

**JOB DESCRIPTION AND PERSON SPECIFICATION**

|  |  |
| --- | --- |
| Job Title: | Team Manager |
| HBC Grade: | HBC10 SCP 36-39 |
| Service: | Children’s Services |
| Division: | Children’s Social Care |

|  |
| --- |
| **Main Purpose of the Role** |
| To assist in the organisation and development of the delivery of Social Services in a defined area of service by supervising, supporting and advising the team. To contribute to the management, delivery and operation of a range of measurably high quality, cost effective services to meet individual need. To manage a cohort of social workers. |

|  |  |
| --- | --- |
| **Key Duties** | |
| **1** | To take responsibility for theoverall management of a small cohort of staff and resources within the team, with particular emphasis on practice issues, to ensure the delivery of high quality service, according to the philosophy, targets and objectives for the service. |
| **2** | Be responsible for ensuring the prioritisation and allocation of work within the cohort of staff to maintain service provision and to meet the demand arising within Children’s Services and to ensure that services are targeted, developed and delivered within policy and legal obligations |
| **3** | Accountable for ensuring thedirection and motivation of their cohort of staff by the provision of support and supervision for team members on a regular and frequent basis in line with supervision policy and management policy and procedures. |
| **4** | Be responsible for ensuring that documentation, record keeping, accounting and communication is maintained within the team and that effective partnership working across the statutory, voluntary and independent sectors is established and maintained |
| **5** | Be accountable to the Service Manager for all elements of individual cases within the team’s workload in accordance with policy and procedures and for staff care and development of team members in accordance with policy and procedures. |
| **6** | Support the Service Manager in the development and delivery of effective communication within the service area, the identification of resource shortages and contribute to the planning and development of services. |
| **7** | Assist the Service Manager in ensuring 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 |
| **8** | Support the Service Manager in ensuring that theplanning, monitoring and reviewing of expenditure and financial commitment against the budget are provided within cost limits. Authorise funding within the agreed financial delegation |
| **9** | Work with the Service Manager in ensuring the regular and effective analysis, monitoring, measurement and maintaining of the performance of the team against agreed targets and performance indicators. To analyse monitor and support of each member of the teams contribution towards these. |
| **10** | Assist the Service Manager in ensuring 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. |
| **11** | Support the Service Manager in theproduction and implementation of a Team Business Plan as required and in accordance with directorate and corporate policy. |
| **12** | In conjunction with the Service Manager, ensure thedevelopment and regular use of quality assurance processes in the scrutiny of front line practice. |
| **13** | Deputise on behalf of the Service Manager as required. |
| **14** | Provide support and advice to team members and take a lead role for defined areas of service as appropriate and as identified by DMT |
|  |  |
| **15** | Chairing the range of practice and professional meetings as appropriate and support Social Workers in court attendance, as required. |
| **16** | 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.

|  |  |  |  |
| --- | --- | --- | --- |
| **Education / Qualifications** | **Essential** | **Desirable** | **How Identified** |
| DipSW/CQSW or equivalent and evidence of progression.  Registration with Social Work England | Post Qualifying social work qualification  Management qualification/ training | All essential qualification certificates must be presented at interview. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Experience** | **Knowledge** | **Skills & Abilities** | **How Identified** (delete as appropriate for each criteria) |
| **ESSENTIAL** | Relevant post qualification experience within a child or family service and evidence of progression. | Knowledge & skills in assessing risk; creating, implementing and reviewing plans to address risk | Understanding of supervisory requirements | Application / Interview /Assessment |
| Involvement in the supervision of staff or student resource | Understanding of accountability and ability to work corporately | Effective communication skills with children, young people and their families | Application / Interview /Assessment |
| Experience of organising and preparing  Multi-Agency meetings. | Knowledge & skills in multi-disciplinary working and integrated service delivery | Good written and verbal skills | Application / Interview /Assessment |
| Experience of Child Protection enquiries, Care Planning and Statutory Reviews. | Knowledge & skills in managing change and working as a Team Member | Ability to lead and motivate staff | Application / Interview /Assessment |
| Experience of Court work | Knowledge of Child Development and Child Protection |  | Application / Interview /Assessment |
|  | Experience of using Information Technology | Knowledge and understanding of research into the outcomes of children and young people Looked After. |  | Application / Interview /Assessment |
|  |  | Knowledge and understanding of child care law, guidance and procedures relating to Child Protection and children Looked After and knowledge of Leaving Care legislation. |  | Application / Interview /Assessment |
|  |  | Knowledge of wider Social Services provision including non Local Authority provision |  | Application / Interview /Assessment |
|  |  | Knowledge of change in adoption legislation / practice guidance. |  | Application / Interview /Assessment |
|  |  | Knowledge and understanding of framework for the assessments of children in need and their families and assessment processes |  | Application / Interview /Assessment |
| **DESIRABLE** | Experience of performance management and monitoring |  |  | Application / Interview /Assessment |
| Experience of budget monitoringExperience of budget monitoring |  |  | Application / Interview /Assessment |
|  |  |  | Application / Interview /Assessment |
|  |  |  | Application / Interview /Assessment |
|  |  |  | Application / Interview /Assessment |
|  |  |  | Application / Interview /Assessment |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Other Requirements** | **Essential** | **Desirable** | **How Identified** |
|  |  | Interview / Assessment / Documentation |
| Ability to be Mobile throughout the Borough |  | Interview / Assessment / Documentation |
| Willingness to participate in Out of Hours rota |  | Interview / Assessment / Documentation |
|  | Willingness to work outside normal hours if required |  | Interview / Assessment / Documentation |
|  | Awareness of Equal Opportunities issues and a willingness to challenge discrimination |  | 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.

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

For office use only:

|  |  |
| --- | --- |
| **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.