

Grade F - £51,910 to
£71,552



BRITISH ASSOCIATION OF SOCIAL WORKERS

POST TITLE: Senior Officer - Advice & Representation
Service

DATE: Sep-26

SUMMARY OF JOB: Providing Advice and Representation to members in formal employment procedures and/or Fitness to practice process with UK regulators. Assisting the Head of Service Advice & Representation in the effective delivery and development of an advice and representation for BASW/SWU members

BASW is an equal opportunities employer and continuously developing as an inclusive and anti-discriminatory organisation is a priority. Employees must have a positive commitment to the implementation of equal opportunities policies and inclusive, anti-discriminatory practice.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Experience	Minimum 5 years experience as a social worker Direct experience of disciplinary and grievance procedures and/or other formal employment procedures Management in a social work, social care or other setting	Trade Union experience Experience of regulatory body processes Experience of more than one field of social work Registration as a social worker with the appropriate UK regulatory body	Application form/Interview
Qualifications:	Qualified in social work		Application form/Interview
Training:	Evidence of active engagement with personal and professional development Training in employment procedures	Trade Union and/or other advocacy training	Application form/Interview
Skills/Specialist Knowledge:	Knowledge of UK employment procedures and employment law Understanding of the social work regulatory framework and Fitness to Practise processes Knowledge of social work legislation and the environment in which social workers deliver services		Application form/Interview

	Effective negotiation and advocacy skills Ability to analyse and synthesise complex information Knowledge of other relevant legislation including GDPR and health & safety IT competent, with an ability to learn new systems		
Personal circumstances	Willingness to attend occasional events/meetings outside and to travel occasionally within the UK	Driving Licence	Application form/Interview
Disposition/Attitude:	A personal commitment to the BASW Code of Ethics and highest standards of social work practice and integrity An in depth understanding of and a commitment to challenging inequalities and discrimination Ability to communicate in a confident, professional and authoritative manner Ability to convey difficult decisions in a concise and sensitive manner		