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| **Job Title**  | Team Manager |
| **Department** | Children’s Services |
| **Job Family** | People Care and Support (Direct Provision) Level 4 |
| 1. **PURPOSE OF THE JOB**
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| To provide the day-to-day management of a social work team in accordance with statutory guidance and departmental policy. To directly manage social workers and allied staff in ensuring the delivery of best outcomes to those children and young people who are ‘in need’ or at risk of harm. |
| 1. **MAIN AREAS OF RESPONSIBILITY**
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| 1. Ensure the Council meets its statutory obligations to safeguard children, complying with legislation, policy and procedures and relevant frameworks.
2. Work within safeguarding frameworks and the Risk Management system to investigate and manage risk where children and young people have experienced or are likely to experience significant harm.
3. Be responsible for the operational service delivery of the social work team. To participate in the duty process receiving pre-graded referrals from the MASH.
4. Ensure that all relevant information is gathered to inform risk assessments and critically analysed to inform proportionate ‘risk sensible’ management plans.
5. Offer regular supervision in line with the department supervision policy and consistent with the Professional Capabilities Framework (PCF). Through supervision offer challenging and critical reflection, support the practitioners learning of appropriate intervention theories, supporting the supervisee in reaching informed and robust decision making.
6. Be fully conversant with the outcome statements from Assessed and Supported Year in Employment (ASYE) and the Professional Capabilities Framework (PCF) requirements in order to assess and monitor the progress of ASYEs and social work students within the team.
7. Apply the principles of the Working Together Framework and the Single Assessment Framework to promote best outcomes for children, young people and families.
8. Work collaboratively with internal and external colleagues to co-ordinate service delivery. To chair/contribute to multi agency and Service meetings.
9. In co-operation with The Principal Social Worker, Training Advisors and Advanced Practitioners the Area Team Manager must ensure that staff keep abreast of developments both in theory and practice and will help to arrange attendance of appropriate in-service and full time courses where appropriate. The Area Team Manager will also arrange for staff, where appropriate, to supervise trainees and students from professional courses.
10. To advise Senior Managers of resource shortfalls and recommended improved methods to capitalise on efficiencies and effectiveness.
11. To model effective communication skills appropriate to role and circumstances. To have a professional management style that is suited to the situation and fosters productive working relationships with staff and partners.
12. Through the management of staff ensure practitioners respond to the needs of children, young people and families, whilst meeting statutory responsibilities and ensuring views and wishes are heard and recorded accordingly.
13. To ensure that the child remains at the centre of practice and to encourage and ensure that children, young people, families, and significant others are involved in and contribute to assessment planning, interventions and decision making.
14. Promote leading edge innovative best practice across all tiers of the workforce and contribute to the strategic direction of the service supporting best practice.
15. To be flexible and contribute to the development of a ‘whole team; management ethos across the service.
16. Be responsible for key decision making in relation to resource allocation and service delivery, whilst striving to achieve best outcomes for children and ‘best value’ in the way those services are delivered.
17. As a member of the leadership and management team for the Service area, contribute to the strategic and policy developments in the area of work/service.
18. To contribute to the performance and Quality Assurance (QA) Framework underpinning and social care task. To undertake audits of casework and provide written feedback consistent with requirements of the QA Framework.
19. Assist in the establishment, management and maintenance of monitoring systems for assessment and case management in order to maintain effective professional, managerial and budgetary control.
20. Model inclusive practice in relation to identity and diversity, challenging any issues of inequality or discrimination with in the organisation.
21. Allocate work to team members in accordance with statutory requirements, strategic frameworks and departmental policies and procedures.
22. Manage, monitor and support the use of the Integrated Children’s System (ICS) in-house database and fully utilise the capability of the system across the team.
23. Ensure that complaints are fully investigated in line with the Service’s complaints procedure.
24. Assist with or as delegated, take responsibility for staff recruitment and selection procedures and appointments.
25. Ensure that Social Workers are working to the appropriate level of the Professional Capability Framework and that they have recorded evidence to meet the Standards of Proficiency for the Health and Care Professions Council. The Practice manager must ensure that they also demonstrate and record evidence of their own development for the HCPC.
26. Maintain own Continuous Professional Development and develop a high level of professional knowledge through research, and reading, providing a source of expertise and developing specialist knowledge as required. To maintain and develop the required management knowledge and expertise.
27. Manage the human resource processes including induction, training and personal development, attendance management, retention, grievance/disciplinary/capability, succession planning, workforce planning.
28. Ensure that client information data is lawfully gathered, accurate, up to date and only divulged in accordance with the Data Protection Act 1998 and the local government common law duty of confidentiality.
29. Abide by the objectives and targets of both the Section and the Department, and follow the procedures and practices utilised in all aspects of the work, including computerised and manual systems and the maintenance of relevant records.
30. Fulfil personal requirements where appropriate with regard to Council policies and procedures, particularly health and safety, equal opportunities, customer care, emergency evacuation, security, work standards and promotion of the Council's Strategic Objectives.
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| 1. **KNOWLEDGE, SKILLS & ABILITIES**

 *Including any specific ESSENTIAL qualifications needed.* |
| The role requires: - ·    A Social Work degree or equivalent, significant social work experience in the Safeguarding of Children and an understanding of the legislation and guidance that underpins this area of work.·         You will be fully conversant with key findings and lessons learnt from recent evidence based research, Serious Case Reviews and enquiries relating to Child Sexual Exploitation. ·         Proven management and leadership skills are required in addition to a management qualification or the ability to demonstrate commitment to achieving a recognised management qualification. ·         Demonstrable key requisite strategic and interpersonal skills are required to achieve and promote effective partnership working.  **EXPERIENCE**Essential:Significant post qualification experience in statutory Children’s Social Care Services.Experience of working with complex families/complex case management.Experience of working in a multi-agency environment.Experience of working and reporting within a court environment.Desirable:Experience of supervising social workers and other social care staff.**KNOWLEDGE**Essential:Knowledge of the Assessment Framework and other relevant assessment and planning tools including agreed Evidence Based Assessment tools. Knowledge of child development and family dynamics.Advanced theoretical, practical and procedural knowledge across the relevant legislative and statutory frameworks that underpin social work practice.**SKILLS / ABILITIES**Essential:Ability to demonstrate excellent organisational skills in planning and organising own time and creating work schedules for self and others, prioritising and managing fluctuating caseloads.Ability to apply solution focused approaches to problem solving and make decisions of a highly complex nature with consideration of associated risk factors.Ability to model and use reflective supervision and promote a culture of reflection.Ability to promote positive approaches to diversity and create an environment where people are safe to challengeAbility to apply effective conflict resolution skills.Ability to research, cascade and incorporate new guidance and procedure into work quickly and effectively and use to inform professional decision making. Ability to demonstrate advanced skill level in applying needs-led assessment and planning and model the use of Evidence Based Assessment tools.Ability to demonstrate effectively the role of a Corporate Parent.Ability to meet the demands of the service and produce work to a high standard within set timescales. Ability to take advantage of, and effectively use information technology including ICS and to ensure and manage the consistent use across the team.Ability to work within professional and ethical standards including the HCPC Code/Standards of Conduct for Social Workers. **QUALIFICATIONS**Essential:Social Work Degree or equivalentCurrent registration with HCPCDesirable:A recognised Management Qualification or commitment to work towards.**OTHER**Essential:Willingness to take responsibility for ensuring personal continuous professional development and to undertake trainingAble to work to the Borough’s vision and valuesWillingness to work outside of normal office working hours. Ability to understand and demonstrate a commitment to equality and diversity.Must be legally entitled to work in the UK.This post is registered as exempt from the Rehabilitation of Offenders Act 1974 and in accordance with the Police Act; the successful candidate must be able to obtain satisfactory Enhanced Disclosure and Barring Service (DBS) check in order to be appointed to the post. In this respect a criminal record check will be undertaken prior to confirmation of appointment. |