

Role Profile

Job Title:	DoLS Officer (Mental Capacity Act & DoLS)
Location:	Colindale
Department:	Compliance Service
Directorate:	Communities, Adults and Health
Grade:	G
Type of Working:	<i>Hybrid</i>
Reports to:	Compliance Lead – DoLS and Safeguarding

1. Job Purpose:

Responsible for managing the prescribed legal process to ensure the Council's compliance in relation to its role as a Supervisory Body and the effective application of the Deprivation of Liberty Safeguards (DoLS) process from managing authorities

2. Key accountabilities:

- To provide an expert and responsive service to Barnet's managing authorities and supervisory bodies. Responding to queries from advocates, care/nursing homes, hospitals, Independent Mental Capacity Advocates, residents and/or their representatives
- Manage a complex caseload recording all stages of the DoLS process in line with the statutory requirements of DoLS legislation across partner agencies, including statutory, private and voluntary sectors
- To manage the allocation of Best Interest Assessors, Section 12 Doctors and Relevant Persons Representatives, within statutory timeframes.
- Support procurement exercises through the negotiation of fees and contracts for Mental Health Assessors, Best Interest Assessors and other local authorities ensuring ADASS agreements are in place
- Continuously improve monitoring tools and report mechanisms to support effective case monitoring, audit and reporting requirements. Analyse and evaluate data/information and produce statutory reports/information.
- Support the development and maintenance of communication materials including the website to support the managing authority, relevant person's representative and or any third party referring.

3. Financial Responsibilities:

- To establish, maintain and develop effective systems to record, monitor and ensure financial controls are in place for DoLS and that responsibilities relating to expenditure for year-end processing are adhered to.
- Resolution of financial queries from assessors, other boroughs and recharging for IMCA services.

4. Health and Safety Responsibilities:

As an employee of the London Borough of Barnet, you are required to:

- Abide by Barnet's health and safety policy and associated arrangements
- Complete mandatory health and safety training
- Follow safe systems of work and use devices/guards provided for safety.
- Wear/use personal protection equipment where issued and instructed to do so, including lone working devices.
- Report any Accident/Incidents/Hazards.
- Take care of your own and other's safety, health and wellbeing

5. Promotion of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

Caring / **L**earning to Improve / **I**nclusive / **C**ollaboration

6. Flexibility

In order to deliver the service effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

7. The Council's Commitment to Equality

To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

PERSON SPECIFICATION

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Criteria	Essential/Desirable	Assessed by:
Professional Membership/Qualification		
Educated to degree level or equivalent professional experience with a relevant professional qualification	Essential	Application/Interview
Experience & Knowledge		
Experience of working with a range of stakeholders including management, residents, representatives, voluntary, public and private sectors	Essential	Application/Interview
Experience of scrutiny of formal assessments and preparation of high-quality papers for Supervisory Body signatories	Desirable	Application/Interview
Experience of decision making within legal frameworks	Desirable	Application/Interview
Significant experience of developing and maintaining record keeping systems and processes and inputting information within agreed timescales	Essential	Application/Interview
Manage and co-ordinate income and expenditure for considerable financial amounts accurately and with due care and attention	Desirable	Application/Interview
Skill & Ability		
Ability to learn on the job and implement the legal processes as they relate to the administration of the role of DoLS Officer	Essential	Application/Interview
Excellent co-ordination skills, able to maintain up to date working knowledge of all on-going assessments and	Essential	Application/Interview

ensure any potential areas for concern requiring attention are identified and escalated appropriately		
The ability to remain highly organised and focused while working under pressure to ensure urgent tasks are completed within designated timescales and adapt to changing priorities	Essential	Application/Interview
Ability to work independently and as an effective team member - using own initiative and having a proactive approach to problem solving.	Essential	Application/Interview
Excellent communication skills to be able to successfully liaise verbally and in writing with a wide range of individuals including assessors, managing authorities, supervisory bodies, senior management and representatives.	Essential	Application/Interview
To have a methodical approach to information analysis and dissemination	Essential	Application/Interview
To have the ability to induct, support and provide on the job training to new staff	Essential	Application/Interview
Values & Behaviours		
Caring		
Support - I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential	Application/Interview
Learning to Improve		
Insight - I regularly rely on evidence and professional standards to support my work and decision making.	Essential	Application/Interview
Growth Mindset - I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can	Essential	Application/Interview
Inclusive		
Champion Diversity - I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do.	Essential	Application/Interview
Collaborative		
One Team - I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a	Essential	Application/Interview

Caring for **people**, our **places** and the **planet**

way of learning from and improving the way I work with others		
Accountable - I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet	Essential	Application/Interview