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| **Social worker -information manager****SALARY GRADE: HBC8** | Halton Borough Council resourcing@halton.gov.uk |
| Working at Halton |
| All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture: * Working Together – building fantastic relationships with colleagues and customers
* Continuous Improvement – Keeping great service delivery at the heart of everything we do
* Personal Growth – Learning, growing and developing ourselves
* Accountability – doing what we say we are going to do
* Inspiring Leadership – positive roles models and leading by example

*To read more about our values, click* [*HERE*](https://haltoncouncilcareers.co.uk/values/)**We are immensely proud that when asked what’s great about working for Halton, the most popular response from our workforce has been ‘*our colleagues’*.**Aside from working with a great team, our employees have access to a fantastic range of benefits, including:* A generous annual holiday allowance starting at 34 days per year (including bank holidays), increasing with long service
* Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions
* 3 x Salary Life Cover via Local Government Pension Scheme
* Investment in your personal development
* Free Car Parking at HBC sites
* Flexible / hybrid working arrangements available
* Car leasing schemes
* Essential Monthly Car User Allowance\*

*For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* |
| About the Job  |
| As a Social Worker for Information Management, you will be responsible for handling access to Children’s Social Care records, including the right of access, the right to rectification and the right to erasure/be forgotten. You will also respond to Freedom of Information requests submitted to Children’s Social Care.You will work closely with the Information Governance Team and Data Protection Officer ICT Services to ensure that information to be released to requestors in relation to children will not place the Council at risk of data breaches, by risk assessing and reviewing data as required prior to its release. As well as this, you will ensure services users are supported when accessing their records; and signposted to additional appropriate support if required.More specific responsibilities include:* Responding to requests to access information (SAR) and Freedom of Information requests under data protection legislation in compliance with the Council’s legal duties as a data both data controller and processor
* Lead on redaction of information to ensure compliance with data protection legislation, risk assessing the information, identifying any safeguarding concerns with sharing the information
* Ensuring that all relevant third-party consents and identification information are received before disclosing information
* Ensuring information is obtained, checked, redacted and handled sensitively to protect privacy, keeping the Info Gov team & DPO updated and applying exemptions under the Data Protection Act as required
* Notify the DPO immediately of any data breaches as required to ensure the data subject can be notified
* Keeping up to date with legislation, Codes of Practice, national and international standards and government agendas in relation to the management of information requests and Child Care legislation
* Providing advice, guidance and support to requestors, complying with legislation; including building a relationship with SAR applicants so that discussions can take place about what information they require and what they already know about their histories
* Undertaking risk assessments to identify possible risk to client and staff when facilitating a client’s access to their files
* Supporting the applicant and addressing any questions or concerns they may raise. signposting to relevant support agencies following access when required
* Seeking legal advice as required, alerting the manager to possible complaints and recording and updating work activity on the FOI / SAR Request Tracking System
* Using experience to feed into future redevelopment of the social care systems and identifying themes and issues in social work practice/assessments, developing and delivering bespoke training
* Acting as a Systemic Practice Champion to support the implementation of the systemic practice model; with a lead on recording and how to write in a meaningful way to children through case recordings
* Leading on the development of child/young person versions of key documents and support the development of consultation documents
* Undertaking any other duties and responsibilities, which are commensurate with the grade of the job
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| About You |
| It is essential that you are a qualified Social Worker with a Social Work England registration.In addition you will have:* Experience of working as a Social Worker in Children’s Social Care, children and families teams, with a working knowledge of the Children Act and Childcare legislation
* Experience of handling FOI and DSARs requests and developing and delivering training
* Awareness of what information can be shared in accordance with appropriate legislation, and to be able to identify any risk to a child in sharing such information
* Knowledge of the issues affecting ex- service users and a corresponding empathetic approach to dealing with their requests for access to records
* Ability to work in a logical and sequential manner, with attention to detail and excellent communication skills
* Ability to make sound judgments in relation to risk and safeguarding and form competent assessments of risk
* Good organisational and time management skills with the ability to multi-task and work on tight deadlines, using initiative and working with minimal supervision
* Ability to assess information quickly and accurately when deciding what can and cannot be disclosed under the Data Protection Act
* Demonstrable inter-personal skills to to build a trusting relationship with applicants, within professional boundaries
* Ability to extract and analyse data from social care recording systems; determine what is appropriate for release and where exemptions what apply justify that decision to withhold information

As this role involves regular travel across the borough and sometimes further afield, a driving license and access to a vehicle are essential requirements. Where appropriate, reasonable adjustments will be made in accordance with the provisions of the Equality Act.The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment. |
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