes focussed culture is promoted at all times

	•Promote a person-centred approach at all times by ensuring the implementation of the Signs of Safety and Wellbeing model in practice •To work under the direction of the Corporate Managers to develop proposals and implement the business plan for the team •To assist in the preparation and monitoring of budgets for their teams/services to ensure effective and efficient service delivery that provides the required outcomes for citizens •Provide professional advice and support internally and externally as appropriate and identify options for action •To work with and support Corporate Managers in providing the necessary advice and support in specific areas of expertise to formulate and implement relevant and effective policies. •To work with and support Corporate Managers in providing the necessary advice and support in specific areas of expertise to formulate and implement relevant and effective individual support plans. •To maintain and promote close working relationships with internal and external stakeholders, and colleagues to achieve maximum benefits for the Council and residents of Ceredigion. •To represent the view of the service on issues affecting the delivery of the Through Age and Wellbeing model to internal and external bodies under senior management guidance •To act as adviser on specific area of expertise, as required, internally and with various partnerships and external agencies
Accountability	Corporate Manager
Contractual Terms Associated with the Post	
Overview of the Through Age and Wellbeing Integrated Services Model	The Through Age Wellbeing Integrated Services Model is a new way of meeting people's needs by ensuring that the right people are in place to make the right decisions at the right time. The Through Age Wellbeing Integrated Services Model will: • Be the first point of contact for residents and key partners • Design and deliver early prevention and intervention packages bespoke to individuals' needs • Decide upon the most appropriate services to deliver care and support in a time-related manner • Monitor and evaluate the impact of support

Duties and Responsibilities	
Quality and performance management	
•To ensure that the needs of those accessing our services are fully understood and accommodated in the development, delivery, promotion and improvement of services. •To ensure that services are managed and delivered in a co-ordinated way and in compliance with agreed policies and standards. •To assist the Corporate Managers and Corporate Lead Officers in ensuring that policies and procedures are updated to reflect current legislation and best practice. •To regularly monitor, evaluate and report on team performance against statutory and non-statutory service plans, business plans and performance indicators. •To ensure that regular reflective supervision of staff takes place, as required, within agreed timescales •Assist in identifying, procuring and deploying resources for the team and service to meet its objectives •To assist in identifying and pursuing sources of appropriate external funding and alternative sources/models of service delivery e.g. through partnership working to deliver Council services. •Assist the Corporate Manager in maintaining an awareness of national and local practices in service delivery, in order to develop innovative solutions in the way services are delivered to ensure continuous performance improvement •To support Corporate Manager in investigating and managing complaints in line with the Council's policies and procedures •To ensure high standards of quality and performance of all staff within the team and service, acknowledge good performance and tackle poor performance positively and effectively. •To implement and manage a robust and effective quality assurance processes •To provide the Corporate Manager with an overview of team strengths and risks, including compliments, comments and complaints. •To work with other Team Managers to deliver effective and efficient Council services •To comply with all relevant codes of conduct, codes of professional practice and sector specific legislation •To assist the Corporate Manager to quickly and flexibly react to the needs of the Council, its customers and partners	

- Promote equality of opportunity in the delivery of services and employment practices so that the Council meets its moral and legal obligations as an equal opportunity employer
- To undertake any other duties commensurate with the level and expectation of the post, including emergency planning; response management and coordination; risk management; and safeguarding

Communication

- To review existing methods of communication with staff to ensure that these are effective and encourage two-way feedback.
- To promote a culture of strong internal and external communication so that the services we develop are delivered in collaboration with citizens, stakeholders and staff
- To assist the Corporate Manager in maintaining effective liaison with Senior Managers, and where appropriate, provide comprehensive information and advice in order that necessary issues are referred to Senior Managers or Elected Members for decision in a timely manner

Functional

- To lead on the MCA specialist practice within, and on behalf of, Ceredigion County Council.
- To manage the Deprivation of Liberty Safeguards (DoLS) and transition to the Liberty Protection Safeguards (LPS), including the development and implementation of operational changes to achieve the transition
- Ensure that where a person is deprived of their liberty this is done lawfully.
- Develop, implement and maintain MCA Policy, Guidance and Procedures including DoLS and LPS, which ensures consistency across all areas of the Through Age and Wellbeing model, Schools & Culture and other service areas where appropriate.
- Ensure that the MCA service maintains independence from other service delivery areas within social care and education to avoid any conflict of interest in court proceedings
- Operational co-ordination and delivery of the Deprivation of Liberty Safeguards (DoLS) Service in order to meet the Council's statutory responsibilities under Schedule A1 of the Mental Capacity Act (MCA) 2005.
- Operational co-ordination and delivery of the Liberty Protection Safeguards (LPS) Service in order to meet the Council's statutory responsibilities under Schedule AA1 of the Mental Capacity Amendment Act (LPS) 2019.
- Develop, implement and maintain the process for approval of Approved Mental Capacity Professionals (AMCPs) for Ceredigion County Council and including those employed by Local Health Boards within the region.
- Develop and maintain an up to date and active interest in and broad practical knowledge and understanding of emerging legislation through case law judgements, policy and research findings in relation to the MCA, DoLS and LPS.
- To work closely with Ceredigion's Legal Services to interpret and disseminate advice in relation to emerging legislation and case law.

- Support teams and practitioners in relation to all matters relating to the MCA, DoLS and LPS including professional advice and support for court proceedings and representing the Local Authority by attending court proceedings as required.
- To develop and maintain the quality assurance of all assessments required to lawfully deprive a person of their liberty, including management of the pre-authorisation review for LPS to ensure that assessments meet the legal requirements for a deprivation of liberty.
- Responsible for authorisation of payments for independent assessors.
- To plan and deliver training and development associated with MCA, DoLS and LPS across services within Ceredigion County Council and relevant third sector organisations.
- To actively participate in regional working with partnership organisations to develop and deliver a regional approach to LPS.

Job Evaluation Post Ref	
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Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	- Degree in Social Work/DipSW/CQSW or other equivalent qualification - In addition, the post holder will be expected to have specialist knowledge and skills in relation to Deprivation of Liberty Safeguards, all aspects of the Mental Capacity Act (and amended Act), regulations and guidance - Accredited Best Interest Assessor - Current registration with Social Care Wales - Signs of Safety Advance training (or a commitment to undertake the training within the next 12 months) - Evidence of Continued Professional Development - A recognised management qualification (or a commitment to achieve a recognised management qualification within 2 years)	
Welsh Linguistic Skills	Listening/Speaking: Level 3 Reading: Level 3 Writing: Level 3	The Welsh linguistic skills noted are required on appointment
English Linguistic Skills	Listening/Speaking: Level 5 Reading: Level 5 Writing: Level 5	The English linguistic skills noted are required on appointment
Practical and personal skills	- Excellent organisational skills, the ability to prioritise work and clarity of decision making, including reasoning - Effective management and leadership skills with the ability to think, creatively and innovatively and to put ideas into effective action whilst demonstrating openness to new ideas - Commitment to the principles and practices of customer care, ensuring excellence in service delivery and recognition of its impact on the those accessing the service - High level of digital/IT skills and excellent communication skills, both written and verbal - Ability to work under pressure to tight deadlines - Clear commitment to uphold the principles of equality and diversity	
Required Experience	Relevant Experience - Minimum of 5 years' experience in the social care sector - Minimum of 5years' experience in Mental Capacity Act social work	

	• Experience of a management role in a relevant team/function and be able to demonstrate achievement in influencing successful performance and/or improvement Service Delivery • A good understanding of legislation and regulation as it relates to Mental Capacity Act • A good understanding of the Signs of Safety practice framework and how it is applied in practice • Evidence of successful development of procedures in areas of specific responsibility that result in high quality service delivery • A good understanding of performance management and business planning processes to drive continuous performance improvement • A commitment to corporate ways of working across the Through Age and Wellbeing model • A good understanding of, and compliance with, all relevant codes of conduct and codes of professional practice Resource Management • Experience of managing financial resources in accordance with agreed policies, priorities and within the formal framework of cost and quality standards • Track record of successfully leading, managing and continuously improving teams Partnership Working • Evidence of successful working with internal and external stakeholders resulting in high quality service delivery Personal Circumstances • Must hold a full driving licence • Understand the flexibility required in the role as a result of the needs of the service and that, as a result, the role may include evening and weekend working
Training/education required to be undertaken for the post/worked towards	

Desirable	
Qualifications / Training	

Practical / Personal Skills

- Experience of delivering a successful managing change process
- Experience of working in a multi-disciplinary setting
- The ability to work effectively from home, including good quality reliable broadband speed