

Authorised Officer

Department: Health and Community Services

Division: Adult Mental Health

Reports to: Team Manager – Legislation Team

JE Ref: HCS512

Grade: CS12

JE Date: 07/09/2020

Job purpose

The post holder will work as part of a dedicated team carrying out statutory duties as an Authorised Officer under the Mental Health (Jersey) Law (2016), and as a Capacity and Liberty Assessor under the Capacity and Self-Determination Law (2016), on behalf of the Government of Jersey.

This is an autonomous and authoritative role, involving multidisciplinary and multiagency working. It requires specialist knowledge evidenced by the relevant postgraduate study, with high levels of professional wisdom, confidence, and maturity.

Job specific outcomes

- 1.1 Participates in the duty rota for Authorised Officers, which involves working unsocial hours in the evenings, bank holidays, and weekends.
- 1.2 Coordinates statutory functions under the Mental Health (Jersey) Law (2016) on behalf of the Government of Jersey.
- 1.3 Carries out Mental Health Law Assessments in partnership with service users, carers, colleagues from other disciplines, and other statutory and/or voluntary agencies.
- 1.4 Completes a number of Significant Restriction of Liberty ("SRoL") assessments under the Capacity and Self-Determination Law (2016) every month, as workload allows.
- 1.5 Applies specialist knowledge and analytical skills to make decisions about the lives of vulnerable people, frequently in highly emotive situations where there are high levels of complexity, uncertainty, and risk.
- 1.6 Provides a social perspective with regard to the causes of islander's poor mental health, and where appropriate, promotes and enables the use of alternatives to hospital admission.
- 1.7 Works collaboratively with colleagues to empower service users and carers, maximise service user independence, and ensure the protection of islander's human rights.
- 1.8 Provides timely, accurate, well-written reports, in accordance with statutory guidance and Government policy.
- 1.9 Takes responsibility for continuing professional development within own area of expertise, with particular regard to the relevant legislation, and the safeguarding of adults and children.

1.10 Provides professional advice, guidance, and training to others as required.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

<Delete the following statement if not applicable>

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Organisation chart

Insert an organisation chart showing this role and its line managers and reports (individual names must not be included only post titles)

This is a Tier 5 role.

Person Specification

Specific to the role

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i>	<p>A recognised qualification in social work, nursing, or one of the allied health professions, e.g. clinical psychology / occupational therapy.</p> <p>Evidence of postgraduate level study with "AMHP" (England and Wales), "ASW" (Northern Ireland or Guernsey), or "MHO" (Scotland) qualification.</p> <p>BIA/CLA qualification or willing to undertake.</p>	<p>Practice Educator Award or willing to undertake</p>
Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i>	<p>Specialist knowledge of the application of the Mental Health (Jersey) Law (2016) and its Code of Practice (2018).</p> <p>Specialist knowledge and understanding of the interface between the Mental Health (Jersey) Law (2016), Capacity and Self Determination Law (2016) and the Criminal Justice System.</p> <p>Specialist knowledge of all other relevant legislation including: Human Rights (Jersey) Law (2000); Children's Law (2002); Long Term Care Law (2012); Social Security</p>	<p>Knowledge of the interface between the Mental Health (Jersey) Law (2016), and its counterparts in England, Scotland, and Northern Ireland.</p>

	<p>Law (1974); Housing Law (1949).</p> <p>A detailed understanding of the CSDL with a focus on capacity assessment, best interests decision-making and significant restriction on liberty, and an understanding of the operation of civil courts.</p> <p>Specialist knowledge of the relevant international conventions: European Convention on Human Rights and United Nations Conventions on the Rights of the Child.</p> <p>Specialist knowledge of the different models of mental disorder.</p> <p>Specialist knowledge of the pharmacological and psychosocial interventions available for the treatment of mental disorders.</p> <p>Excellent knowledge and understanding of Health and Community Services policies and procedures.</p> <p>Excellent knowledge and understanding of the principles of safeguarding and the relevant policies and procedures for both adults and children.</p> <p>Excellent knowledge and understanding of public protection responsibilities relevant to the role, and the relevant multi-agency forums, i.e. J.M.A.P.P.A. and J.M.A.R.A.C.</p> <p>Excellent knowledge and understanding of the role of</p>	
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	<p>the Mental Health Review Tribunal.</p> <p>Knowledge of a range of risk assessment tools in the assessment and treatment of mental disorders.</p> <p>Knowledge of services for people with mental health problems in Jersey.</p>	
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Specialist and highly developed mental health assessment skills</p> <p>Specialist and highly developed risk assessment skills.</p> <p>Excellent analytical skills and ability to understand and interpret complex information, reports, and assessments.</p> <p>Computer literate with good knowledge of Microsoft Office, Microsoft Outlook, and other role specific applications.</p> <p>Full Driving Licence.</p>	
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Ability to act autonomously in role and be directly legally accountable for own professional practice.</p> <p>Ability to plan and organise a broad range of complex activities, which require the formulation of long-term plans and strategies.</p> <p>Ability to communicate highly complex information in a hostile, antagonistic or highly emotive atmosphere</p> <p>Excellent report writing skills and the ability to produce complex reports in a timely manner.</p>	<p>Ability to provide training or present on relevant topics to benefit the Service's development and learning in Mental Health and Capacity Legislation and practice.</p>

	<p>Ability to contribute to the development of policies, procedures and protocols relating to the role.</p> <p>Ability to coordinate inter-agency working, delegating appropriately between Agencies, and providing professional leadership, in the context of arranging Mental Health Law Assessments and their outcomes.</p> <p>Commitment to work flexibly. This includes the need at times to work beyond normal working hours to conclude an assessment, and to support the 24/7 rota.</p> <p>Be a team player, contributing knowledge and expertise to all aspects of work carried out by the Department as required to achieve departmental and corporate objectives.</p> <p>Highly resilient – good coping mechanisms for dealing with challenging, stressful and emotional situations.</p>	
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Minimum of two years post qualifying experience in mental health.</p>	<p>Experience of providing training to colleagues</p> <p>Possesses Warrant or Ministerial Authorisation to practice as AMHP/AO</p>
<p>Criteria relating to Safeguarding <i>Other requirements needed to confirm suitability to work with vulnerable people e.g. attitudes, skills, experience etc.</i></p>	<p>Enhanced DBS Registration with Social Work England or equivalent.</p>	

	This post is also subject to completion of relevant training annually to retain Ministerial Authorisation to practice, and an annual refresher and training for CLA work.	
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Core Accountabilities, Attributes and Behaviour Indicators

Delete as appropriate:

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities attributes and behaviour indicators.