

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.
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 values

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria: you should include clear examples of how you meet these criteria within your application form and during the assessment process.

Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment, interview and references (as specified below). We will require evidence of the qualifications, training or registrations listed below.

| Qualifications, training or registrations Required by law or essential to the performance of the role or both | Assessed through: |
|---|---|
| <i>Assistant Team Manager – Social Work</i> | |
| 1. Diploma, Degree or Masters in social work | Application form |
| 2. Ongoing registration with Social Work England | Application form |
| <i>Assistant Team Manager – Contextual Safeguarding</i> | |
| 3. Diploma, Degree or Masters in social work, youth work, education, or equivalent | Application form |
| Experience | |
| 4. Experience of dealing with complex cases | Application form |
| 5. Ability to manage, appraise and supervise staff | Application form |
| 6. Ability to manage and chair meetings | Application form |
| 7. Experience of working within the Statutory Framework for Local Government | Application form |
| Knowledge | |
| 8. Comprehensive knowledge of relevant and current legislation, Regulations and Practice guidance | Application form Interview Assessment |
| 9. Knowledge of Children's Services safeguarding policies, procedures and practices | Application form Interview Assessment |
| 10. Comprehensive knowledge of the Inspection framework | Application form Interview Assessment |
| Skills and abilities | |
| 11. High level of communication skills, both written and oral | Interview Assessment |
| 12. High level of negotiation skills | Interview Assessment |
| 13. Ability to set targets and work within deadlines | Interview Assessment |
| 14. Assessment skills | Interview Assessment |



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|--|----------------------|
| 15. Ability to operate within a team structure and contribute to team and service development | Interview Assessment |
| 16. Ability to give clear, constructive advice to team members regarding complex cases | Interview Assessment |
| Our values | |
| 17. Respect | Interview Assessment |
| 18. Together | Interview Assessment |
| 19. Accountability | Interview Assessment |
| 20. Openness | Interview Assessment |
| 21. Curiosity | Interview Assessment |
| Other | |
| 22. Ability to fulfil the travel requirements of the post | Application form |
| 23. Ability to work flexibly to meet the needs of the service, including on occasion working outside normal office hours | Application form |
| 24. An Enhanced DBS check is required | Application form |

Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment, interview and references (as specified below). If you meet the desirable criteria, we will require evidence of the qualifications, training or registrations listed below.

| | |
|---|--|
| Experience | |
| 25. Child protection experience | Application form |
| 26. Experience of duty and assessment work within local authority | Application form |
| Knowledge | |
| 27. Awareness of the role and contribution of partner agencies | Application form Interview Assessment |

Approval

Manager's job title: Head of Locality and Strategy

Date: Updated December 2024

