



Job Profile

July 2025

JOB TITLE:	AMHP (AMHP Hub)
GRADE:	POC
POST NO:	
JOB TIER:	3
DBS CHECK:	Enhanced
GROUP:	Adult Social Care (ASC)
SERVICE:	Mental Health

REPORTING STRUCTURE

Reports to:	Team Manager
Direct Reports:	0
Indirect Reports:	Professional specialist advice and support to be provided within and across the wider service.

ROLE PURPOSE:

- Undertaking Mental Health Act Assessments on behalf of Hillingdon Council. In acting in the role of an Approved Mental Health Professional (AMHP) as defined by the Mental Health Act 1983 (as amended by the Mental Health Act 2007), to meet the requirements laid down by 'The Mental Health (Approved Mental Health Professionals) (Approval) (England) Regulations 2008', comply with all relevant legislation and acting in accordance with local authority policies and procedures.
- The role of the AMHP will include working with people who have complex care needs to coordinate the identification of those needs, and develop support plans to meet those needs, maximising choice, control and independence. There will be a focus on working with people whose support arrangements are more complex, or to comply with a specific legal framework.

- This post will be required to work for 3 days per week (21.6 hours per week)

A. Job Description

1. Resident & Community Contribution

- Support the provision of a resident-focused and efficient service to residents within the Borough.
- Support the service to ensure practice across teams ensures adults with mental health disorders are supported.
- To ensure the service complies with the principles of equal access and non-discriminatory practice and is accessible to all members of the community.

2. People Management

- Provide expert professional and technical advice to other Social Workers, managers, colleagues and partners.
- Provide professional supervision of other Social Workers as appropriate, supporting caseload management and promoting reflective practice and continuous professional development.
- Support managers to embed a culture of continuous improvement and effective use of management information to facilitate decision making within mental health and the wider service.
- Provide professional leadership to social work colleagues through demonstrating exemplary practice, sharing knowledge and positively managing the interface between practice and education / training.
- Act as organisational expert in role specialism, providing advice and support to other social work colleagues and partners.
- Provide professional practice supervision, coaching & mentoring to other Social Workers, ensuring practice is informed by research and encouraging critical reflective practice and continuous professional development.
- Provide professional consultation to all teams within the directorate and other agencies, ensuring effective and efficient practice and procedures are in place.

- Provide direct observations of social work practitioners.
- Support AMHP trainees with the successful completion of their training, providing mentoring, on the job coaching, evaluation of the trainee's portfolio as appropriate.

3. Operational Service Delivery

- Arrange and coordinate the process of assessments under the Mental Health Act, 1983 and other relevant legislation; adhering to legislative requirements and Codes of Practice, including applying to a court for a warrant to enter specific premises and remove a patient if necessary to a hospital or other place of safety to allow for the assessment to take place; applications for detention in hospital or guardianship and arranging for supplementary specialist assessments when necessary.
- Model and take responsibility for workforce planning and workload allocation systems to sustain the Standards for Employers of Social Workers.
- Develop and maintain professional networks across a range of partner organisations and sectors.
- Demonstrate awareness and compliance with required Standards including the Social Work Professional Capabilities Framework (Advanced level).
- Demonstrate skilled use of a range of frameworks for assessment and intervention.
- Model and help others develop social work professionalism and effective caseload management.
- Establish a network of internal and external colleagues to support effective practice.
- Provide interventions that offer value for money, meet outcomes and build upon people's strengths
- Participate in Panel processes.
- Chair professional meetings with inter-agency partners and clients.
- To produce management information and analysis.
- Attend court and produce court reports when required and act as a representative for the local authority in court proceedings, statutory panels and with other agencies.
- Participate in team planning and contribute to the delivery of team and service plans.

- Maintaining essential records and providing reports for reviews and other purposes as required e.g. Court of protection, Guardianship.
- Work independently and demonstrate an ability to adapt their approach to more complex cases.
- Carry out a range of Safeguarding duties in accordance with locally agreed procedures.
- Responsible for ensuring the assessment and meeting of eligible needs through a personalised approach of people, ensuring effective use of reablement resources to increase residents' independence and reduce demand on social care services.
- Take the lead in supporting team managers in the operational delivery of their service, ensuring that resources are allocated and optimised to meet service user needs.
- Promote a strong partnership working culture across Adult Social Work Mental Health Services ensuring the delivery of good standards of assessment, care and personalised support and to work with health service colleagues to develop collaborative approaches to the care and support of service users.
- Take a proactive approach to ensure that vulnerable adults likely to be eligible for social care services do not fall between services and to ensure, in particular, close work with housing and corporate colleagues and key partners with vulnerable people.

4. Service Planning & Development

- Contribute to the corporate plans to drive service improvement, ensuring that clear service plans are developed, monitored and delivered in partnership.
- In conjunction with the Head of Service MH and LD and Service Manager for Mental Health, advise and support the Senior Management Team with expert knowledge of current and future adult social care practice issues and legislative context, particularly around mental Health.
- Ensure services are planned and delivered in the light of developing the local and national priorities for personalisation, self-directed support for Social Care services and integrated approaches across Adult Social Care.

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 best value from managed contracts and develop key external relationships to ensure that critical statutory functions are met.
- To ensure that all workforce expenditure is compliant with corporate guidance.

- To maximise the contributions of intermediate care and early intervention in supporting people at home.
- To manage the delivery of a cost effective service for residents, ensuring that it is delivered efficiently and to the required corporate and legislative standard.

6. Service Improvement

- Take a lead role in establishing a culture of continuous improvement in Adult Social Care in line with local priorities and overall policy direction.
- Participate in team planning and contribute to the delivery of team and service plans.
- Manage the implementation of improvement initiatives/change programmes using the Council's Service Improvement methodologies.
- Maintain awareness of current trends, practices and research on mental health. Participate in governance and developments in the workplace.
- Achieve the agreed performance targets of the service by taking responsibility for coordinating, developing, monitoring and evaluating the activities of staff within care management process guidelines and promote high standards of performance.

7. Contacts

- To develop, promote and sustain positive and productive internal and external working relationships and partnerships with community, voluntary sector, government, professional bodies and other public and private bodies.
- Primary internal contacts include Adult Social Work staff and managers, HR, Learning and Development, Finance, Legal, Community Safety, Housing and Quality Assurance.
- Primary external contacts include Residents and their families, Service User groups, Police, London Ambulance Service, Primary and Secondary Health, the Care Quality Commission, Care Providers, Contractors and the Voluntary Sector.
- Direction and guidance will be provided primarily through the Head of MH & LD. In addition good working relationships will be developed and maintained with other corporate colleagues, relevant Members and with other councils and government departments.

8. Miscellaneous

Complete other reasonable tasks in order to fulfil role purpose as required by management.

9. KEY PERFORMANCE INDICATORS

- Delivery against allocated budgets and MTFF saving targets.
- Delivery against the group plan
- Delivery of agreed PADA objectives

B. Person Specification

Approved Mental Health Professional

This person specification will be used for recruitment to his post. This should be the basis of the application form, and candidates will also be assessed against aspects of this person specification at interview.

1. QUALIFICATIONS	ESSENTIAL ✓	DESIRABLE ✓
Social Work Degree or equivalent (HCPC Registered)	✓	
Warranted Approved Mental Health Professional	✓	
Practice Educator Qualification, or willingness to undertake This training can be offered as part of external appointment where opportunities have not existed in other organisations.	✓	
Best Interest Assessor		✓
2. STATUTORY or ROLE SPECIFIC REQUIREMENTS	ESSENTIAL ✓	DESIRABLE ✓
Able to work on a shift rota to cover 7 day service	✓	
Able to take part in an out of hours standby rota	✓	
A full UK driving license	✓	
3. EXPERIENCE	ESSENTIAL ✓	DESIRABLE ✓
Experience of applying the relevant legislative frameworks, including: • Adult Safeguarding; • Community Care Legislation • Mental Health Act 1983 • Care Act 2014 • Mental Capacity Act 2005 • Deprivation of Liberty Safeguards 2009. • Working with carers • Personalisation / Self Directed Support • Human Rights Act.	✓	
Experience of working with vulnerable individuals and families.	✓	

Understanding of confidentiality and data protection requirements. Able to demonstrate good organisational, case recording and report writing skills. Able to work with individuals, families, carers/carers groups, irrespective of their circumstances and background. Must be willing to move across teams according to the needs of the service. Able to demonstrate practice which complies with professional standards and organisational codes of practice. Sound assessment and interviewing skills. Understanding of local resources, and the need to arrange packages of support in accordance with statutory requirements and eligibility criteria.	✓	
Knowledge and application of locally agreed current policies and procedures.	✓	
Able to communicate verbally and in writing with a range of people including non-specialists.	✓	
Development and management of key internal and external partnership and stakeholder relationships.	✓	

Effectively operated within multi-agency and multi-disciplinary environments	✓	
Experience of using Case Management systems (such as IAS) and working with ICT/systems experts to enhance and configure functionality	✓	
Experience of performance management, both of individuals and from a service perspective.		✓
4. KNOWLEDGE & SKILLS	ESSENTIAL	DESIRABLE
	✓	✓
Understanding and knowledge of local and national policy and legislative in adult social care.	✓	
Working with Risk and Partnership in carrying out the AMHP Role	✓	
Expert/specialist knowledge in the application/interpretation of The Mental Health Act 1983, Care Act 2014, Safeguarding Adults and Mental Capacity Act /Deprivation of Liberty Safeguards Mental Disorder.	✓	
Expert knowledge and application of the Care Programme Approach in mental health services and the links between this approach and adult social care assessment.	✓	
Ability to work in partnership to implement service-wide change while maintaining staff cohesion and operational delivery standards		✓
Ability to influence the management team and empower and motivate staff to ensure optimum delivery of services	✓	
Coaching, training, mentoring and/or supervisory skills – able to provide professional supervision of junior colleagues, adapting approaches to ensure positive development and legislative/procedural compliance	✓	
High level written and verbal communication skills – able to convey complex and contentious information to a range of audiences, non-specialists in a clear and concise manner	✓	
Organisational, planning and time-management skills – able to manage own workload to deliver outcomes in the face of changing and competing demands	✓	
AMHP experience within a mental health fieldwork or hospital setting relevant to the post being applied for, and experience of complex situations and casework.	✓	
Experience of using Case Management systems (such as IAS) and working with ICT/systems experts to enhance and configure functionality	✓	
Development and management of key internal and external partnership and stakeholder relationships	✓	
5. COMPETENCIES	ESSENTIAL	DESIRABLE
Passion to make a difference: Strives to improve outcomes for customers, identifying efficiencies and smarter ways of working, and encouraging creative input from others- so that solutions developed are practical, fit for purpose and implemented appropriately.	✓	
“Can do” positive attitude: Identifies opportunities for organisational change, taking into account the wider impacts of change; ensuring the needs of stakeholders and customers are considered and acts as a positive role model for new initiatives.	✓	
Leads and inspires others: Values the contribution of others and fosters a culture of respect, encourages constructive, open feedback and innovative thinking.	✓	
Credibility: Gives clear and consistent direction on business strategies and objectives, involving others whilst retaining corporate accountability.	✓	

Drives improvement: Examines and considers risk, balancing risks against improvements, and ensures improvement plans are appropriately resourced and supported.	✓	
Strategic thinker: Understand and examine the wider public sector business environment, contributing to new business strategies and identifying and managing risk.	✓	
Decision maker: Willing to make difficult decisions and remain accountable for those decisions and takes personal responsibility for communicating these.	✓	
Team Player & Networker: Facilitates effective team, customer and stakeholder relationships to achieve organisational objectives. Works and liaises with other senior management teams across departments and wider public sector.	✓	
Management: Ensures effective business delivery through influencing and motivating others, providing direction, promoting a culture of high performance and an environment of dignity and respect.	✓	
Communication: Uses tact and persuasion to influence others, confidently, clearly and consistently delivering key messages to teams and external stakeholders.	✓	