

Job description

Job title: Assistant Team Manager
Grade: 12 + 2LMIs*
Job evaluation reference: HS458
Job family: Health and Social Care

Purpose and impact

1. To assist the (Team) Manager in the delivery of services in accordance with Directorate policy and practice including case accountability as delegated.
2. To lead and manage the development of specific systems and services, as required by the (Team) Manager.
3. To deputise for the (Team) Manager as required.
4. To lead and undertake joint work with colleagues within the Directorate and other agencies, as relevant, to ensure the effective delivery of services to children, families and carers.
5. To provide specialist consultation to staff within the Directorate and other agencies, regarding service developments or creative packages of care for individuals.
6. May be required to carry a caseload of complex cases (see context statement).

Key responsibilities

7. Deputise for (Team) Managers as required, in relation to individual case situations or for ongoing areas of team responsibility, including supervision of individual staff members.
8. Work as part of a multi-disciplinary team supporting our children and families to achieve good outcomes.
9. Take a key role in managing, developing and monitoring Team duty and referral taking systems, as relevant.
10. Bring to the attention of (Team) Manager and initiate and implement plans of action in relation to staff performance, including sickness absence, staff conduct and case management.
11. Operate within financial and budgetary guidelines for the delivery of care plans to meet children and families/carers needs and make decisions on behalf of (Team) Manager, as requested.
12. Work collaboratively within the Directorate, with statutory agencies, voluntary agencies and independent sector organisations and take on specific liaison or development roles on behalf of the (Team) Manager.
13. Work with team members on developing a range of general and specific ideas and solutions for complex care plans/arrangements for children, families and carers.
14. Assist with staff development, including the development and co-ordination of induction, the development of Team training plans, leading sessions for staff in multi-agency programmes and undertaking practice teaching as required.
15. Be accountable to the (Team) Manager for reviewing the quality of work undertaken in the team, against agreed performance standards and key result areas and to advise the (Team) Manager of any concerns which may affect the standard of performance required.
16. Make proposals for the improvement of Team practice and to develop systems for accurate data recording and improved performance management.
17. Act as a resource point for team colleagues regarding evidence-based practice and research and propose ways of developing and improving local practice.



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18. Work with the (Team) Manager in the recruitment, selection and induction of new staff.
19. Where applicable (see context statement), take responsibility for a caseload of complex cases (including detailed assessments of individuals and their families or carers, incorporating risk, reviews, liaison with other professionals, care plans) and provide consultation and advice to staff as required.
20. Undertake statutory duties in accordance with delegated authority.
21. Provide professional/technical advice and support in specific areas of specialism.
22. Chair reviews, conferences and any other meetings in the absence of or as delegated by the (Team) Manager.
23. Keep the (Team) Manager informed of all issues relating to children and families' needs which have implications for service development and for service standards of the Directorate.
24. Maintain essential records as required and input records on core computer systems and undertake training as necessary.
25. Accept responsibility for learning, by attending training courses and by taking advantage of staff development opportunities in order to improve knowledge and skill for the benefit of the delivery of the service.
26. Contribute to the provision of a response to civil emergencies, as required.
27. Undertake other comparable or lesser duties as required.

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.

Other factors

28. Responsibility for managing and monitoring budgets, where delegated by (Team) Manager.
29. Use of laptop to maintain data on children and families' activity.
30. Travelling from local office base to the homes of children and families and meetings across the county.
31. Working with children and families who may be emotionally distressed and have the potential to become verbally or physically abusive.
32. May be required to undertake lone visits to children and families in their homes.
33. Providing specialist advice/guidance on situations which may present risk to individuals or to the Directorate with recourse to Service Manager in the absence of (Team) Manager.
34. Transportation of children and families and small items of equipment as required.
35. An Enhanced DBS check is required.

Labour Market Increments

**Where Labour Market Increments (LMI) apply these will be reviewed on a regular basis in line with the Labour Market Adjustment Scheme (LMAS).*

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.



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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

Essential criteria are the minimum requirement for the above post.

Qualifications/ training/registrations	
Required by law, and/or essential to the performance of the role	
Assistant Team Manager – Social Work	
1.	Diploma, Degree or Masters in social work
2.	Ongoing registration with Social Work England
Assistant Team Manager – Contextual Safeguarding	
3.	Diploma, Degree or Masters in social work, youth work, education, or equivalent
Experience	
4.	Experience of dealing with complex cases
5.	Ability to manage, appraise and supervise staff
6.	Ability to manage and chair meetings
7.	Experience of working within the Statutory Framework for Local Government
Skills, abilities & knowledge	
8.	Comprehensive knowledge of relevant and current legislation, Regulations and Practice guidance
9.	Knowledge of Children's Services safeguarding policies, procedures and practices
10.	Comprehensive knowledge of the Inspection framework
11.	High level of communication skills, both written and oral
12.	High level of negotiation skills
13.	Ability to set targets and work within deadlines
14.	Assessment skills
15.	Ability to operate within a team structure and contribute to team and service development
16.	Ability to give clear, constructive advice to team members regarding complex cases
Behaviours	
17.	Respect
18.	Responsibility
19.	Recognition
20.	One Team: Collaboration
Other	
21.	Ability to fulfil the travel requirements of the post
22.	Ability to work flexibly to meet the needs of the service, including on occasion working outside normal office hours
23.	An Enhanced DBS check is required



Desirable

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

Experience	
24.	Child protection experience
25.	Experience of duty and assessment work within local authority
Skills, abilities & knowledge	
26.	Awareness of the role and contribution of partner agencies

Approval			
Manager	Head of Locality and Strategy	Date	Updated December 2024

