

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | Principal Manager |
| HBC Grade: | HBC11 SCP40-43 |
| Service: | Children’s Services |
| Division: |  |

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| **Main Purpose of the Role** |
| Manage and develop the delivery of Children’s Social Care services to a defined area of service by organising, leading, motivating and ensuring the supervision of the team and evidencing improved outcomes. To ensure the delivery and operation of a range of high quality, cost effective services to meet individual need. To use the performance management systems within the team and ensure the achievement of performance targets. To contribute to the Directorate and corporate development agenda. |

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| **Key Duties** | |
| **1** | Supervise and manage staff and resources within the team to ensure the delivery of a high quality service, according to the philosophy, targets and objectives for the service. |
| **2** | Ensure Practice Leads prioritise and allocate work within the team appropriate to maintain service provision and to meet the demand arising within Children’s Services. |
| **3** | Lead, direct and motivate the team by ensuring the provision of support and supervision for all team members on a regular and frequent basis and in line with the supervision policy. |
| **4** | Lead, direct and motivate the team by ensuring the provision of support and supervision for all team members on a regular and frequent basis and in line with the supervision policy. |
| **5** | Ensure that services are targeted, developed and delivered within policy and legal obligations |
| **6** | Act as the named manager in authorising casework decisions e.g. signing off of court applications, court statements, care plans and plans to return children home. To act as the named manager as directed by the Divisional Manager. To be accountable to the Divisional Manager for all elements of individual cases within the teams workload in accordance with policy and procedures |
| **7** | Be accountable to the Divisional Manager for staff care and development of team members in accordance with policy and procedures in accordance with human resource procedures. |
| **8** | Be accountable to the Divisional Manager for the development and delivery of effective communication within the service area, the identification of resource shortages and contribute to the strategic planning and development of services |
| **9** | Be responsible for the health and safety of staff and individuals, and the safety of equipment and operations within the team, in accordance with the Health and Safety at Work Act |
| **10** | Plan, monitor and review expenditure and financial commitment against the budget to ensure services are provided within cost limits. |
| **11** | Develop and maintain effective partnership working across the statutory, voluntary and independent sectors so that appropriate resources may be identified and mobilised for the benefit of individuals. |
| **12** | Be responsible in ensuring regular and effective analysis, monitoring, measurement and maintaining of the performance of the team against agreed targets and performance indicators. This will be achieved by auditing of case work and supervision records, direct observation of practice, learning from complaints and maintaining a regular programme of feedback from service users through the learning and quality performance framework. To analyse monitor and support of each member of the teams contribution towards these. |
| **13** | Ensure the recruitment, induction and training of staff within Directorate policies. To support and assess relevant staff in relation to appropriate qualifying and post qualifying awards. |
| **14** | Represent the directorate in local and regional development initiatives |
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| **15** | Produce and implement a Team Business Plan as required and in accordance with directorate and corporate policy. |
| **16** | Use and ensure the regular use of quality assurance processes in the scrutiny of front line practice |
| **17** | Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job |

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

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| **Education / Qualifications** | **Essential** | **Desirable** | **How Identified** |
| DipSW/CQSW or equivalent  Current registration with Social Work England | Management Qualification  CCA; PQ | All essential qualification certificates must be presented at interview. |

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|  | **Experience** | **Knowledge** | **Skills & Abilities** | **How Identified** (delete as appropriate for each criteria) |
| **ESSENTIAL** | Significant post-qualification practice experience within an area of child & family statutory service – children in need, children in care, fostering, adoption, where relevant to the post | Knowledge & skills in performance monitoring and management | Skills & Knowledge of chairing effective meetings. | Application / Interview /Assessment |
| Experience of staff supervision. | Knowledge & skills in the development and use of quality assurance processes | Skills & Knowledge of representing the service in a range of interagency settings. | Application / Interview /Assessment |
| Experience of the effective leadership of a staff team. | Knowledge in effective budgetary management. | Skills & Knowledge of effective multi-agency working | Application / Interview /Assessment |
| Experience of managing staff and resources | Knowledge of child development and child protection (Safeguarding | Skills & Knowledge of child protection enquiries & investigations, care planning; statutory and CP planning forums, fostering where relevant to the post | Application / Interview /Assessment |
| Experience of the Ofsted inspection regime  Relevant to the post | Knowledge of outcomes for children and young people looked after. | Skills & Knowledge in court work | Application / Interview /Assessment |
|  | Experience of managing and developing the delivery of quality services to children and their families within an environment of competing priorities and finite resources | Knowledge of all relevant Child Care and other relevant legislation. | Skills & Knowledge in using Information Technology. | Application / Interview /Assessment |
|  | Understanding of government initiatives relating to children & young people.  e.g. Think Family, Children’s Centres, Locality Working, Integrated Youth Support | Knowledge of the supervisory process and staff appraisal | Skills & Knowledge to motivate, lead and influence others. | Application / Interview /Assessment |
|  |  | Knowledge of National policies and guidance. | Skills to develop new approaches to service delivery and innovative ways of working. | Application / Interview /Assessment |
|  |  | Knowledge and understanding of performance monitoring and performance measurement tools & processes. | Analysing information and make judgements under pressure | Application / Interview /Assessment |
|  |  |  | Knowledge & skills in the effective prioritisation of tasks. | Application / Interview /Assessment |
|  |  |  | Knowledge & skills in effective communication at all levels of the organisation, and in both written and verbal forms | Application / Interview /Assessment |
|  |  |  | Knowledge & skills in managing change and applying a systematic approach to problem solving | Application / Interview /Assessment |
|  |  |  | Knowledge & skills in identifying and addressing poor performance. | Application / Interview /Assessment |
|  |  |  | Knowledge & skills in the effective operation of administrative systems. | Application / Interview /Assessment |
|  |  |  | Knowledge & skills in identifying the development and training needs of staff. | Application / Interview /Assessment |
|  |  |  | Knowledge & skills in dealing with complaints in an effective manner. | Application / Interview /Assessment |
| **DESIRABLE** | Experience of performance monitoring and management |  |  | Application / Interview /Assessment |
| Experience of Business Planning. |  |  | Application / Interview /Assessment |
| Experience of the use of Quality Assurance tools and processes. |  |  | Application / Interview /Assessment |
| Experience of financial management budgets |  |  | Application / Interview /Assessment |
| Knowledge & skills in effective Business Planning |  |  | Application / Interview /Assessment |
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| **Other Requirements** | **Essential** | **Desirable** | **How Identified** |
| Ability to be mobile throughout the Borough |  | Interview / Assessment / Documentation |
| Willingness to provide out of hours cover, as required |  | Interview / Assessment / Documentation |
| Willingness to work outside normal hours if required. |  | Interview / Assessment / Documentation |

Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

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For office use only:

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| **Date Created:** | **19.7.21** |
| **JE Ref:** |  |
| **Agreed by:** |  |

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.