

## Job description

Job title: Team Manager  
Grade: Dorset Grade 13  
Job evaluation reference: ES622  
Job family: Health and Social Care

### Purpose and impact

The post is responsible for managing a team of social workers and other professionals in delivering a range of statutory services to children, young people and their families in regard to the Children Act 1989/other relevant legislation in order to deliver both a prevention and safeguarding service. The role is delivered across a range of different service delivery contexts.

1. To manage a team of social workers and other relevant staff in the delivery of a statutory social work service to children, young people and their families.
2. To provide professional advice and guidance on all matters relating to safeguarding children and young people in area of the teams delivery.
3. To deputise for the Operational manager if required.
4. To ensure that the team's operational delivery is effectively performance managed in regard to the training and development of staff.
5. To deliver improved operational outcomes through an effective use of performance data.
6. To manage the budget effectively and economically.
7. To effectively work in partnership with partner agencies to promote and enable the lives of children to be improved through effective planning.

### Key responsibilities

8. To manage a team of social workers and other relevant staff in the delivery of a statutory social work service to children, young people and their families.
9. To provide professional advice and guidance on all matters relating to safeguarding children and young people in area of the teams delivery.
10. To deputise for the Operational manager if required.
11. To ensure that the team's operational delivery is effectively performance managed in regard to the training and development of staff.
12. To deliver improved operational outcomes through an effective use of performance data.



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13. To manage the budget effectively and economically.
14. To effectively work in partnership with partner agencies to promote and enable the lives of children to be improved through effective planning.
15. To provide reflective qualitative supervision for social workers and other relevant staff.
16. To manage the performance of all staff through the annual PDR process and review each year, this includes ensuring that each member of staff has a Training and development plan.
17. To be responsible for the delivery of Dorset Council's capability and Disciplinary procedures, through consultation with HR and the Operational manager.
18. To monitor, track and review the sickness levels of all staff.
19. To investigate and respond in writing to Stage One complaints or commendations.
20. To manage effectively the workflow within the social work case loads, to ensure that children and young people's needs are met appropriately within a timely manner.
21. To attend court as and when required in relation to care proceedings and other types of complex court work.
22. To attend other relevant meetings which require the team manager to chair the meeting or where a social worker may need to be supported by the team manager. This includes Legal gateway meetings, PLO meetings, strategy discussions, permanency planning meetings etc.
23. To attend meetings held by the Operational manager or identified as important to attend by the Operational manager.
24. To hold Team meetings at least every two weeks.
25. To support the development of staff through delivering an induction process; supporting NQSWs and identifying common themes within the team which need to be addressed positively through a joint training initiative.
26. To ensure that there is compliance within the team in regard to data inputting, case recording and in regard to confidentiality issues.
27. To be responsible for completing case audits on individual social workers case files and to participate in the safeguarding audits.
28. To be aware of and to ensure that the team understand any issues that may have arisen out of a DCC /National lessons learned from serious case review in order to improve practice and outcomes for children, young people and their families.
29. To participate and deliver the recruitment of staff with the Operational manager.



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30. To be responsible for the effective, economic and efficient use of the delegated budget at team manager level of responsibility.
31. To have a complete understanding of permanency planning; child protection procedures and child in need procedures.
32. The post holder will be expected to identify any relevant health and safety issues which may arise in regard to staff during the course of their work. This will include informing the relevant Operational manager and participating in a health and safety risk meeting with an associated outcome of a plan.
33. To contribute if required to the delivery of a response to a civil emergency.
34. To undertake other and comparable or lesser duties as and when required by Dorset Council, Head of Service, or Operational Manager.
35. To be flexible according to service needs and operational demands

NB: The duties and responsibilities of this post are not restrictive and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

### **Supervision and management**

36. The post holder is directly line managed by the Operational manager.
37. The post is responsible for managing directly between 5-10 full time equivalent staff.

### **Other factors**

38. Responsibility for managing specific budgets as identified by the Head of Service and set down within the delegated scheme of responsibility.
39. The post holder will have a tablet/laptop which they will use as a means of recording all information in regarding to the role and responsibilities that they have.
40. The post holder will have a named substantive base but will be expected to deliver within the context of an agile working environment.
41. The post holder will be expected to have access to a car in order to travel across the county.
42. The post holder will may be expected, depending upon the context statement which sits with this Job description, to visit or meet service users in a variety of locations.
43. The post holder will be expected to visit partner agencies across the county and outside of the county in regard to children, young people and their families and their associated plans operationally.
44. The post holder may be expected to attend court.



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### **Our behaviours**

Dorset Council has developed and embedded a set of behaviours that will form part of everything you do and you will need to be able to demonstrate them through the way you work, regardless of your role or grade within the organisation.

Full details can be found on the job website under '[Working for Dorset Council](#)'.



## Person specification

Applicants will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

Essential criteria are the minimum requirement for the above post.

Desirable criteria will only be used in the event of a large number of applicants meeting the minimum essential requirements.

### Essential

<b>Qualifications/ training/registrations</b>
Required by law, and/or essential to the performance of the role
1. Diploma in Social work/CQSW
2. Post qualifying Award/Practice Educator/Further evidence of continuous professional development.
3. Registered with HCPC
4. DBS
<b>Experience</b>
1. Experience of working as a social worker for a minimum of four years post qualifying.
2. Significant experience of working with the Threshold tool as set out within the Continuum of Need and working together in order to make appropriate decisions in regard to children and young people.
3. Experience of delivering complex assessments and plans in regard to Child in Need, Child protection or Children who are in Care.
4. Experience of delivering complex court proceedings in a variety of court settings.
<b>Skills, abilities &amp; knowledge</b>
1. Comprehensive knowledge of all relevant statutory legislation, Policy and procedures in regard to the delivery of a Children's social work service.
2. Knowledge of permanency planning and procedures.
3. Knowledge of Child protection procedures as set out in Working together.
4. Knowledge of Early help and prevention.
5. Knowledge of Child Sexual exploitation and child sexual abuse.
6. Excellent communication skills, both written and oral.
7. Good negotiation skills.

8. Ability to set targets and work within deadlines.
9. Excellent assessment skills.
10. Ability to be team player within the context of the service operational structure.
11. Ability to clear, concise and constructive advice to team members regarding complex cases.
<b>Behaviours</b>
1. <a href="#">Respect</a>
2. <a href="#">Responsibility</a>
3. <a href="#">Recognition</a>
4. <a href="#">One Team: Collaboration</a>
<b>Other</b>
1. Able to fulfil any travel requirements of the post
2. Ability to work flexibly to meet the needs of the service delivery, including working outside of what are considered office hours.

### Desirable

<b>Experience</b>
1. Experience of the supervision of staff either through the direct supervision of social workers or through being a Practice Assessor.
2. Experience of working with a number of partner agencies and families in regard to delivering Early Help at Tier Two of the threshold.
<b>Skills, abilities &amp; knowledge</b>
1. Knowledge or understanding of the performance management of staff through the Local authority performance management processes.
2. Knowledge or understanding of budget management.
3. Knowledge /or understanding of the importance of effective managerial decision making using factual evidence, research and analysis in regard to the plans for children and young people.

<b>Approval</b>			
Manager	Vanessa Glenn	Date	January 2016

