

ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE: Children's Social Care

SECTION: MASS/First Response

LOCATION: Rochdale Police Station

JOB TITLE: Family Group Conference Manager

POST NUMBER:

Grade: Grade 9

Accountable to: Practice Manager, MASS

Accountable for: Family Workers

Hours of Duty: 37 Hours per week

Any Special Conditions of Service: The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by R B C.

Requirement to travel within and outside the Borough. For car owners, casual user allowance available.

Staff working on a Bank Holiday as part of their working week will be paid enhanced rates in accordance with national terms and conditions.

The post is subject to an enhanced Disclosure and Barring and Police Vetting.

The postholder may be required to work during evenings or weekends, in line with needs of the service.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

PURPOSE AND OBJECTIVES OF THE JOB

Family Group Conferences are underpinned by a common set of principles that underpin all the work that is undertaken with children and their families in Rochdale. These are as follows:

- To ensure families and communities are involved in decisions that affect their lives
- To recognise and utilize family and community strengths and for this to be the starting point for helping services to support those around a child.
- To create partnerships between families and professionals and communities that will achieve better outcomes for children
- To ensure service users and their families have more say over what they need
- To ensure that people using our services have a right; to be safe, to be heard, to be treated with equal respect,

Control of Resources

Personnel

All staff employed within the teams managed by the post holder

Financial

All budgets where spending is delegated to the post holder

Equipment/Materials

All equipment, materials and other physical assets (buildings) for which the post holder is responsible

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Colleagues across the Council, elected members, Partner Agencies, voluntary sector, service users, carers and local community groups / organisations.

Responsibilities

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Behaviours and Values

Approach the job at all times using the values set out in the Rochdale Way:

- Valuing our people
- Focusing on customers
- Acting with integrity
- Using time and money wisely
- Working together

- Always learning and improving

Be aware of and apply the Rochdale Way behaviours at all times.

Principal Duties

1. To organise and facilitate Family Group Conferences (FCG) and develop smart and effective Family Plans.

To embed the concept of Family Group Conferencing across Children's services and provide training and consultation to other staff delivering Family Group Conferences across the service

2. To effectively manage risk in the context of Family Group Conference outcomes
3. To ensure that interventions delivered to children and their families are evidenced based and reviewed regularly.
4. To ensure that services to users are delivered and developed according to departmental policies procedures and guidelines, adhering to FGC principles and practice.
5. To work collaboratively with operational managers, staff and key stakeholders to ensure that children and families are full partners in the decision making process.
6. To represent the Family Group Conference Service within the authority and outside, on behalf of the authority when required
7. Receive enquiries and referrals for FGCs, maintain records of referrals, prioritise referrals according to the service criteria and allocate Family Plans to Family Workers to act as key worker to the plan.
8. Maintain and develop links with social work teams and managers, schools, health, family centres, domestic abuse services, advocates and professionals likely to be involved in the FGC process
9. Monitor and evaluate FGC service outcomes against agreed targets and ensure the keeping of accurate and effective records. Provide statistical and performance information as required by the Head of Service.

Communication and Engagement

10. To promote good standards of customer care ensuring service user, carer and parental participation and that their views and experiences are considered in service delivery including effective complaints handling, (which meets Statutory requirements) user consultation via partnership and project group working so that effective engagement with all service users and partners can be evidenced.

Managing Resources

11. To plan and keep under review allocated budgets adhering to Council procedures at all times, producing monthly monitoring reports and to communicate budget pressures to the Head of Service at an early stage
12. Decide on or advise on the use of appropriate services and/or other resources to meet need within the Councils Commissioning and Procurement policies and procedures.

Quality Assurance and Performance Management

13. To contribute to the development and delivery of policies, procedures, quality standards, performance indicators and best practice in line with Performance Frameworks, ensuring that these are sensitive to minority and disadvantaged groups
14. To participate in case records and supervision auditing activity across the service (and with partners) in

accordance with Quality Assurance Frameworks, to ensure the highest possible standard of practice.

15. To contribute towards service and team planning, specifying performance measures, targets and performance standards.

Organisational and Personal Development

16. To undertake formal, reflective supervision and performance development reviews with staff in accordance with Children's Social Care Supervision Policy which identify individual training and development needs which feed into both the team and the Service's workforce development strategy.
17. Contribute to both the delivery and design of corporate, in-service and multi-agency training programmes.

Secondary Duties

- 1 To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
- 2 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by	Anthony Decrop	Date	Updated <u>November 2014</u>

Agreed by Postholder	_____	Date	_____
Supervisor	_____	Date	_____
Service Director	_____	Date	_____

Rochdale Borough Council Person Specification			
Service :	Children's Services	Post:	Family Group Conference Manager
Section :	Children's Social Care	Post Number :	
Job Ref:		Grade:	9

Notes to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the Application Form next to an *Essential Criteria* you **MUST** include in your application enough information to show how you meet these criteria. You should include examples from your paid or voluntary work.

As the post is based in Rochdale Police Station the successful applicant will only be appointed following enhanced police security clearance. The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(a) Special Working Conditions		
1 Please confirm you are able to work flexibly, out of hours, including evening and weekend working in order to meet the needs of families?	E	AF/I
2 Are you able to meet the travel needs of the post, including travelling outside the boundaries of Rochdale?	E	AF/I
(b) Qualifications and Experience		
1 Do you hold a social work qualification or equivalent in demonstrating work with families and young people	E	AF/I – Production of certificate at interview
2 What experience of the principles and processes of Family Group Conferences do you have?	E	AF/I/A
3 Please demonstrate your substantial experience in the management of risk directly relevant to the provision of social care, youth offending, community services etc.?	E	AF/I
4 Please detail your experience of managing staff, including supervision, professional development, appraisal and assisting in recruitment.	E	AF/I
5 Do you hold relevant management/supervisory qualification?	D	AF
(c) Skills and Knowledge		
1 Please detail your knowledge and understanding of the FGC model, family processes and dynamics & theoretical framework which underpins practice.	E	AF/I/A
2 Please demonstrate knowledge, skills and commitment to the empowerment of children, young people and their families working within the family strength based model of working.	E	AF/I/A
3 What proven ability to negotiate and mediate in a range of situations with people from diverse	E	AF/I/A
4 Tell us about your ability to maintain systems, produce clear records and use IT skills to record and interrogate data and generate monitoring and evaluation reports.	E	AF/I

5	How do you manage performance of others?	E	AF/I
6	Please demonstrate your knowledge of child protection and children looked after systems and processes?	E	AF/I
7	Please give details of your ability to lead and build an effective service.	E	AF/I
8	What are your abilities to monitor and evaluate practice against agreed standards?	E	AF/I
(d) Values and Behaviours			
1	<p>Demonstrate an approach in line with the Rochdale Way Values and Behaviours.</p> <ul style="list-style-type: none"> • Valuing our people • Focusing on customers • Acting with integrity • Using time and money wisely • Working together • Always learning and improving 	E	AF/I
2	If applying as part of the Armed Forces Scheme: Please confirm your last long term employer was the Armed Forces.	D	AF
3	If applying as part of the Armed Forces Scheme: Please confirm you have been looking for a job for 6-24 months since you left the Armed Forces.	D	AF