

JOB DESCRIPTION

JOB TITLE:	Service Practice Lead
REPORTS TO:	Partnership Executive
BAND:	I
BASE:	The post is 'agile' working across multiple base points across the service and the service geographical area.
OBJECTIVES OF POST:	<p>Ensure non-clinical practice across the service area is coherent, complementary, high quality and recovery orientated.</p> <p>To lead the development and monitoring of non-clinical practice and the associated governance processes ensuring they are complementary and integrated with clinical practice.</p>

MAIN RESPONSIBILITIES:

1. Principal accountabilities

Leadership
As part of the Senior Leadership Team across the service area ensure clinical and non-clinical practice are complementary and integrated.
Ensure practice learning from the service area is accessible across ADS and the specified service area actively considers practice lessons and good practice from across ADS
Provide leadership and promote recovery orientated practice within the service and with external stakeholders
Ensure quality of practice is high and recovery orientated
Ensure a culture of continuous practice improvement exists across the service
Ensure a consistent approach, values and philosophy to practice within the service area
Ensure that the value of training is embedded in the service culture and practice
Ensure that reflective practice as a means of learning and improvement is embedded in the service culture and practice
Ensure the development of business and strategic plans within the area of responsibility have recovery orientated practice at their heart
To agree and sign off care pathways protocols on behalf of the service were authorised to do so
Ensure performance targets are achieved and service users' expectations are met
Ensure practice within organisation and service plans is delivered
Planning and implementing strategic changes to improve service delivery



Ensure systems, processes and methodologies as specified are followed to ensure effective monitoring, control and support of service delivery
To liaise with purchasers regarding contract and project management issues where appropriate
To ensure an annual service training plan is in place for all volunteers and staff
To ensure traineeships and ASYE are of a high quality and compliant with requirements
To ensure quality placements are provided
Practice
To facilitate the development of the practice and monitor quality and effectiveness
To ensure communication and a coherent approach between posts with the lead for practice across the service
Carry out regular practice audits across the service
Attend governance/management meetings
Ensure the development of practice is on going
Ensuring non-clinical practice is central to the development of services
Lead on reviewing, developing and monitoring practice across the service area
To ensure that governance systems support the delivery of evidence-based practice
To ensure service policies, protocols and procedures are based on best practice
To provide specialised practice and professional advice and supervision across the service
To take a professional lead role in managing complex cases
Ensure internally delivered training for volunteers and staff is planned and effectively delivered.
To provide day to day mentoring and support to practitioners
Operational Management: Although the principal accountability is practice orientated, as a member of the senior leadership team there are specific operational management duties and an expectation the role will support operational managers when required.
Facilitate staff and management meetings as required
To function as part of the service leadership team and liaise with the appropriate departments and posts within the wider agency and partner organisation
Attend and participate in meetings regarding the service when required
Support partner organisation employees through the relevant policies and procedures
Liaise with the appropriate departments and posts within ADS and the partner organisation
Ensure appropriate systems for ease of administration are in place and that all members of staff are performing those administrative tasks assigned to them
Input to the relevant databases
Produce reports following SUI's
Produce reports and present to internal and external meetings
Represent the service internally and externally as required

Administration

- Ensure the project monitoring reports and information are produced as required
- Ensure all statistics, figures and information for internal and external purposes are collated.
- Maintain a high standard of records and case notes
- Maintain all records on key performance indicators
- Maintain all staff and Human Resource records in line with the requirements

2. Safety

- To ensure all possible steps are being taken to account for personal safety of both staff and service users during working hours.
- To work together with the Health and Safety coordinator to ensure that all ADS and legal Health and Safety requirements are fulfilled
- To inform the Health and Safety coordinator of any potential difficulties in the area of personal safety or take the necessary steps to address the difficulties.
- To take the necessary steps to minimise any risks that are present in the project
- Adhere to all ADS/partnership Health and Safety policies and procedures

3. Supervision and Training

- Lead in the development, preparation and delivery of training for internal and external use when required.
- To provide professional supervision to identified staff
- Keep personally up to date with developments and new initiatives in treatment and legislation affecting substance misuse and associated issues
- Participate in regular supervision sessions with the line manager and professional supervisor.
- To work with the line manager and professional supervisor to develop a personal training and development plan.
- Provide professional supervision and input to appraisals identifying necessary training and development, for identified staff
- Attend and participate in training sessions as required both as trainer and trainee.

4. Safeguarding

The Alcohol & Drug Service is committed to safeguarding and promoting the welfare of children, young people (anyone under the age of 18) and adults. It expects all staff, volunteers and students to share this commitment and act in such a way that safeguards and promotes the health and well-being of children, young people and adults.

Staff must ensure that they are familiar with the signs and symptoms of abuse and know what to do if any such concerns are raised.

Staff is expected to follow the safeguarding children and safeguarding adult policies and participate in related mandatory/statutory training.

5. General

Lead in the development of new initiatives and new ways of working to promote the best services for substance users.
Lead in the implementation of the agency plans and develop good practice and working protocols within the project
Adhere to the Alcohol and Drug Service Equality and Diversity Policy with regard to both staff and service users of the Alcohol and Drug Service.
To undertake any relevant/reasonable work under the direction of the line manager
Provide an effective learning environment for all learners
Positively promote Aspire during internal and external meetings
Maintain professional registration in accordance with regulations
Carry out research in line with current developments in practice
Carry out any other reasonable duties as requested

6. Dimensions

Responsibility for Staff

To contribute to the effective performance of all staff within the service, through effective coaching, mentoring, practice and professional supervision whilst adhering to current legislation and best practice.

Responsibility for Service Users

Ensure recovery orientated practice across the service provides service users with a high quality, recovery orientated, effective, strengths based and person-centred service.

Responsibility for Budgets

Service budget/budget lines where authorised

Responsibility for Reputation Management

To ensure the service is highly regarded by internal and external service users and stake holders.

7. Decision making

These decisions should relate specifically to the principal accountabilities.

- Professional decisions about the efficacy and safety of non-clinical practice across the service
- Professional decisions about the service users' requirements
- Use judgement on employee relations matters.
- Take the necessary action in relation to risks.
- Workforce planning and development

Note: This job description covers the main duties and responsibilities of the job. Other activities commensurate with their job description may from time to time be undertaken by the post holder.

EMPLOYEE SPECIFICATION

Post: Service Practice Lead			
Department: Aspire			
Requirements	Essential	Desirable	Tested at
Educational Qualifications and Training	<ul style="list-style-type: none"> • Relevant Masters degree or equivalent e.g., Degree + post grad practice based Diploma • Level 3 Drug and Alcohol or equivalent • ILM level 3 in Leadership and Management or equivalent • Microsoft Office including outlook, word and excel 	<ul style="list-style-type: none"> • ILM level 5 in Leadership and Management or equivalent 	Short listing
Knowledge and Experience	<ul style="list-style-type: none"> • Knowledge and understanding of strengths based and person-centred concepts. • Knowledge and understanding of the role of the therapeutic alliance. • Knowledge and understanding of social justice and exclusion and their role in recovery. • Experience and understanding of case note and report writing. • Experience of working directly with people with problematic substance use delivering effective recovery orientated interventions. 	<ul style="list-style-type: none"> • Experience of managing change and developing new innovations within practice. • Experience of project management within the substance misuse field • Previous experience of working with commissioners and others constructively • Knowledge and understanding of electronic operating systems e.g., systemOne • Knowledge of recent Government legislation 	Short listing and Interviewing

	<ul style="list-style-type: none"> • Understanding of the role of clinical management and medical interventions in substance use. • Understanding of the recovery movement • Experience and understand of multi-disciplinary working. • Knowledge of mental health issues • Experience of professional supervision of practitioners. • Knowledge of health and safety including assessing high risk situations for service users • Knowledge of Safeguarding Adults and Children principles and application in practice 		
<p>Skills and abilities</p>	<ul style="list-style-type: none"> • Maintain professional boundaries. • Ability to communicate effectively both verbally and in writing with a range of people including other services and agencies. • Ability to contribute to the development and practice of others, supporting and positively challenging their practice. • Ability to work effectively as part of a multi discipline team. • Ability to promote and encourage positive use of substance misuse service. • Ability to work jointly with other services/agencies. • Ability to write reports. • Ability to work in adverse situations. 	<ul style="list-style-type: none"> • Ability to negotiate protocols and professional agreements with other services/agencies. • Previous experience of managing quality of service delivery 	<p>Short listing and Interview</p>

	<ul style="list-style-type: none"> • Ability to travel effectively across the geographical area in a timely manner 		
<p>Personal qualities</p>	<ul style="list-style-type: none"> • Adopt a flexible, creative and innovatory approach. • Organised and excellent time management skills • Confident • Conscientious and reliable • Flexibility • Time management skills • Enthusiasm and motivation 		<p>Short listing and Interview</p>

ORGANISATIONAL CHART

TO BE ADDED DEPENDENT ON SERVICE AREA STRUCTURE

CONDITIONS OF SERVICE

Salary

Band I

Annual Holiday

29 days per annum, rising to 31 after 2 years' service and 34 after 5; plus, Public Holidays

Pension Scheme

On joining ADS employees will be issued with a pension pack detailing the terms and conditions of the scheme. The most up to date policy can be found on the ADS Resource Hub.

Life Assurance

Life assurance of 2 x annual salary

Employee Health Benefit Scheme

Non-contributory employee health benefit scheme.

The scheme includes free cover for up to 4 dependents under the age of 24 and living with the employee.

Immunisations and Vaccinations

This post is designated as FRONTLINE. The post requires the post holder to have Hepatitis B, Mantoux (Tuberculosis screening), Mumps, Measles and Rubella (MMR) immunisations and vaccinations.

Visual Display Unit (VDU) User

This post has been designated as a VDU user post.