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| **Department** | **DEPARTMENT OF PEOPLE SERVICES** |
| **Job Title** | **TEAM MANAGER – SAFEGUARDING TEAM** |
| **Grade** | **K** |
| **Primary Purpose of Job** | To support the Head of Service in ensuring the Department fulfils its primary purpose both effectively and efficiently |
| **Reporting to** | Head of Service |
| **Responsibilities** | Organisation of long term children services involvement, including children subject to safeguarding plans, children in need, care proceedings and adoption. |

**Main Duties**

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| **1** | To manage activities to meet requirements |
| **2** | To develop and manage your own resources and contribute to improvement work |
| **3** | To work within multi-disciplinary and multi-organisational teams, networks and systems |
| **4** | To develop own knowledge and practice relating to own area of work across professional and organisational boundaries |
| **5** | To manage, present and share information, records and reports to support decision making |
| **6** | To manage the use of financial resources |
| **7** | To select personnel for activities using appropriate recruitment and selection processes and techniques |
| **8** | To manage, develop and enhance the performance of teams and individuals and have the ability to delegate work to others and respond to poor performance |
| **9** | To be responsible for, and have knowledge of, disciplinary and grievance procedures |
| **10** | To lead, chair and facilitate meetings |
| **11** | To prepare for and participate in decision-making forums |
| **12** | To ensure compliance with legal, regulatory, ethical and social requirements |
| **13** | To implement and monitor compliance with, quality assurance systems and carry out quality audits |
| **14** | To contribute to project planning and preparation and co-ordinate the running and closure of projects |
| **15** | To manage, organise, support and maintain the use of information technology systems and software |

**16** To carry out any other duties commensurate with the grade of the post

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| **Date Job Description prepared/updated:** | **October 2017** |
| **Job Description prepared by:** | **Jo Bibby** |



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| **Department** | | | | **DEPARTMENT OF PEOPLE SERVICES** | |
| **Job Title** | | | | **TEAM MANAGER – SAFEGUARDING TEAM** | |
| **Stage One** | | | Disabled Candidates are guaranteed an interview if they meet the essential criteria | | |
| **The Minimum Essential Requirements for the above Post are as Follows:** | | | | | **Method of Assessment** |
| **1.** | **Skills and Knowledge** | | | | |
| 1. | To have the ability to implement plans and ensure services meet quality requirements | | | | Application |
| 2. | To be able to develop and manage your own time and resources, and review your performance, to meet agreed objectives | | | | Application/Interview |
| 3. | To have the ability to develop and maintain effective working relationships and contribute to identifying and agreeing goals and objectives of teams and evaluate their effectiveness | | | | Application |
| 4. | To be able to develop your own knowledge and practice within your own area of work and across professional/organisational boundaries | | | | Interview |
| 5. | To have the ability to obtain, analyse, maintain, record and store information, records and reports to support decision making | | | | Application |
| 6. | To be able to manage the use of financial resources and control expenditure against budgets | | | | Interview |
| 7. | To have the ability to select personnel, by identifying appropriate recruitment and selection techniques | | | | Application/Interview |
| 8. | To be able to identify and plan the development needs of teams and individuals to enhance performance and support individual learning and development | | | | Interview |
| 9. | To have the ability to implement disciplinary and grievance procedures and act as a panel member during disciplinary and grievance hearings | | | | Interview |
| 10. | To demonstrate the ability to chair, lead, facilitate and participate in meetings | | | | Presentation |
| 11. | To have the ability to prepare for, participate in, and enable others to be involved in, decision-making forums | | | | Application/Interview |
| 12. | To demonstrate the ability to ensure compliance with the law in key areas such as health and safety, as well as professional and ethical frameworks | | | | Interview |
| 13. | To have the ability to establish, maintain and monitor the compliance with quality assurance systems, and follow up quality audits | | | | Interview |
| 14. | To demonstrate the ability to contribute to project planning and preparation, and be able to co-ordinate project activities, resources and plans, ensuring stakeholders are kept informed of progress | | | | Interview |
| 15. | To be able to manage, organise, support and maintain the use of information technology systems and software | | | | Application/Interview |
| 16. | **Competencies** – Please note the council’s corporate competencies, which are considered to be essential for all roles, are in the attached CORE COMPETENCIES document | | | | Interview |
| **2. Experience/Qualifications/Training etc** | | | | | |
| 1. | | Relevant professional qualification – Degree/DipSW/CQSW or equivalent | | | Application Form |
| 2. | | Extensive knowledge and understanding of child care law and practice | | | Application/Interview |
| 3. | | Extensive knowledge of child care research and evidence based practice in Children’s social care | | | Application/Interview |
| 4. | | Minumum 3 years post qualification experience within a child care setting | | | Application/Interview |
| **3. Work Related Circumstances** | | | | | |
| 1. | | This post has been designated an essential car user post. Applicants must hold a full, current and valid driving licence and a vehicle with a current valid MOT certificate. There must also be adequate vehicle insurance cover to comply with the council’s requirements, in line with the Travel Costs Reimbursement Policy | | | Application Form/Interview |
| 2. | | The nature and demands of the postholder’s time are not always predictable and there will be an expectation that work will be required outside normal hours from time to time | | | Application Form  Interview |
| 4. | | This post is subject to an enhanced disclosure with barre dlist check from the Disclosure & Barring Service | | | Satisfactory DBS Disclosure |

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| **STAGE TWO** | | Will only be used in the event of a large number of applicants meeting the minimum essential requirements | |
| **Additional Requirements** | | | **Method of Assessment** |
| **1. Skills and Knowledge** | | | |
| 1. | Thorough knowledge of management theory | | Application/Interview |
| **2. Experience/Qualifications/Training etc** | | | |
| 1. | Evidence of managing training | | Application/Interview |

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| **Date Person Specification prepared/updated:** | **October 2017** |
| **Person Specification prepared by:** | **Jo Bibby** |



**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.