



## Job Profile template

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JOB TITLE:	DoLS Coordinator
GRADE:	SO2
POST NO:	27805
JOB TIER:	Tier 4
DBS CHECK:	Enhanced
DIRECTORATE:	Adult Social Care
SERVICE:	Safeguarding and Quality Assurance

### REPORTING STRUCTURE

Reports to: Dols Team Manager

Direct Reports:

Indirect Reports:

### ROLE PURPOSE:

To coordinate the statutory Deprivation of Liberty Safeguards (DoLS) process, ensuring timely and lawful application of the safeguards for individuals lacking capacity in care settings. The role involves liaison with internal teams, external professionals, and care providers to ensure compliance with legal requirements.

# Job Description

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## 1. Resident & Community Contribution

- Ensure residents' rights are protected under the Mental Capacity Act by coordinating DoLS assessments and authorisations. Promote awareness and understanding of DoLS among care providers and families.
- To demonstrate understanding of the Council's *Customer Care Standards* and ensure that these standards are met to deliver the Council vision of 'putting our residents first'.

## 2. People Management

- Support the induction and training of new staff on DoLS procedures and legal frameworks.

## 3. Operational Service Delivery

- Manage the end-to-end DoLS process including screening, allocation, tracking, and recording of applications. Ensure accurate and timely data entry into the case management system and prepare reports for internal and external stakeholders.

## 4. Service Planning & Development

- Contribute to the development of policies and procedures related to DoLS and the transition to Liberty Protection Safeguards (LPS).

## 5. Financial & Resource Management

- To ensure all purchasing and procurement is conducted in line with the corporate guidelines with appropriate use of the Council's financial systems.
- To ensure that all workforce expenditure is compliant with corporate guidance and that any temporary resource is purchased through the Council's agency contracts.

- Monitor and report on the use of independent Best Interests Assessors and Section 12 doctors to ensure value for money.

## 6. Service Improvement

- Identify areas for improvement in the DoLS process and participate in quality assurance audits and reviews.

## 7. Contacts

- Primary contact will be with other officers within the Council, and service users / residents and their representative bodies. To include who the contacts are and nature of interaction.
- Liaise with care home managers, hospital staff, legal teams, and advocacy services to ensure effective DoLS implementation.

## 8. Additional Responsibilities

- Complete other reasonable tasks in order to fulfil role purpose or as instructed by management.
- You may be required to undertake periods of on call which are related to your role

## 9. Key Performance Indicators

- Percentage of DoLS applications processed within statutory timescales; accuracy of records; stakeholder satisfaction; compliance with audit standards.

# Person Specification

## DoLS Coordinator

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This person specification will be used for recruitment to this vacancy in LBH. It will form the basis of the application form, and candidates will be also assessed against aspects of this person specification at interview.

1. QUALIFICATIONS (list)	ESSENTIAL ✓	DESIRABLE ✓
Educated to degree level or equivalent experience in social care, health, or legal field.	✓	

Evidence of continued professional development relevant to adult safeguarding or statutory coordination.	✓	
Qualification in project or service management.		✓
Training in the Mental Capacity Act 2005 and Deprivation of Liberty Safeguards (DoLS).		✓
Awareness or training in Liberty Protection Safeguards (LPS)		✓
<b>2. STATUTORY or ROLE SPECIFIC REQUIREMENTS</b> (describe)	<b>ESSENTIAL</b> ✓	<b>DESIRABLE</b> ✓
Enhanced DBS clearance.	✓	
In-depth understanding of the Mental	✓	
Capacity Act 2005 and DoLS framework.	✓	
Familiarity with statutory timescales and legal responsibilities under DoLS.	✓	
Ability to manage and monitor the use of independent Best Interests Assessors and Section 12 doctors.	✓	
Experience supporting the transition to Liberty Protection Safeguards (LPS).		✓
<b>3. EXPERIENCE</b> (describe)	<b>ESSENTIAL</b> ✓	<b>DESIRABLE</b> ✓
Experience coordinating statutory processes in adult social care or health settings.	✓	
Experience supporting a team	✓	
Experience working with multi-agency stakeholders such as care providers, legal teams, and advocacy services.	✓	
Experience using case management systems and preparing reports for internal and external stakeholders.	✓	
Experience in service improvement or quality assurance initiatives.		✓
Budget monitoring or resource planning experience.		✓
Experience contributing to policy and procedure development.		✓
<b>4. KNOWLEDGE &amp; SKILLS</b> (list)	<b>ESSENTIAL</b> ✓	<b>DESIRABLE</b> ✓
Strong organisational and time management skills.	✓	✓
Ability to interpret and apply legislation and policy.	✓	
Excellent communication and interpersonal skills.	✓	
Competence in using IT systems for data entry, tracking, and reporting.	✓	

Ability to manage competing priorities and meet statutory deadlines.	✓	
Ability to support and train others in DoLS procedures and legal frameworks.	✓	
Understanding of workforce planning and succession planning.		✓
Familiarity with project management and service improvement methodologies.		✓

## Our values

### Respect

We appreciate what makes us different and include everyone.

- We recognise that we all have unique talents, skills and experiences.
- We provide a professional service to our residents and colleagues and lead by example.
- We celebrate diversity and ensure our working practices are inclusive.

### Collaborative

We believe in the power of working together.

- We work collaboratively as one council.
- We promote creativity and innovation to improve outcomes for all.
- We recognise the strength of sharing knowledge and experience.

### Efficient

We deliver the best possible outcome by carefully managing our resources.

- We are empowered to deliver the most efficient outcome.
- We harness new technology and tools to deliver our services efficiently.
- We look after our finances and maximise value for money for residents.

### Integrity

There is no gap between what we say and do.

- We choose what is right over what is easy.
- We trust and support each other to get the job done.
- We are responsible and accountable for our actions, both good and bad.

### Open and honest

We are transparent in the actions and decisions we take.

- We provide a safe space to have truthful discussions in a positive way.
- We encourage constructive feedback without fear of judgement.