



Person Specification			
<b>Post title</b>	Team Manager	<b>Grade</b>	Q / £51,802 - £52,805 per annum

\* \* \* This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
<b>Skills, knowledge, experience</b>		
S1	Promote the welfare and safeguarding of children, young people and their families in Adoption in Merseyside with Knowsley as the host LA.  To ensure that the diverse needs of all children, young people and their carers / families are identified, met and regularly reviewed and plans updated, to reflect any subsequent changes.	CV/SS, I
S2	Ensure assessments and planning actively promotes the participation of children, young people and their families; and the engagement of all relevant agencies involved in the social care process.	CV/SS, I
S3	To provide regular professional supervision in accordance with Council procedures to Social Workers and where applicable, non-qualified staff that demonstrates clear management oversight and decision making, is reflective, and is both supportive and challenging in nature.  Ensure the regular use of quality assurance processes in the scrutiny of and identify any additional areas of practice that require quality assuring.	CV/SS, I
S4	To monitor and manage the performance of staff, including regular scrutiny of casework, the use of performance indicators and targets and completion of audits.	CV/SS, I
S5	Ensure the statutory duties of the Council are fulfilled and met in accordance with legal and regulatory requirements and Service responsibilities in relation to statutory reviews, or instruments in	CV/SS, I

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	accordance with the particular responsibilities of the post; taking into consideration the regional adoption agency's/Councils duty to promote and safeguard a child's welfare.	
S6	The post holder must carry out their duties with full regard to the regional adoption agency/Council's Corporate Plan, the Corporate Equality and Diversity Policy, Health and Safety Policy and Social Inclusion Strategy.	CV/SS, I
S7	To produce reports and maintain records to a high standard in accordance with the Service guidance / policy and procedure, which reflect national guidelines using the relevant information technology. Ensuring that all record keeping, including high quality case recording, accounting and records of other team activity, such as all meetings, is maintained and is available for reporting when required.	CV/SS, I
<b>Personal attributes and circumstances</b>		
P1	You must adhere to the "Knowsley Better Together" staff qualities; Integrity, Accountability, Communication and Respect	I
P2	A demonstrable willingness to share information and work with other people.	I
P3	Ensure that services are targeted, developed and delivered in accordance with local policy, legal requirements and best practice guidance.	CV/SS,I
P4	To comply with all the Council's Standing Orders and Financial Regulations.  Plan, monitor and review expenditure and financial commitment against the budget to ensure services are provided within cost limits and that services represent good value for money.	CV/SS,I
P5	Lead, direct and motivate the team by ensuring the provision of support and supervision for all team members on a planned, regular basis in line with Service policy. This includes ensuring that annual Performance Review and Development Plans (PR&Ds) are completed for all staff and subsequent development plans are implemented; including completing reflective supervisions for ASYE and facilitate team learning.	CV/SS,I
P6	To prioritise and allocate work within the team to maintain service delivery and to ensure that eligible adopted children, young people and their families have their needs met in a timely and thorough fashion.	CV/SS,I
<b>Communication</b>		

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C1	To contribute to key service planning reports, including team, service and corporate plans	CV/SS, I
C2	Ensure the recruitment, induction and training of staff in line with Service policies. To support, develop and assess relevant staff in relation to appropriate qualifying and post qualifying frameworks.	CV/SS, I
C3	To represent the Service in local and regional development initiatives.	CV/SS, I
C4	Take responsibility for ensuring the delivery of a high quality and effective service, in accordance with key performance indicators and service targets.	CV/SS, I
<b>Qualifications</b>		
Q1	Social Work Degree or equivalent	CV/SS, C
Q2	Social Work England Registration	CV/SS, C
Q3	To pursue appropriate personal and professional training and development opportunities as and when they occur, to ensure compliance with Social Work England and Directorate standards / expectations.	CV/SS, I
Q4	To meet the requirements identified in Knowsley's Progression Policy.	CV/SS, I

**CV/SS** = Curriculum Vitae/Supporting Statement **A** = Application Form **C** = Certificate **E** = Exercise **I** = Interview  
**P** = Presentation **AC** = Assessment Centre **T** = Test

**Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:**

- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Emotional resilience in working with challenging behaviours.**
- **Attitudes to use of authority and maintaining discipline**

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*Knowsley Council*

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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